

Sava and Drina River Corridors Integrated Development Program

Terms of Reference

PIU DEPUTY DIRECTOR

1. Background

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. SDIP will be implemented through a sequential and simultaneous two-phased programmatic approach with five participating countries: Serbia, BiH, Montenegro, Croatia and Slovenia. The objective of the Phase I of the Project is to improve flood protection transboundary water cooperation in the Sava and Drina River Corridors. The proposed SDIP Program Phase I comprises of the following components:

- (i) Component 1: Integrated Management and Development of the Sava River Corridor – this component will finance investment in renovation and upgrading of flood protection infrastructure to reduce the risk and impact of floods, thereby increasing the resilience of the riparian countries to climate related threats.
- (ii) Component 2: Integrated Management and Development of the Drina River Corridor – this component will support multipurpose investments along the Drina River to reduce the risk of flood in Phase I. It will facilitate the implementation of actions, management measures and investments identified by the Drina River Strategic Action Plan being prepared under the ongoing Western Balkans GEF-SCCF Drina River Basin Management Project.
- (iii) Component 3: Project Preparation and Management – this component will support preparation of Phase II activities and operational costs, consultancies, non-consultancy services and goods required for the establishment and operations of the PIUs.
- (iv) Component 4: Regional Activities – this component aims to strengthen strategic regional dialogue, joint planning and sustainable management and development of the shared water resources in the Sava and Drina River Basin, including building resilience to climatic shocks.

2. Scope of Services

PIU Deputy Director will provide support PIU Director to manage the PIU established in the Ministry of Agriculture, Forestry and Water Management – Directorate for Water. She/he will report to the PIU Director. The main task is to provide support PIU Director to ensure that the objectives and targets of the Phase I of the Project under the Directorate are achieved timely and efficiently.

She/he will have specific tasks as follows:

- Support PIU Director to manage PIU operation, organizes, unifies and streamlines work of the PIU staff and supervises their work.

- Finalizes ToRs for various consultants, as deemed appropriate, to be hired given the dynamics and intensity of project activities;
- Together with PIU Director to maintain regular communication with the World Bank, Central Fiduciary Unit (CFU) within the Ministry of Finance, Public Water Management Companies and other stakeholders;
- Support PIU Director to ensure that working arrangements are maintained with the CFU on all financial, accounting and procurement matters;
- Provide support PIU Director in supervising daily activities of the PIU, evaluating performance and operating effectiveness, including on-going staff performance evaluations and feedbacks, making recommendations for change, if necessary;
- Support PIU Director to manage and coordinate field work of contractors and supervision the work of the consultants contracted under the Project;
- Provide support PIU Director to sign off quarterly and annual financial statements in a format acceptable to the World Bank adequate to reflect operations;
- Supports PIU Director in monitoring the project spending and regular project activities for Directorate of Water; Supports PIU Director in ensuring timely and adequate implementation of project activities;
- Provide support PIU Director to coordinate and support preparation of Phase II of the Project;
- Perform any other appropriate tasks determined by PIU Director necessary for the project implementation.

3. Institutional Arrangements

The PIU Deputy Director will support PIU Director leading the Project Implementation Unit established in the Ministry of Agriculture, Forestry and Water Management – Directorate for Water and will work under the authority of the Ministry and the Directorate.

4. Reporting requirements

The Consultant is obliged to report to the PIU Director and to the Director of the Directorate for Water for the performance of works that are within the PIU's scope of work.

Minimum reports to be prepared:

- Monthly Reports-The Consultant shall prepare the monthly reports describing tasks performed. This report will form a basis for payment and should be submitted at the end of each month to the PIU Director for approval.
- Ad hoc reports requested by the PIU Director and/or RDW.

All reports should be submitted in English and /or Serbian language, as needed.

The reports and information required may change depending on project priorities. The timing of deliverables and their detailed content will be agreed with the Project Director.

5. Terms and duration of the Assignment

This is a full-time position during the lifetime of the project. The Consultant shall not have other full or part-time assignment during the engagement under this contract.

The Contract will be the Standard World Bank Time-Based Contract for Small Assignments, entered into between the PIU Deputy Director and the Ministry of Agriculture, Forestry and Water Management – Directorate for Water, as a Client.

6. Qualifications

- University degree in law, economics, or management;
- At least 10 years of experience in management and/or implementation of major infrastructure projects;
- At least two years of experience in similar assignments, preferably with International Financing; Institutions and/or donor funded projects and/or international business environments;
- Knowledge of government structures and /or previous experience in working in public institutions would be considered an asset;
- Proven ability to develop highly professional conceptual briefs, strategic documents and project proposals as evidenced by portfolio of previous assignments;
- Experience in briefing and liaising with Government agencies;
- Experience working on World Bank's financed projects will be considered as an asset.
- Proven organizational and management skills;
- Computer literacy and ability to use Word, Excel and PowerPoint;
- Excellent knowledge of Serbian and English language, both written and spoken;
- Driving license/B category.

7. 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.

8. Selection of Consultant

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the Regulations (July 2016 Revised November 2017 and August 2018).

The evaluation criteria for this assignment are:

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| • Specific Experience relevant to the Assignment | 60 points |
| • Qualifications and Competence relevant to the Assignment | 40 points |