

## **REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT**

### **Republic of Serbia**

### **Serbia Inclusive Primary Education Improvement Project (IPEIP)**

**Project ID No. P181557**

### **Assignment Title:**

**Grant Coordinator (full-time), Reference No. SER-IPEIP-IC-CS-26-12**

The Republic of Serbia has received financing from the World Bank toward the cost of the Serbia Inclusive Primary Education Improvement Project (IPEIP), and intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

### **Scope of work**

The second component of the project will support a gradual rollout of the WDS model in schools that do not receive the ESSi program and recognizes that schools differ in their initial conditions and require flexible implementation arrangements. Grants linked to the development and implementation of the School Improvement Plans (SIPs) will be a key instrument to adjust the implementation of the WDS to the needs of the school and its community. The objective is to operationalize a concept of a “model” primary school that accommodates collaborative, interdisciplinary, and experiential learning, provides space for extracurricular and project-based activities strongly embedded within the broader community.

The Grant Coordinator is responsible for management and implementation of all grant-related activities of the Project and provides support to the Project Director and the PMU Coordinator in overall project implementation.

The Consultant works under the overall guidance of the PMU Coordinator and interacts with employees of the MoE, PMU (primarily with components’ coordinators) and CFU.

### **Detailed Tasks and Responsibilities**

Without limiting the generalities of the foregoing, the following are the specific tasks and responsibilities of the Teacher Professional Development Coordinator:

- Managing and facilitating all aspects of implementation of grant-scheme on technical level under the Project, in line with the Loan Agreement and the Project Operations Manual (POM);
- Managing preparation and update of the Grant Operation Manual (GOM), as well as other related Project documents, jointly with the PMU Coordinator and the Coordinator for School Improvement Plans, School Leadership and Enriched Learning Programs;
- Developing, steering and supervising grant-scheme activities, as well as legal and administrative procedures for disbursement of grant funds to selected schools, such as: managing public call for proposals, evaluation of schools’ for financing, steering the Grant Approval Committee, preparing report and draft of decision on final list of approved school projects for financing, follow up activities, including monitoring, grant contracting (and amending, if needed) with schools, reporting, day-to-day communication with grant recipients, etc.;
- Providing technical input to the Terms of References and related documents, as well as to the Procurement Plan, in agreement with the Project Director and the PMU Coordinator;
- Drafting procedures and documents necessary for grant implementation, in cooperation with components’ coordinators;
- Preparing manuals and guidelines for grant awards and implementation, organizing timely distribution of these documents to stakeholders;

- Participating in establishment of the Grant Approval Committee, in accordance with the Loan Agreement, POM and GOM;
- Participating in drafting the contracts between MoE and grant recipients;
- Overseeing financial management of the grant funds;
- Contract management of all contracts he/she is responsible for; preparation of data needed to upload new Project activity in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP);
- Ensuring stakeholders' access to information related to the grants and their regular feedback;
- Producing periodical and annual progress reports of the grant related activities and contributing to progress reports of the Project in general;
- Approving general financial execution reports for all allocated grants, in accordance with procedures;
- Preparing, updating and maintaining the Grant Contracts Summary Table with relevant data and submitting verified table quarterly (or on the request) to the Project Director, PMU Coordinator and CFU;
- Makes synergies with other projects of MoE;
- Performing other tasks related to the Project at the request of the Project Director and/or PMU Coordinator.

### **Duration of the assignment**

The Consultant shall provide full-time services until April 15, 2030.

The Consultant shall not have other full or part-time assignment during the engagement under this Contract.

### **Required qualifications:**

- University degree in the field of social science, master degree is an advantage;
- Seven years of relevant professional experience, especially in the design and implementation of school grant programs;
- Knowledge of the Republic of Serbia's legal, social and systematic context of education;
- Fluency in Serbian and good command of English;
- Computer skills (MS Word, MS Excel, MS Project, Power Point, e-mail, Internet);
- Knowledge of administrative structure and procedures of the public administration is considered an advantage;
- Previous experience in implementation of the World Bank funded projects and other internationally financed projects in Serbia is preferred;
- Ability to work under pressure and meet deadlines.

The Ministry of Education and the Central Fiduciary Unit of the Ministry of Finance now invite eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for the assignment:

- Qualifications and General experience (40 Points)
- Specific Experience relevant to the Assignment (60 Points)

The attention of interested Consultants is drawn to paragraph 3.13, 3.15 and 3.16 of the *Investment Project Financing (IPF) Borrowers, Procurement in Investment Project Financing Goods, Works, Non-Consulting, and Consulting Services (Sixth Edition, February 2025)* ("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 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 **June 1, 2026, 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 assignments and availability of required skills (**scanned diplomas to be sent with CV**).

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
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