

Republic of Serbia
Ministry of Finance
IBRD Loan 94850-YF
Catalyzing long term finance through capital markets project

**TERMS OF REFERENCES
FOR
ADMINISTRATIVE ASSISTANT**

Background

The International Bank for Reconstruction and Development has granted a USD 30 million loan to the Republic of Serbia (hereinafter: RoS) to support the reform of capital markets through the implementation of the Catalyzing long term finance through capital market project (hereinafter: The Project).

The Financial System Department of the Ministry of Finance (hereinafter: MoFFS) is the entity responsible for all technical aspects of the Project implementation. The Project will be built upon the MoFFS's successful experience in implementing previous World Bank Group projects.

Given the specific nature of the Project, the MoFFS will be closely working with the Republic of Serbia Securities Commission (hereinafter: SSC), Central Security Depository and Clearing House (hereinafter: CSD), Belgrade Stock Exchange (hereinafter: BELEX), and other relevant institutions on the implementation of this Project in order to properly align it with regulatory requirements prescribed by the law.

The Project will be governed by a Stakeholder Committee with the operational activities performed by a dedicated Taskforce appointed by the MoFFS.

In order to efficiently implement all planned activities additional professional support will be required and engaged throughout the Project lifecycle.

Objectives of the Project

The Project's overall objectives are the development of the legal, regulatory and economic environment under which the capital markets operate, and to deepen the corporate bond market, including green and other thematic bond issuances. The Project is structured around two main components: Component 1 - Institutional, Legal and Regulatory Reforms and Component 2 - Corporate Bond Issuance.

Strengthening the capital market institutions, particularly the SSC, CSD, and BELEX by aligning them with the relevant international standards is the focus of Component 1.

Component 2 will be focused on expanding the supply side and the corporate bond issuer base (issuing more corporate bonds and/or other non-government securities instruments) starting from the identification of potential issuers and supporting the process that will lead to the final issuance. Specific focus will be on green and other thematic issuances (with an explicit emphasis on climate financing). Additionally, deepening the demand side (attracting more investors) by simplifying the taxation regime for capital markets will also be an important part of the Component 2 activities.

Bearing in mind all above mentioned, it is necessary to secure TA to the MoFFS in order to create conditions for engagement of consultants, who will be in charge for further upgrade of performance and capacity of the MoFFS for overseeing and implementing the Project, the CMDS and its Action Plan and capital market development.

Furthermore, taking into account the current scope of objectives of the Project, as well as a significant workload identified in relation to administration, organization, communication, managing, reporting, the MoF needs to engage an Administrative assistant in order to ensure efficient and on-time implementation of all activities devised in the Project and public policy documents.

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Scope of Work – Administrative assistant

The scope of work of the Administrative assistant shall include, but will not be limited to the following:

- Administrative and logistical support the implementation of the Project and the Capital Market Development Strategy
- Provide general administrative support to the MoFFS (e.g. receiving, opening, reading and distribution of mails and acts, grouping and forwarding for processing, administrative-technical processing, sending, classification by subject and archiving...),
- Support the smooth functioning of office operations, manage communications, and coordinate administrative activities,
- Organizing procurement of office supplies, office equipment, and inventory management financed under operating cost category of expenditure,
- Provide financial and procurement support which, among other things, include financial administration, preparation of financial documentation, preparation and submission of documentation for VAT exemption, reports, presentations, monitoring of deadlines, provide responses to the interested parties,
- Maintain and update databases and ensure that documents are correctly stored and easily accessible,
- Schedule, prepare materials, and organize logistics for internal and external meetings,
- Take and distribute meeting minutes and follow up on action items,
- Supporting the organization and implementation of workshops, conferences, and other events with timely care of all accompanying activities (renting space and hotel accommodation, providing technical equipment, transportation, translators, catering, etc.),
- Cooperation, coordination and liaison with representatives of international financial institutions and other national institutions,
- Collection and preparation of all necessary documentation in relation to assessment of potential Corporate Bond Issuance candidates,
- Other duties as instructed by the Project Manager and/or Assistant minister in charge in the MoFFS.

Reporting requirements

The Consultant will report to the Project Manager and/or Assistant minister in charge. In addition, the Consultant shall regularly inform the Project Manager and/or Assistant minister in charge on the progress of the Project realization and assist in the preparation of the progress reports for reporting to the World Bank.

Profile of the Administrative assistant

The Administrative assistant should possess:

- University degree in administration, business, or economics. Completed, or ongoing, Master's studies will be considered as an advantage,
- A minimum 1 year of professional experience in related field,
- Ability to work independently and as part of a team demonstrated through previous experience,
- Minimum knowledge of written and spoken English that equals B2 level,
- Strong organizational and multitasking abilities, gained through projects (business or academic), internships, or extracurricular activities,
- Excellent verbal and written communication skills,
- Attention to detail and accuracy in administrative tasks,
- Advanced user of MS Office, specifically proficiency in MS Excel and PPT demonstrated through previous experience.

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Length of assignment

The Consultant assignment will be for a period ending with December 15th, 2025 conclusively and subject to extension based on satisfactory performance verified by the Project Manager and/or Assistant minister in charge.

The Consultant shall provide full time service.

Facilities to be provided to the Consultant

MoF will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

Services are to be performed predominantly in Belgrade.

Confidentiality

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.

Selection of Consultant

Selection procedure will be conducted in accordance with the World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services, July 2016, revised November 2017, August 2018 and November 2020, as given in articles 7.36 and 7.37 "Open Competitive Selection of Individual Consultants".

The candidates will be evaluated applying the following evaluation criteria:

- Qualifications and General experience (70 Points)
- Specific Experience relevant to the Assignment (30 Points)