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| Republic of Serbia |
| MINISTRY OF AGRICULTUREFORESTRY AND WATER MANAGEMENT |
| Directorate for Water  |
| 401-02-334/2022-07 |
| October 13, 2022 |

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Project:** Sava and Drina Rivers Corridors Integrated Development Program

**Loan No.:** 9128 YF

**Assignments Title:** Financial and Tax Coordinator/SER-SDIP-IC-CS-22-14

Sava and Drina River Corridors Integrated Development Program (SDIP) aims to accelerate regional economic cooperation in the Western Balkans and help strengthen the institutions and procedures through which the Sava riparian countries collaborate. The advertised position is based at the Project Implementation Unit (PIU) in the Directorate for Water. The Program is financed by the World Bank.

**Objectives of the assignment:** Financial and Tax Coordinator is to act as a focal point for all financial related matters under the project in the PIU – the Directorate for Water and cooperation with Central Fiduciary Unit (CFU) within the Ministry of Finance, Directorate for Water Financial Sector and any other stakeholder involved in the Project implementation.

**Scope of work:**

* Maintain accounting records (including the systematic filing of all underlying documentation) and at the request of producing quarterly reports and prepare quarterly and annual project-level financial reports/statements for internal/external distribution required by DfW and review of financial performance against budgets;
* Manage the Project Financial Administration system which includes control procedures upon loan disbursements to enable adequate monitoring and advise the PIU Director on potential issues relating to availability of funds;
* Collect and submit required documents to CFU (request for payments with supporting documents, Bank Statements after payments execution, etc);
* Maintain and manage the Designated Account, adhering to Bank procedures, for operating and reporting on activities associated with the accounts and assemble the necessary information to support the special account replenishment and direct bank payments process;
* Prepare and carrying out of the tax exemption procedure for all contracts signed under the Project, as well as other eligible costs, including submission of the tax return form through the Tax Information System (ePorezi);
* Prepare and execute payment orders through the Business Information System (NexTBIZ) and the Budget Execution Information System (ISIB);
* Organize the filing and archiving of financial documentation;
* Monitor compliance with agreed Financial Management procedures in the PIU and reporting to the PIU Director on updates and potential issues;
* Monitor PIU expenditures and reviewing compliance with agreed budgets;
* Review financial and other pertinent documentation;
* Manage, control and follow up Bank Guarantees submitted by Bidders;
* Check and keep record of mandatory purchase of Project tender documentation;
* Act as the primary contact within MoAFWM DfW with CFU and external financial auditors;
* Continuous education and improvement of the professional skills and knowledge through seminars, professional discussions, literature and exchange in the field of accounting and financial management.
* Assist in the preparation of the Project Operational Manual (POM), annual Project budget and any periodic budget revisions, including liaising with finance staff of other implementing agencies and the DfW to ensure full inclusion of all anticipated Project expenditures;
* Any other duties supporting the implementation of the Project, as directed by the PIU Director.

This is a full-time position during the lifetime of the project.

**Required Qualification:**

University degree in economics or finances; at least ten years of experience in the field of financial execution and accounting record – keeping; previous experience in similar assignments, preferably with International Financing Institutions and/or donor funded projects; computer literacy and ability to use Word, Excel and PowerPoint and driving license/B category; excellent knowledge of Serbian and English language, both written and spoken; Preference will be given to candidates with experience in using Budget Execution Information System (ISIB) and NexTBIZ software.

The evaluation criteria for the assignment for both positions:

• General Experience 40 Points

• Specific Experience relevant to the Assignment 60 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 and August 2018) (“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.

Further information can be obtained at the e-mail address below. Expressions of interest in English language must be delivered in a written form to the email below, **by October 27, 2022, 00:00 (midnight) local time**. Interested consultants must provide an accurate CV representing description of similar assignments, experience in similar conditions and availability of appropriate skills (scanned diplomas to be sent with CV). Name and reference number of the assignment shall be indicated in the email clearly stating the position an applicant is applying for.

Email: rdvpiu@yahoo.com and cc ljiljana.krejovic@mfin.gov.rs and ljiljana.dzuver@mfin.gov.rs