

# **REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT**

**Republic of Serbia**

**Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)**

**Project ID No. P170185**

**Assignment Title:**

- **Monitoring and Evaluation (M&E) Officer, Reference No. SER-SAIGE-IC-CS-20-07**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

## **Scope of work:**

The M&E Officer will provide support to the Project Implementation Unit (PIU) in order to ensure efficient project implementation and timely reporting in compliance with the deadlines listed in the Loan Agreement, Project Appraisal Document (PAD) and Project Operations Manual (POM). The Ministry of Education, Science and Technological Development (MoESTD), Science Fund (SF) and Innovation Fund (IF) as project implementing entities will monitor the Project Development Objective (PDO) and intermediate level indicators for the Project, as well as implementation and outcomes of activities under each Project component. M&E Officer will cooperate with the experts/consulting firm in charge to develop M&E framework.

1. Support to the PIU in overall SAIGE Project monitoring and evaluation (M&E) activities by taking the lead in collecting relevant data and tracking relevant indicators to keep the Project Results Framework up-to-date;
2. Develop additional M&E indicators and methodologies relevant to target outcomes and outputs of the SAIGE Project on as needed basis and as requested by the PIU Manager;
3. Participate in capacity building activities on M&E topics of institutions involved in the SAIGE project, in collaboration with World Bank M&E specialists;
4. Data collection for the progress reports and performance reviews as required by the PIU;
5. Prepare of brief summary reports following each progress report and performance reviews describing the efficacy of the Project supported activities;
6. Communication and coordination with the MoESTD and PIEs related the M&E requirements;
7. Support the MoESTD and Project Implementation Entities (PIEs) responsible for the implementation of their Project Components;
8. In coordination with PIU manager and close cooperation with MoESTD, SF and IF Officers, support designing and development of M&E Framework and System for Smart specialization strategy implementation, analytical support to implementation of Smart Specialization Strategy and continuous Entrepreneurial Discovery Process (EDP) in terms of evidence based management;
9. Administrative and technical support to the PIU in implementation of the following tasks:
  - o Identification and collection of performance indicators and their hierarchy (KPI - *Key Performance Indicators*);

- Development of relevant progress reports as required by PIU/MoESTD and World Bank;
  - Participation at the relevant meetings;
  - Perform other duties as required by the Project Manager;
10. Administrative and technical support to other experts/consulting firm in charge to develop M&E and Smart specialization frameworks;

The M&E Officer will be engaged on a full-time basis for the duration of the Project with a probation period of 6 months. The current Closing Date of the Project is September 30, 2024.

**Required qualifications:**

- Postgraduate academic or professional degree (PhD, master’s degree, specialist academic degree, or specialist professional degree);
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, and developing M&E and performance monitoring plans;
- At least 3 years of relevant professional experience in data analytics and project management;
- Experience in implementation of at least one project implemented/funded by the World Bank or other international organisation;
- Extensive knowledge and experience of data bases generating different kinds of reports and analysis, including visual presentations of data;
- Experience in public sector is considered as an advantage;
- Excellent spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills;
- Advanced computer skills and the usage of data analytics tools/software (e.g. Tableau) is highly desirable.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the Ministry of Education, Science and Technological Development <http://www.mpn.gov.rs/konkursi-tenderi-2/>

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the assignment:

- Specific Experience relevant to the Assignment ( 40 Points)
- Qualifications and Competence relevant to the Assignment ( 60 Points)

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the *World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017 and August 2018)* (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the *Open Competitive Selection of Individual Consultants* as set out in the Regulations.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered in a written form to the email below, by **February 17, 2021, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
To:	<a href="mailto:ljljana.krejovic@mfin.gov.rs">ljljana.krejovic@mfin.gov.rs</a> Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	<a href="mailto:ljljana.dzuver@mfin.gov.rs">ljljana.dzuver@mfin.gov.rs</a>	11000 Belgrade, Serbia Tel: (+381 11) 2021587
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