**Terms of Reference**

**Social and Citizen Engagement Specialist**

**for Improving Public Financial Management for the Green Transition Operation**

## **Background**

Improving Public Finance Management for the Green Transition in the Republic of Serbia is a four-year Operation supported by the World Bank and AFD, which aims to help the Government of the Republic of Serbia in strengthening its capacity to manage public finances and implement green investments. Key implementing institutions besides the Ministry of Finance (MoF) are the Ministry of Environmental Protection (MoEP), the Public Policy Secretariat (PPS), the Public Procurement Office (PPO) and the Republic Property Directorate(RPD).

This Operation consists of two components:

1) **Program for Results (PforR) component (Program)** comprising two results areas:

* Strengthen fiscal resilience, transparency, and spending effectiveness-focused on further strengthening fiscal resilience, using public expenditure management to enhance efficiency and a results focus, enhancing the ability to link plans and budgets through stronger costing at the planning stage, improving fiscal transparency, and improving the preparation of public investment projects.
* Greening Serbia’s expenditure cycle and developing selected other institutions for greater environmental resilience- focused on introducing and utilizing green criteria in PFM, PIM, and public procurement, and on strengthening systems for monitoring and reporting on GHG emissions from installations.

2) **Investment Project Financing (IPF)** **component (Project)** consisting of technical assistance to support the implementing entities in delivering expected results. The IPF component will consist of TA - including trainings, capacity building and peer learning, support for stakeholder engagement, and support for managing the Program.

The operation development objective is to improve core PFM functions and institutional capabilities needed for Serbia’s fiscal resilience and green transition.The Operation will support the following core public financial management functions (i) budgeting and strengthening linkages between plans and budgets, (ii) public investment and asset management, and (iii) fiscal risk management.

The Operation Coordination Unit in the Department for International Cooperation and European Integration in the Ministry of Finance (OCU) intends to engage a part-time social and citizen engagement consultant (individual local expert) to provide support in the stakeholder engagement aspect of the Operation.

## **Objective of the assignment**

The primary objective of this consultancy is to engage interested stakeholders in the process of improving public finance practices for a green transition. The specialist will facilitate dialogues, gather stakeholders opinions, and develop guidelines how to incorporate as much as possible, citizen perspectives into the decision-making processes related to public finance for green transition. The particular focus of this consultancy is also to facilitate MOF OCU in meaningful and inclusive discussions with vulnerable groups to gather their insights, concerns, and recommendations on public financial management for green transition.

## **Scope of Work**

1. **Engagement of interested stakeholders with special emphases on vulnerable groups** 
   * In cooperation with MoF OCU develop a short guideline or instruction on how to proactively engage interested stakeholders and vulnerable groups, considering their unique needs and challenges. This should include coordination of different feedback mechanisms for collecting stakeholder/citizen feedbacks through GRM, online consultations or other appropriate methods.
   * Compile and inform on engagement efforts of various institutions involved in the operation, and in response to the MoF request if any, implement any new stakeholder engagement activities.
   * Participate in existing PFM policy dialogs with a specific focus on green topics to gather input from interested stakeholders, including vulnerable population.
   * Establish appropriate feedback mechanisms or methods to identify key issues and concerns raised by interested stakeholders, including vulnerable groups.
   * Collect, analyze and study all feedback from the stakeholders and create S&C monitoring report for the implementation of the Operation as a part of a semi-annual progress reports.
2. **Communication**

* Define short communication document (brochure) in order to ensure that all information about Operation is accessible via different communication channels (e.g. website, social media etc.). transparent, updated in line with activities, timely disclosed and comprehensive for different audience, including vulnerable groups. Ensure uniformity and consistency of communication content related to the Program-for-Results (PfoR) across online platforms utilized by various ministries and institutions involved in the Operation.
* Ensure regular S&C monitoring report on stakeholder engagement activities to MoF OCU and WB as a part of a semi-annual progress reports.

1. **Reporting arrangements**

The Consultant will report to the Assistant Minister in charge of the International Cooperation and European Integration, under the MOF, who is as well a Head of the OCU, and will coordinate closely with the CFU under the MOF as necessary.

The Consultant should provide/submit Time Sheets to Assistant Minister in charge of the International Cooperation and European Integration under the MOF, summarizing key issues and emerging and day-to-day tasks undertaken, as well as working days/hours spent on each issue and task, within 10 (ten) days after the end of the month for which the report is due.

The Consultant will prepare and submit to the OCU regular monitoring reports on the social and citizen performance of the Project in regular six-monthly reports.

The Consultant shall proactively prepare ad-hoc reports on any social and citizen’s engagement issues arising during Operation implementation, at the MoF or Bank's request.

The Consultant will provide hard and electronic copies of any documents and technical materials developed during the operation in their original electronic format. The reports will be provided in English/Serbian language.

**Length of assignment**

The Consultant shall provide part time services up to 8 working days per month, until end life time of the project. The Consultant shall deliver all the needed support at the monthly rate that will be dependent on the qualifications, as well as approved project budget.

Provision of the Working Days: up to 50 days.

The type of contract will be time-based contract.

The Consultant shall not be engaged more than 48 hours per week cumulatively for this assignment plus any other additional assignments/contracts.

**Qualification Requirements**

The ideal candidate should possess the following qualifications:

* + - Minimum of 3 years of experience in executing stakeholders/citizen engagement, communication and outreach activities for International Organization, Financial Institutions or similar or similar organizations.
    - Advanced university degree (preferably master’s degree) in Social Sciences, Anthropology, Communication, Management studies, or other relevant disciplines. Five years of direct experience in tasks with the same responsibilities will be accepted as a suitable substitute for the required university degree.
    - Experience in engaging with vulnerable populations in the context of public finance, green transition or similar on in any other public policy areas is preferable.
    - Familiarity with the challenges faced by vulnerable groups and an understanding of their unique perspectives is preferable.
    - Knowledge of public finance, budgeting processes, and related governance structures.
* Excellent knowledge of written and spoken Serbian and English.
* Knowledge of computer, office software and web-based applications use.
* No obstacles for traveling within Serbia for various field trips.

**Expected outputs**

E&S related inputs (social/CE aspects) for the bi-annual progress reports, such as:

1. Bi-annual report on Consultations organized overall and specifically with Vulnerable Groups and Citizens (annex all consultation proceedings with date, time, venue and participation disaggregated), Communications activities undertaken on project activities, etc).
2. Short guideline on how to proactively engage interested stakeholders and vulnerable groups.
3. Preparation of communication materials.
4. Upon request, support of the OCU in execution of any additional social related activities of the operation and preparation of ad hoc reports and documents in line with the requirements of the Operation.

**Input by the MoF and confidentiality**

The MoF OCU will provide the Consultant access to any documentation and information necessary for the performance of his/her tasks. The consultant undertakes to maintain 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.

Also, where the Consultant is required to travel, to the site or elsewhere in accordance with the MoF instruction, all transportation costs will be covered from the project budget.

**Selection of consultant**

A Consultant will be selected in accordance with the *Selection of Individual Consultants* *under Open Competition* as set out in the World Bank’s Procurement Regulations for IPF Borrowers: Procurement in Investment Project Financing – Goods, Works, Non-Consulting and Consulting Services (updated September 2023).

The candidates will be evaluated applying the following evaluation criteria:

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

The applicable remuneration will be established considering the market range for similar assignment and previous candidate remuneration for similar services. During the negotiation of the contract the successful candidate is expected to provide evidence for previous remuneration level (copies of contracts, pay slip, etc.