REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Republic of Serbia**

**Improving Public Finance management for the Green Transition**

**No. P175655**

**Assignment Title:** Social and Citizen Engagement Specialist (part time);

**Reference No.: SER-IPFMGT-IC-CS-23-03**

The Republic of Serbia has received financing from the World Bank and the Agency Francaise de Development (AFD) for implementation of the Improving Public Financial Management for the Green Transition Operation Project (IPFMGT) and intends to apply part of the proceeds for consulting services.

IPFMGT in the Republic of Serbia is a four-year Operation which aims to help the Government of the Republic of Serbia in strengthening its capacity to manage public finances and implement green investments. IPFMGT will improve core Public Finance management functions and institutional capabilities needed for Serbia’s fiscal resilience and green transition. Key implementing institutions besides the Ministry of Finance are the Ministry of Environmental Protection, the Republic Property Directorate, the Public Policy Secretariat, and the Public Procurement Office.

The main objectives of this consultancy are to enhance the organization's program budgeting capacity with special attention to key performance indicators related to expenditure efficiency, environmental impact, and gender-specific aspects of performance.

**The scope of work of the Consultant will be as follows:**

1. **Engagement of interested stakeholders with special emphases on vulnerable groups** 
   * In cooperation with MOF and sectoral Ministries develop a short guideline 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, focus group discussions, or other appropriate methods.
   * Compile and report on engagement efforts of various institutions involved in the operation, and in response to the MoF request, 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 to Identify key issues and concerns raised by interested stakeholders, including vulnerable groups
   * Collect and study all feedback from the stakeholders and create a report with practical recommendation for the implementation of the Operation.
2. **Communication**

* Define short communication plan and ensure that all information about Operation is accessible via different communication channels (e.g. newspaper, web portal, social media). transparent, regularly updated, 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 monitoring and reporting on stakeholder engagement activities to MoF OCU and WB.

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 monthly 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.

**The Consultant shall have the following qualifications and experience:**

• 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.

• Familiarity with the challenges faced by vulnerable groups and an understanding of their unique perspectives.

• Knowledge of public finance, budgeting processes, and related governance structures.

• Excellent communication and facilitation skills, with the ability to create a safe and inclusive space for dialogue.

• Demonstrated clear and concise writing/ reporting and presentation skills.

• 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.

The Terms of Reference for the above referenced consulting services are posted on the website of the Ministry of Finance, <https://www.mfin.gov.rs/dokumenti2/projekti> .

Central Fiduciary Unit of the Ministry of Finance now invites eligible individual consultants to indicate their interest in providing the above services. 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).

The evaluation criteria for the assignment are as follows:

• Specific Experience relevant to the Assignment (60 Points)

• Qualifications and Competence relevant to the Assignment (40 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, August 2018*** ***and November 2020)*** (“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. The type of contract will be time-based contract.

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 **January 31, 2024, 12:00 hours, noon**, local time.

Interested consultants must provide **Cover Letter** (**name and reference number of the assignment to be indicated in the email**) and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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| **Contact:** | **E–mail:** | **Address:** |
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