

**Republic of Serbia**

**Ministry of Agriculture and Environmental Protection**

**Directorate for Water Management**

**Flood Emergency Recovery Project**

**Loan No. 8449-YF**

**INVITATION FOR EXPRESSION OF INTERESTS**

The Republic of Serbia has received a loan from the International Bank for Reconstruction and Development (IBRD) toward the cost of the Flood Emergency Recovery Project.

The objective of the project is to: help restore power system capability to reliably meet domestic demand; protect livelihoods of farmers in flood affected areas; protect people and assets from floods; and improve the Borrower’s capacity to respond effectively to disasters.

The project consists of four components: (1) Energy Sector Support; (2) Agricultural Sector Support; (3) Flood Protection; and (4) Contingent Emergency Response. Specifically, Component 2 will support the ongoing Farm Incentives Program in order to protect the livelihood of farmers affected by the May 2014 floods and offset their income losses. Component 3 will support urgent rehabilitation of flood protection and drainage control infrastructure, and strengthen the technical capacity of government agencies for improved flood prevention and management.

The Office for Reconstruction is responsible for the overall oversight of the project and the Ministry of Agriculture and Environmental Protection (MAEP) is responsible for the implementation of Components 2 and 3. A Project Implementation Unit (PIU) will be established under the Directorate of Water Management (DWM) at MAEP and will be responsible for procurement and contract management for Component 3, and financial management, disbursement, safeguards, and monitoring and evaluation for Components 2 and 3. During project implementation, the PIU will work in close coordination with the Directorate of Agrarian Payments (for Component 2) and the three Public Water Management Companies (for Component 3).

The Ministry of Agriculture and Environmental Protection - The Directorate for Water Management invites eligible individual consultants to express their interest for the following positions for the members of the Project Implementation Unit:

1. **PROJECT COORDINATOR**

Project Coordinator will be responsible for managing the PIU. He/she will report to the Director of the DWM and to the Head of the Office for Reconstruction. The main task of the Project Coordinator is to ensure that the objectives and targets of the implementation of project Components 2 (Agriculture Support) and Component 3 (Flood Protection) of the Serbia Floods Emergency Recovery project are achieved timely and efficiently.

Scope of Work

* Responsible for overall and day-to-day implementation of the project. Manages PIU operation; organizes, unifies and streamlines work of PIU staff, supervises their work, and is responsible to Director of the DWM and to the Head of the Office of Reconstruction and Flood relief for the performance of works that are within the PIU’s scope of work;
* Manages Project implementation, cooperating and coordinating with the relevant units/sectors in MAEP (including the Unit of Agrarian Payments) to ensure timely and quality implementation of project activities;
* Responsible for elaboration and the implementation of procedures set forth in the Project Operational Manual (POM), Environmental and Social Management Framework (ESMF) and other relevant documents
* Arrange for short-term staff training, as needed, for PIU staff in areas such as procurement under World Bank Guidelines, and World Bank loan disbursement procedures, and other areas as may be considered appropriate.
* Supervise daily activities of the PIU, evaluating performance and operating effectiveness (including on-going staff performance evaluations and feedback), making recommendations for change, as necessary.
* Leads and coordinates field work of contractors and supervises the work of the consultants contracted under the Project;
* With the assistance of concerned staff, develop and oversee the implementation of standardized administrative and operating procedures for the PIU including, but not limited to, record-keeping and filling systems – with support staff, reporting formats for financial transactions under the project etc.
* Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive progress reports as required under the conditions of the Loan Agreement, and any other reporting requirements under the project (for example annual audits).
* Sign-off quarterly and annual financial statements in a format acceptable to the International Bank for Reconstruction and Development, adequate to reflect the operations.
* He/she reports to the Head of the Office for Reconstruction and to the DWM Director.

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the PIU Coordinator contract will be extended.

Minimum required qualifications and experience:

* University Degree in Civil Engineering, Agricultural Engineering Economics or similar
* Minimum 10 years of working experience
* Minimum 5 years of experience in project and staff management
* Experience with managing (as PIU coordinator or similar) projects financed by IFIs, EU and other international funds; at least one project financed by the World Bank preferable.
* Fluent in English, both spoken and written.
* Knowledge of WB procurement, disbursement, and financial management policies and procedures is preferred.
* Excellent communication, interpersonal, organization and team working skills.
* Experience in briefing and liaising with Government representatives.
1. **PROCUREMENT SPECIALIST**

Procurement Specialist will be responsible for the execution of all procurement of goods, works and services under the Project as specified in the procurement plan in accordance with World Bank Guidelines for all items financed through the Loan.

Scope of Work

* To follow the World Bank Guidelines, for procurement of goods, work and services for all items financed through the IBRD Loan, using standard World Bank documents
* Establish and maintain in the PIU a database of letters of interest received from suppliers of services for purpose of their possible inclusion on future short lists or for future consultation.
* Preparation of Project procurement plan for the implementation phase of the project;
* Prepare special procurement notes (SPN), Request for Expression of Interest (REOI) and other necessary tender documents for the project.
* Prepare terms of reference for consultancy services for the project.
* To assist tender committee and concerned technical working groups designated by DWM in formulating appropriate evaluation criteria, preparation of draft bidding documents, request’s for proposals (RFP), and transmission of those documents to the World Bank in a timely fashion for review and no objection, in accordance with World Bank requirements outlined in the PAD and official project documents (e.g. Project Operation Manual).
* Monitor receipt of proposals and ensure their safekeeping until public opening;
* Carry out public bid openings and draft minutes of these openings.
* Ensure preparation of comprehensive evaluation reports according to World Bank standard and timely transmission of evaluation reports to the World Bank for review and no objections.
* Maintain regular communication with PIU Coordinator and financial officer (accountant) to ensure that procurement tracking information is well - coordinated with other project planning, project budgeting and other project financial reporting information.
* Notify winning consulting company in a timely fashion, and draw up contracts for approval and signature by those individuals authorized to sign on behalf of the DWM, ensuring transmission to the World Bank of draft contracts requiring prior approval.
* Any other duties supporting the implementation of the Project, as directed by the PIU Coordinator.
* He/she reports to the PIU Coordinator.

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the PIU Coordinator contract will be extended.

Minimum required qualifications and experience:

* Degree in law, Civil Engineering, Economics or similar field
* Minimum 5 years of working experience in similar assignment
* Familiar with local conditions and with experience in working with the World Bank or other International Development Donor.
* Knowledge and experience with World Bank procurement policies and procedures
* Experience as procurement officer in World Bank financed projects preferred;
* Good knowledge of English, of both written and spoken.
* Excellent communication, interpersonal, organization and team working skills.
* Knowledge and skills in PC-based office applications is essential.
1. **MONITORING & EVALUATION SPECIALIST**

Monitoring & Evaluation Specialist will be responsible for monitoring the progress on achieving the Project Development Objective and will ensure that monitoring & evaluation information is up-to-date.

Scope of Work

* Performs regular monitoring of the progress in achieving Project Development Objective
* Prepares regular Project monitoring report, to be submitted to the DWM, MAEP, Office for Reconstruction and the World Bank;
* Monitors progress on results indicators as defined by the Framework for Results Monitoring;
* Prepares specific analysis and reports to monitor the economic and social impact of the project activities;
* Cooperates with the sector, units and staff of the MAEP, PWMCs and other relevant project stakeholders to ensure high quality project monitoring;
* Through the Office for Reconstruction cooperates with the post flood recovery projects funded by the Government of Republic of Serbia, EU and other international donors, and IFIs, supporting the broader monitoring function of the Office of Reconstruction on the efficiency of delivery and impact of the support provided in the areas affected by floods.
* Other activities from the domain of monitoring and evaluation, as agreed with the Project Coordinator.
* He/she reports to the PIU Coordinator.

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the M&E Specialist contract will be extended.

 Minimum required qualifications and experience:

* Education: University degree in Engineering, Economics, Social Sciences or equivalent
* Minimum 8 years of working experience
* Experience with M&E under minimum 2 projects financed by IFIs, EU and other international donors. Experience with M&E under the WB financed projects will be an advantage
* Good knowledge of English language both written and spoken
* Excellent communication, interpersonal, organization and team working skills.
1. **ENVIRONMENTAL AND SOCIAL SAFEGUARD SPECIALST**

Environmental and Social Safeguard Specialst will have responsibility to organize all activities required for the project to meet environmental and social requirements within the legal framework of the Republic of Serbia and in accordance with the World Bank’s environmental and social policies and procedures, and identifies potential threats to the environment and communities which may result from implementation of the Project.

Scope of Work

* Preparation of Environmental and Social Management Framework (ESMF)
* Preparation of Environmental Management Plan (EMP)
* Preparation of Environmental Assessment (EA)
* Preparation of Resettlement Policy Framework (RPF)
* Contributes to the preparation of the Project Operational Manual (POM)
* Monitors the preparation of project documentation in accordance with legal requirement concerning environmental protection and in accordance with the world Bank’s environmental and social policies and procedures
* Monitors and approves elaboration of EMP for all works, in accordance with POM requirements
* Monitors the implementation of agreed-upon procedures for the protection of the environment during Projects preparation and implementation stages;
* Reports on any environmental and social mitigation activities required as a result of Project implementation; and
* Any other duties supporting the implementation of the Project, as directed by the PIU Coordinator.
* He/she reports to the PIU Coordinator.

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the contract will be extended.

Minimum required qualifications and experience:

* Environmental background with minimum 5 years of professional experience
* Working knowledge of English will be an advantage.
* Knowledge and experience with WB environmental and social policies and procedures. Experience working as an environmental specialist in World Bank funded projects is an advantage.
* Excellent communication, interpersonal, organization and team working skills.
1. **OFFICE ASSISTANT – INTERPRETER**

Office Assistant – Interpreter will support the PIU activities related to overall office management and team logistics support for the PIU staff.

Scope of Work

* Performs general administrative office works, such as filing documents, types and copies documents; maintains correspondence – sends and receives e-mail, faxes and other documents
* Be responsible for overall administrative and logistics support for the PIU: provides organizational and technical assistance in preparation of various PIU documents (e.g. tendering documents, reports, letters); assists in travel organization; as needed, provides assistance in correspondence and communication regarding the Project implementation;
* organizes meetings and negotiations, produces minutes, follows protocols during the meetings;
* Organizes office equipment servicing and produces office consumables procurement plan;
* Maintains Project databases in analog and digital format, in the office management field;
* Translates documents and reports, technical documentation, laws and by-laws from English to Serbian and from Serbian to English; assist with interpretation during meetings, as needed;
* Any other duties supporting the implementation of the Project, as requested by the Project Coordinator.

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the contract will be extended.

Minimum required qualifications and experience:

* Higher degree in Management, Administration, Languages or similar
* Fluent in English both written and spoken
* Experience with at least one project funded by World Bank, IFIs, or EU and other international donors would be an advantage.
* Minimum 3 years of experience as Office Assistant.
* Good computer skills (OS Windows, MS Office, Internet, Power point). Basic knowledge of QuickBooks program will be considered as an advantage.
* Excellent communication, interpersonal, organization and team working skills.
* Driving license – B category will be an advantage;
* Experience in project processing, data collection, data processing and training facilitation/organization would be an advantage

**Requested for all the positions:**

* Computer proficiency (MS Word, Excel, Power Point)
* Excellent communication and team work skills
* Valid driving license B category.

Consultants will be selected in accordance with IC procedures set out in the *“Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers”* dated January 2011, revised July 2014.

Expression of Interest comprising of Cover Letter and Curriculum Vitae (CV) must be submitted in English language with clearly stated name of position candidate is applying for.

The Expression of Interest must be submitted not later than February 12, 2015 to the email addresses below:

**Directorate for Water Management**

**Bulevar umetnosti 21**

**11 070 Beograd**

**Tel: 011/20-13-360**

Emails: **miodrag.pjescic@minpolj.gov.rs**and **dejan. rujevic@minpolj.gov.rs**

**Terms of Reference for Project Implementation Unit Staff**

The Government of Serbia (GoS) has applied for financing from the World Bank towards the cost of the Serbia Floods Emergency Recovery Project and intends to apply part of the proceeds for consulting services described in this Terms of Reference.

The objective of the project is to: help restore power system capability to reliably meet domestic demand; protect livelihoods of farmers in flood affected areas; protect people and assets from floods; and improve the Borrower’s capacity to respond effectively to disasters.

The project consists of four components: (1) Energy Sector Support; (2) Agricultural Sector Support; (3) Flood Protection; and (4) Contingent Emergency Response. Specifically, Component 2 will support the ongoing Farm Incentives Program in order to protect the livelihood of farmers affected by the May 2014 floods and offset their income losses. Component 3 will support urgent rehabilitation of flood protection and drainage control infrastructure, and strengthen the technical capacity of government agencies for improved flood prevention and management.

The Office for Reconstruction is responsible for the overall oversight of the project and the Ministry of Agriculture and Environmental Protection (MAEP) is responsible for the implementation of Components 2 and 3. A project Implementation Unit (PIU) will be established under the Directorate of Water Management (DWM) at MAEP and will be responsible for procurement and contract management for Component 3, and financial management, disbursement, safeguards, and monitoring and evaluation for Components 2 and 3. During project implementation, the PIU will work in close coordination with the Directorate of Agrarian Payments (for Component 2) and the three Public Water Management Companies (for Component 3).

**1. PIU Coordinator**

**Objective**

Project Implementation Unit (PIU) Coordinator ensures coordination between the Directorate of Water Management (DWM), the Unit of Agrarian Paymnets and the PIU by regular reporting to the Director of the Directorate of Water Management (DWM) at Ministry of Agriculture and Environmental Protection (MAEP) and to the Heaf of the Office for Reconstruction and Flood Relief on the PIU activities and coordinating strategic planning for PIU programming with Ministry of Agriculture and Environmental Protection.

Project Coordinator will be responsible for overall project performance and ensuring the project objectives and targets are achieved within the time and costs specified in the Loan Agrement and PAD and as agreed in the annual work plan and procurement plan.

Project Coordinator will be responsible for supervision and coordination of a team of permanent and temporary consultants recruited to fulfill certain tasks within the project.

The Coordinator is also responsible for providing technical supervision/oversight of the project, and is, thus, responsible for integrating financial and administrative over sight with the technical management of the PIU.

**Scope of Work:**

**Project Coordinator** will manage the PIU. He/she will report to the Director of the DWM and to the Head of the Office for Reconstruction. The main task of the Project Coordinator is to ensure that the objectives and targets of the implementation of project Components 2 (Agriculture Support) and Component 3 (Flood Protection) of the Serbia Floods Emergency Recovery project are achieved timely and efficiently.

Project Coordinator shall have the following specific tasks:

* Responsible for overall and day-to-day implementation of the project. Manages PIU operation; organizes, unifies and streamlines work of PIU staff, supervises their work, and is responsible to Director of the DWM and to the Head of the Office of Reconstruction and Flood relief for the performance of works that are within the PIU’s scope of work;
* Manages Project implementation, cooperating and coordinating with the relevant units/sectors in MAEP (including the Unit of Agrarian Payments) to ensure timely and quality implementation of project activities;
* Responsible for elaboration and the implementation of procedures set forth in the Project Operational Manual (POM), Environmental and Social Management Framework (ESMF) and other relevant documents
* Arrange for short-term staff training, as needed, for PIU staff in areas such as procurement under World Bank Guidelines, and World Bank loan disbursement procedures, and other areas as may be considered appropriate.
* Supervise daily activities of the PIU, evaluating performance and operating effectiveness (including on-going staff performance evaluations and feedback), making recommendations for change, as necessary.
* Leads and coordinates field work of contractors and supervises the work of the consultants contracted under the Project;
* With the assistance of concerned staff, develop and oversee the implementation of standardized administrative and operating procedures for the PIU including, but not limited to, record-keeping and filling systems – with support staff, reporting formats for financial transactions under the project etc.
* Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive progress reports as required under the conditions of the Loan Agreement, and any other reporting requirements under the project (for example annual audits).
* Sign-off quarterly and annual financial statements in a format acceptable to the International Bank for Reconstruction and Development, adequate to reflect the operations.
* He/she reports to the Head of the Office for Reconstruction and to the DWM Director.

**Duration of Consultancy**

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the PIU Coordinator contract will be extended.

**Requirement and Qualifications**

* University Degree in Civil Engineering, Agricultural Engineering Economics or similar
* Minimum 10 years of working experience
* Minimum 5 years of experience in project and staff management
* Experience with managing (as PIU coordinator or similar) projects financed by IFIs, EU and other international funds; at least one project financed by the World Bank preferable.
* Fluent in English, both spoken and written.
* Knowledge of WB procurement, disbursement, and financial management policies and procedures is preferred.
* Excellent communication, interpersonal, organization and team working skills.
* Experience in briefing and liaising with Government representatives.

**Expected Outputs**

* Responsible for the overall and day-to-day management of the project. The PIU Coordinator will provide monthly briefings to the DWM Director and Head of the Office for Reconstruction, and will provide additional briefings, as requested. The staff of the PIU (including long and short-term consultants) will report to the Project Coordinator for all matters related to the project.
* Assist the Ministry on setting policies, strategies and targets in order to ensure the achievement of the project objectives.
* Coordinate with Ministry on acquiring of adequate facilities and other resources to ensure the efficient operation of the PIU and fulfillment of responsibilities.
* Arrange for short-term staff training, as needed, for PIU staff in areas such as planning and organizational skills, procurement under World Bank Guidelines, and World Bank loan disbursement procedures, and other areas as may be considered appropriate.
* Supervise daily activities of the PIU, evaluating performance and operating effectiveness (including on-going staff performance evaluations and feedback), and making recommendations for change, as necessary.
* With the assistance of concerned staff, develop and oversee the implementation of standardized administrative and operating procedures for the PIU including, but not limited to: record-keeping and filling systems – with support staff; reporting formats for financial transactions under the project (Loan and counterpart fund accounts) – with the Financial Specialist; procurement and contract tracking system – with the Procurement Specialist; etc.
* Ensure that goods, works and services under the Loan are procured in accordance with World Bank Guidelines, providing assistance as needed and together with the Procurement Specialist, to project working groups in defining technical specifications, negotiating contracts, etc.
* Together with the Procurement Specialist, provide first-line contact with interested suppliers of goods and services regarding the status of project-related activities, and planned or on-going procurement.
* Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive progress reports as required under the conditions of the Loan Agreement, and any other reporting requirements under the project (e.g., annual external audits).
* Perform any other appropriate tasks determined by officials of the Ministry.

**2. Procurement Specialist**

**Objective**

The Procurement Specialist (PS) for the project is located within the PIU. The PS would be responsible for managing the flow of procurement activities in the PIU. The PS would ensure that procurement transactions are reported to the Ministry and to the PIU Coordinator and that they are implemented in accordance with the World Bank Procurement and Consultant Services Guidelines.

The Procurement Specialist would be responsible for the execution of all procurement of goods, works and services under the Project as specified in the procurement plan (after receiving instructions from the Ministry and no objection from the World Bank, as appropriate). The PS would work under the supervision of, and report to, the PIU Coordinator. PS will assist in Tender and Evaluation Committee in the procurement process of the services, goods or works in accordance with World Bank Guidelines for all items financed through the Loan, using standard World Bank documents.

**Scope of Work**

* To follow the World Bank Guidelines, for procurement of goods, work and services for all items financed through the IBRD Loan, using standard World Bank documents
* Establish and maintain in the PIU a database of letters of interest received from suppliers of services for purpose of their possible inclusion on future short lists or for future consultation.
* Preparation of Project procurement plan for the implementation phase of the project;
* Prepare special procurement notes (SPN), Request for Expression of Interest (REOI) and other necessary tender documents for the project.
* Prepare terms of reference for consultancy services for the project.
* To assist tender committee and concerned technical working groups designated by DWM in formulating appropriate evaluation criteria, preparation of draft bidding documents, request’s for proposal’s (RFP), and transmission of those documents to the World Bank in a timely fashion for review and no objection, in accordance with World Bank requirements outlined in the PAD and official project documents (e.g. Project Operation Manual).
* Monitor receipt of proposals and ensure their safekeeping until public opening;
* Carry out public bid openings and draft minutes of these openings.
* Ensure preparation of comprehensive evaluation reports according to World Bank standard and timely transmission of evaluation reports to the World Bank for review and no objections.
* Maintain regular communication with PIU Coordinator and financial officer (accountant) to ensure that procurement tracking information is well - coordinated with other project planning, project budgeting and other project financial reporting information.
* Notify winning consulting company in a timely fashion, and draw up contracts for approval and signature by those individuals authorized to sign on behalf of the DWM, ensuring transmission to the World Bank of draft contracts requiring prior approval.
* Any other duties supporting the implementation of the Project, as directed by the PIU Coordinator.
* He/she reports to the PIU Coordinator.

**Duration of Consultancy**

The initial duration of the contract will be one year from contract’s signature.

Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the Procurement Specialist contract will be extended

**Requirement and Qualifications**

* Degree in law, Civil Engineering, Economics or similar field
* Minimum 5 years of working experience in similar assignment
* Familiar with local conditions and with experience in working with the World Bank or other International Development Donor.
* Knowledge and experience with World Bank procurement policies and procedures
* Experience as procurement officer in World Bank financed projects preferred;
* Good knowledge of English, of both written and spoken.
* Excellent communication, interpersonal, organization and team working skills.
* Knowledge and skills in PC-based office applications is essential.

**Expected Outputs**

Specific responsibilities of the Procurement Specialist include, but are not limited to, those listed below:

* Acts as a secretary to the Evaluation Committees, ensuring that evaluation of bids/proposals received is done on the basis of criteria stipulated in the bidding documentation and performed in accordance with the procurement procedures set forth in the Loan Agreement;
* Ensure procurement of goods, works and services is conducted, including advertising, in accordance with the Loan Agreement;
* Establish and maintain in the PIU database of letters of interest received from suppliers of goods and services for purpose of their possible inclusion on future short lists or for future consultation;
* Formulate appropriate evaluation criteria, in the preparation of draft bidding documents, and transmission of those documents to the World Bank and the Ministry in a timely fashion for review and no objection;
* Monitor receipt of bids and proposals and ensure their safekeeping until bid opening;
* Carry out public bid openings and prepare minutes of these openings;
* Providing assistance to PIU staff in drafting terms of reference, defining technical specifications, negotiating contracts, etc., as needed;
* Ensure preparation of comprehensive evaluation reports according to World Bank standard and timely transmission of evaluation reports to the World Bank for review and no objections;
* Notify winning bidders in a timely fashion, and draw up contracts for approval and signature by those individuals authorized to sign on behalf of the Ministry, ensuring transmission to the World Bank of draft contracts requiring prior review and no objection;
* Establish and maintain on the premises of the PIU efficient procurement and contracting tracking system (noting important approval dates, awards, contract amounts, etc.), as well as a proper filing system to ensure quick retrieval of procurement information by Ministry staff, visiting supervision missions, annual auditor, etc.;
* For consulting contracts subject to prior review, send copies of draft negotiated contracts for Bank’s review and no objection;
* For contracts subject to prior review, send copies of signed contracts to the Bank for records;
* Update the procurement plan as needed;
* Send procurement notices and contract awards for publication in the UNDB and national newspaper;
* Maintain regular communication with the PIU Coordinator and Financial Specialist to ensure that procurement tracking information is well coordinated with other project planning, project budgeting and other project financial reporting information;
* Carry out continuous education and improvement of professional skills and knowledge through seminars, professional discussions, literature and exchange in the field of procurement required by the World Bank;
* Perform any other appropriate tasks determined by PIU Coordinator and/or officials of the Ministry of Health.

**3. Monitoring and Evaluation Specialist**

**Objective**

The Monitoring and Evaluation (M&E) specialist will be responsible for monitoring the progres on achieving the Project Development Objective. Project indicators and targets have already been defined, while additional ones could be set during implementation.

The M&E specialist will ensure that monitoring & evaluation information is up-to-date and regularly reported to the PIU Coordinator. The Office for Reconstruction will oversee M&E activities regularly through the project reports, evaluate the results achieved and guide the implementing agencies on corrective actions.

**Scope of Work**

* Performs regular monitoring of the progress in achieving Project Development Objective
* Prepares regular Project monitoring report, to be submitted to the DWM, MAEP, Office for Reconstruction and the World Bank;
* Monitors progress on results indicators as defined by the Framework for Results Monitoring;
* Prepares specific analysis and reports to monitor the economic and social impact of the project activities;
* Cooperates with the sector, units and staff of the MAEP, PWMCs and other relevant project stakeholders to ensure high quality project monitoring;
* Through the Office for Reconstruction cooperates with the post flood recovery projects funded by the Government of Republic of Serbia, EU and other international donors, and IFIs, supporting the broader monitoring function of the Office of Reconstruction on the efficiency of delivery and impact of the support provided in the areas affected by floods.
* Other activities from the domain of monitoring and evaluation, as agreed with the Project Coordinator.
* He/she reports to the PIU Coordinator.

**Duration of Consultancy**

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the M&E Specialist contract will be extended.

**Requirement and Qualifications**

* Education: University degree in Engineering, Economics, Social Sciences or equivalent
* Minimum 8 years of working experience
* Experience with M&E under minimum 2 projects financed by IFIs, EU and other international donors. Experience with M&E under the WB financed projects will be an advantage
* Good knowledge of English language both written and spoken
* Excellent communication, interpersonal, organization and team working skills.

**Expected Outputs**

As described in the Scope of Work.

**4. Environmental & Social Safeguard Specialist**

**Objective**

Organizes all activities required for the project to meet environmental and social requirements within the legal framework of the RoS and in accordance with the World Bank’s environmental and social policies and procedures, and identifies potential threats to the environment and communities which may result from implementation of the Project.

**Scope of Work**

* Preparation of Environmental and Social Management Framework (ESMF)
* Preparation of Environmental Management Plan (EMP)
* Preparation of Environmental Assessment (EA)
* Preparation of Resettlement Policy Framework (RPF)
* Contributes to the preparation of the Project Operational Manual (POM)
* Monitors the preparation of project documentation in accordance with legal requirement concerning environmental protection and in accordance with the world Bank’s environmental and social policies and procedures
* Monitors and approves elaboration of EMP for all works, in accordance with POM requirements
* Monitors the implementation of agreed-upon procedures for the protection of the environment during Projects preparation and implementation stages;
* Reports on any environmental and social mitigation activities required as a result of Project implementation; and
* Any other duties supporting the implementation of the Project, as directed by the PIU Coordinator.
	1. He/she reports to the PIU Coordinator.

**Duration of Consultancy**

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the contract will be extended.

**Requirement and Qualifications**

* Environmental background with minimum 5 years of professional experience
* Working knowledge of English will be an advantage.
* Knowledge and experience with WB environmental and social policies and procedures. Experience working as an environmental specialist in World Bank funded projects is an advantage.
* Excellent communication, interpersonal, organization and team working skills.

**Expected Outputs**

As described in the Scope of Work.

1. **Office Assistant-Interpreter**

**Objective**

Office Assistant-Interpreter will support the PIU activities related to overall office management, and team logistics support for the PIU staff. She/he will report to the Project Coordinator.

**Scope of Work**

* Performs general administrative office works, such as filing documents, types and copies documents; maintains correspondence – sends and receives e-mail, faxes and other documents
* Be responsible for overall administrative and logistics support for the PIU: provides organizational and technical assistance in preparation of various PIU documents (e.g. tendering documents, reports, letters); assists in travel organization; as needed, provides assistance in correspondence and communication regarding the Project implementation;
* organizes meetings and negotiations, produces minutes, follows protocols during the meetings;
* Organizes office equipment servicing and produces office consumables procurement plan;
* Maintains Project databases in analog and digital format, in the office management field;
* Translates documents and reports, technical documentation, laws and by-laws from English to Serbian and from Serbian to English; assist with interpretation during meetings, as needed;
* Any other duties supporting the implementation of the Project, as requested by the Project Coordinator.

**Duration of Consultancy**

The initial duration of the contract will be one year from contract’s signature. Subject to satisfactory performance acceptable to the DWM Director and Head of the Office for Reconstruction, the contract will be extended.

**Requirement and Qualifications**

* Higher degree in Management, Administration, Languages or similar
* Fluent in English both written and spoken
* Experience with at least one project funded by World Bank, IFIs, or EU and other international donors would be an advantage..
* Minimum 3 years of experience as Office Assistant.
* Good computer skills (OS Windows, MS Office, Internet, Power point). Basic knowledge of QuickBooks program will be considered as an advantage.
* Excellent communication, interpersonal, organization and team working skills.
* Driving license – B category will be an advantage;
* Experience in project processing, data collection, data processing and training facilitation/organization would be an advantage

**Expected Outputs**

As described in the Scope of Work.