

Serbia Accelerating Innovation and Growth Entrepreneurship Project

Terms of Reference and Scope of Services

Ministry of Science, Technological Development and Innovation (NITRA) Junior Associate

1. Background information

Serbia has received a loan from the World Bank Group for the **Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE) Project**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, and Capacity Building.

The Ministry of Education, Science and Technological Development (MoESTD) until October 2022 was responsible for the overall Project coordination and implementation and execution of Component 1.2 RDI Reforms. After the April 2022 elections, a new line ministry – Ministry of Science, Technological Development and Innovation (NITRA) has been tasked (in October 2022) as the successor, with the overall Project coordination and implementation. The Project is coordinated (and implemented) by the Project Implementation Unit (PIU) at NITRA comprising a PIU manager, project officers for the three Project components, experts for environmental and social standards, M&E and RDI transformation officer, and other technical and administrative staff.

2. Objective of the Assignment

The main objective of this assignment is to streamline the document processing exchanged between the NITRA and PIU for faster and more efficient obtaining of approvals and payment processing under the Project. Due to the recent establishment of NITRA, the NITRA currently faces a number of organizational challenges. Engagement of the NITRA Junior Associate would secure a smoother organizational setup of the Project within the new NITRA.

3. Scope of Work

- Providing administrative assistance to PIU related to the general and financial administration of the Project documents which is exchanged between the NITRA and PIU;

¹ <https://projects.worldbank.org/en/projects-operations/project-detail/P170185>

- Assistance to NITRA financial department in processing the Requests for Payments/Payment Orders (receiving documentation, collecting signatories, facilitate payment processing, sending back signed documents to PIU) and supporting documents under the Project and maintaining records of supporting documents;
- Providing administrative and logistical support for efficient day-to-day administrative functioning between NITRA and PIU with regard to documents processing;
- Assist in making an accessible database of all incoming and outgoing financial documentation for the PIU;
- Assist PIU and NITRA in preparation of the documents for: Tax Administration, National Bank of Serbia, Ministry of Finance – Treasury Department, and other relevant institutions;
- Organize archives and book-keeping of documentation relevant to the Project in NITRA;
- Reception of Project documents to be processed by NITRA;
- Participate in online meetings with NITRA/PIU and the World Bank team, when required, complemented with in-person visits, as needed;
- Other tasks related to the Project at the request of the PIU Manager and Finance and Grant Officer.

4. Experience and Qualifications

- Degree in economics/finance/accounting, or equivalent (at least first-level degree obtained upon completion of three-year study programme, 180 ECTS, vocational or academic);
- Minimum 1 year of working experience in administrative/financial procedures in public or private sectors;
- Excellent spoken and written Serbian and English;
- Excellent communication, organisation, and teamwork skills, detail-oriented;
- Computer skills, including excellent command of Microsoft Office tools (Word, Excel).

Selection criteria:

The candidates will be evaluated by applying the following evaluation criteria:

- General experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

5. Timeframe and duration

NITRA Junior Associate will be engaged on a full-time basis for the duration of the Project with a probation period of 3 months. The current Closing Date of the Project is September 30, 2024.

The engagement could be subject to appropriate extension based on the Project need and performance of the candidate.

The Consultant shall not have other full or part-time assignment during the engagement under this Contract.

6. Reporting Obligations

NITRA Junior Associate will report to the PIU Project Manager. NITRA Junior Associate should prepare monthly activity reports (timesheets) in which he/she will summarize key issues and emerging and day-to-day tasks undertaken.

7. Terms of Payment

The Contract will be the Standard World Bank Time-Based Contract for Small Assignments, entered into between the NITRA Junior Associate and the NITRA, as a Client. The payments for services will be based on monthly timesheets approved by the PIU Project Manager. The PIU will administer the Contract.

8. Confidentiality and Conflict of Interest

NITRA Junior Associate will comply with maintaining confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.