

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – INDIVIDUAL CONSULTANT

Republic of Serbia

TAX ADMINISTRATION MODERNIZATION PROJECT (TAMP)

Project ID No. P163673

Assignment Title:

- **Individual Consultant (part time) – Translation Services, Reference No. SER-TAMP-IC-CS-20-16-2**

The Republic of Serbia has received financing in the amount of US\$ 52,000,000 equivalent from the World Bank toward the cost of the Tax Administration Modernization Project (TAMP), and it intends to apply part of the proceeds to payments for consulting services to be procured under this project.

The Translator will perform the following tasks:

- a) Prepare translations of written materials from Serbian to English and vice versa. Documents to be translated shall be related, but not limited to: project documents, reports, communication materials, in the field of, but not be limited to: tax administration policy, law, economics, ICT and procurement under World Bank guidelines;
- b) Proofread and edit documents;
- c) Ensure that the translated text is technically, linguistically and grammatically correct, and would not need further editing after completion of translation;
- d) Provide accurate and timely translation within the deadlines;
- e) Only in exceptional situations, consecutive translation or interpretation at the meetings and other events might be required.

The duration of this assignment is defined from the date of signing the contract until the end of the TAMP Project, October 31, 2024, with probationary period of six (6) months. The consultant shall be engaged on an on-call basis during the Project implementation and shall be paid upon the report delivered for the pages that are translated or hours interpreted.

Each translated page will be calculated by 1.800 character with spaces (1.800 character with spaces per 1 page). Oral translation will be calculated based on number of started hours per meeting/event.

The Applicant for this position is expected to meet the following **minimum qualification requirements**:

- a. University degree in English language and literature, Master or Doctoral degree will be considered as an advantage;
- b. Relevant professional experience of at least ten (10) years in translation;
- c. Demonstrated experience of translating the texts in field of tax administration policy, law, economics and ICT will be considered as an advantage

- d. Previous experience with the World Bank financed projects and familiarity with World Bank terminology will be considered as an advantage;
- e. Excellent verbal and written communication skills of English and Serbian language;
- f. Ability to work independently and effectively;
- g. Strong interpersonal skills;
- h. Proficiency in Microsoft Office.

Shortlisted candidates will be required to translate one page of an example text.

The detailed Terms of References for the above referenced consulting services is posted on the official website of the Serbian Tax Administration <http://www.purs.gov.rs/en.html>

The Central Fiduciary Unit (CFU) of the MoF now invites 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 (scanned diplomas to be sent with CV).

The evaluation criteria for each assignment:

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

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, 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 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 e-mail address below, by **December 24, 2020**, 12:00 hours, noon, local time.

Contact:	E-mail:	Address:
To:	zorica.petrovic@mfin.gov.rs Ms. Zorica Petrovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St

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