**Serbia Accelerating Innovation and Growth Entrepreneurship Project**

**PIU Operations Officer (Part-time)**

**Terms of Reference**

**1. Background**

Serbia has received a loan from the World Bank Group for the **Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project**[[1]](#footnote-1) (Project) to support the strengthening of the Serbian Innovation and Entrepreneurship ecosystem. The main objective of the Project is to improve (i) the relevance and excellence of scientific research; and (ii) innovative entrepreneurship and access to finance for enterprise growth, as a way of contributing to Serbia’s growth and competitiveness. The European Union Instrument for Pre-accession Assistance (IPA-II) is also providing complimentary financing support for the SAIGE Project. The Project includes the following three components:

Component 1: Research Sector Reforms

Component 2: Enterprise Acceleration

Component 3: Project Implementation, Monitoring, Capacity Building

The Ministry of Education, Science and Technological Development (MoESTD) is responsible for the overall Project coordination and implementation, as well as execution of Component 1.2 RDI Reforms. Implementation of the Project is carried out by the Project Implementation Unit (PIU) team at the MoESTD comprising of PIU Project Manager, and technical and administrative staff.

**2. Objectives of Engagement**

One of the important operational positions within the PIU is the Operations Officer. Generally, he/she will assist the PIU Project Manager with coordinating functions of the PIU, as well as ensuring Project timely implementation. The Operations Officer (OO) will also assist PIU Project Manager to foster and ensure complete co-ordination between the PIU, MoESTD, CFU, and the participating institutions (SF and IF) and other Public Administration Bodies with the overall aim of ensuring appropriate implementation of the Project, timely reporting and expenditure of funds.

This includes ensuring the execution of the Project’s Procurement Plan, enabling timely reporting acceptable to the World Bank, assisting in working on any modifications to the Project documents, collaboration with independent auditors engaged to audit annual reports and co-operation with World Bank team in the course of regular missions.

The OO will conduct the work in line with the relevant Project documents including the Loan Agreement (LA), Subsidiary Agreements, Project Appraisal Document (PAD), Project Operations Manual (POM), Environmental and Social Management Framework, Stakeholder Engagement plan.

**3. Scope of Work**

Following are the specific tasks and responsibilities of the OO:

1. Assisting the PIU Project Manager in managing the implementation of the Project and co-operating with institutions involved in Project implementation to ensure the timely and sound realization of the Project’s activities and adherence to terms and conditions of the Loan Agreement and other documents;
2. Assisting the PIU Project Manager to improve, develop, and implement the Project’s procedures and protocols as established under the Project Operations Manual and ensure adherence to such procedures;
3. Working closely with the PIU Project Manager to carefully review and provide feedback on all reports, queries, and concerns from the participating institutions and private and public administration bodies throughout the implementation of the Project;
4. Support Project officers (PO) in preparation of the procurement documents for the CFU (ToRs, Evaluation Reports, Contracts, Consultant reports, delivery receipts, etc.), and smooth implementation of project activities under the Components 1 and 2;
5. Serve as a contact point for CFU for conducting procurement procedures for the MoESTD relevant for the Project in order to facilitate these types of activities and solving any potential procurement issues in cooperation with the CFU;
6. Support the IF and SF in efficient implementation of operational and procurement-related procedures when needed;
7. Support PIU in the coordination of procurement-related issues, contracting and implementation of contracts for individual consultants and consulting firms under the Sub-component 1.2 (including support to the implementation of the Smart Specialization Strategy);
8. Assisting the PIU Project Manager in the implementation of the 1.2 RDI Reforms component of the Project
9. Support RDIs in their capacity building activities including in managing and reporting on their procurement activities, including those related to technology transfer and infrastructure components funded under the Project, including ToRs, instructions and templates for RDIs to fully comply with all relevant project procedures;
10. Participate in the World Bank’s missions and coordination with the external auditors, jointly with the PIU team;
11. Participate in relevant conferences, workshops and training events, as required to fulfill tasked role;
12. Perform other operational duties in support of Project implementation as required by the PIU Project Manager.

The OO will be based at the MoESTD premises within the PIU. OO will provide his/her work on-site.

The MoESTD will provide the requisite office infrastructure and access to all relevant documents.

**4. Experience and Qualifications**

The candidate suitable for this position should have the following qualifications:

* University degree (postgraduate academic or professional degree will be considered as an advantage);
* At least 5 years of professional experience in similar positions;
* At least 10 years of working experience under projects financed/administrated by external donors and/or international organizations;
* Knowledge of the World Bank’s administrative procedures and policies (including operations, procurement, reporting) will be considered as an advantage;
* High level of spoken and written English;
* Advanced communication, data analysis and computer skills;
* Demonstrated ability to work in a team and with tight deadlines;
* Organization and coordination skills.

Selection of consultant

The candidates will be evaluated applying the following evaluation criteria:

* General experience ( 40 Points)
* Specific Experience relevant to the Assignment ( 60 Points)
1. **Timeframe and Duration**

The OO will be engaged on a part-time basis for the duration of one year with a probation period of 3 months and the possibility of increasing the time effort depending on the performance and need. The expected initial time effort for the assignment is approximately 15 working days (i.e., 120 hours) per month.

The engagement will be subject to appropriate extension based on the Project needs, potential Project extension, and performance of the candidate.

1. **Reporting Requirements**

The OO will work under the supervision of the PIU Project Manager to whom he/she directly reports.

The OO should prepare monthly activity reports (timesheets) in which he/she will summarize key issues and emerging and day-to-day tasks are undertaken. In addition, the OO will prepare progress and ad hoc reports and documents where so required by the Project. These reports will be provided on paper (when necessary) and electronically in the English/Serbian language.

Each monthly timesheet must be firstly approved by the PIU Project Manager.

1. **Terms of Payment**

The contract, in the form of the Standard World Bank Time-Based Contract for Small Assignments, will be entered into between the OO and the MoESTD. Payment for services rendered will be made monthly.

1. <https://projects.worldbank.org/en/projects-operations/project-detail/P170185> [↑](#footnote-ref-1)