

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:

Administrative Assistant (full-time), Reference No. SER-IPEIP-IC-CS-26-13

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 Administrative Assistant will provide administrative and organizational support to the PMU in the overall Project implementation.

He/she works under the overall guidance of the PMU Coordinator and interacts with employees of the MoE, PMU and CFU.

Detailed Tasks and Responsibilities

Without limiting the generalities of the foregoing, the following are the specific tasks and responsibilities of the Administrative Assistant:

- Providing administrative and logistic support for efficient day-to-day function of PMU;
- Ensuring clear and, depending of confidentiality, accessible database of all incoming and outgoing documentation for PMU;
- Efficiently organizing, maintaining and safekeeping the Project's files and filing system;
- Supporting preparation of project documentation, including timely submission of all documents related to annual and ad hoc reports;
- Preparing drafts of internal administrative documents relevant for the Project implementation;
- Maintaining database of the PMU staff business trips, processing travel expense claims of the PMU staff;
- Participating in logistical arrangements and preparation of meetings, seminars, conferences and trainings related to the Project, preparing minutes from the team meetings;
- Participating in preparation of the Project reports;
- Interaction with the MoE, other institutions, CFU, and the World bank team on the administrative issues of the Project;
- Performs other tasks related to the Project at the request of the PMU Coordinator and/or the Project Director.

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:

- High school diploma, university degree is an asset.
- Five years of professional experience in administrative jobs;
- Excellent writing, communication and data manipulation skills;

- Fluency in Serbian and command of English;
- Command of Microsoft Office tools (Word, Excel, Power Point);
- Prior experience working in international projects is an asset;
- 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**).

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