

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 (Local full time) – Administrative Assistant Reference
No. SER-TAMP-IC-CS-20-04-2**

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 Administrative Assistant will perform the following tasks:

- Providing administrative and logistical support within project activities;
- Providing support in electronic record keeping;
- Taking care of general communication within the PIU (receiving, answering, and forwarding phone calls, processing emails, letters, including conducting necessary correspondence based on incoming inquiries, welcoming guests/visitors, photocopying and scanning documents, compiling and forwarding various correspondence and information, when necessary writing minutes, and arranging meetings);
- Supporting the organization and implementation of workshops, conferences, and other events with timely care of all accompanying activities (renting space and hotel accommodation, providing technical equipment, transportation, translators, catering, etc.);
- Organization of travel (purchase of airline tickets, hotel accommodation, and transport in the country and abroad, filling in the internal form for business trips, preparation for the calculation of travel expenses for business trips in the country and overseas);
- Creating and conducting tabular reviews of absences of foreign and domestic staff (business trips, vacations, sick leave, etc.);
- Organizing procurement of office supplies, and inventory management financed under operating cost category of expenditure;
- Registration and archiving of documents following STA disposal system (appropriate marking of the registrar, etc.);
- Preparation of documentation for VAT exemption to be conducted by the STA;
- Support to project manager in preparing presentations for workshops and other internal events;
- Supporting communication and coordination of activities with Ministries, project partners, professional associations, relevant experts, and other persons and institutions;
- Supporting the maintenance of the project webpage in the STA external website.

- Prior checking of all required documentation for the posting and requesting approvals for payment from CFU;
- Support to the project manager in planning project funds and monitoring the monthly financial resources of the project;
- Support to the project manager in collaborating with CFU
- Support to implementation of PR activities and the distribution of materials for project activities promotion;
- Upon the Project Manager request, execute tasks independently, both from administrative and programmatic aspects;
- Assist in preparation of monthly status reports;
- Assist in preparation of reports for Project Management, Steering and Advisory Committees;
- Assist in preparation and support World Bank Supervision Missions, coordinate the supervision mission schedule, and make the necessary appointments and other arrangements.

The successful applicant will be recruited full-time on a contractual basis for the project's life (estimated end date: October 31, 2024) with a six-month probation period.

The applicant for this position is expected to meet the following requirements:

Qualification and experience

- a. University degree;
- b. Excellent fluency in English and Serbian;
- c. Proficiency in using Microsoft Office standard package (Word, Excel, PowerPoint) and Internet skills;
- d. Demonstrated high-quality organizational, writing, and communication skills, verified by reference letters from previous employers;
- e. Demonstrated interpersonal skills;
- f. Knowledge in tax administration policy, management, or project management will be preferable.

General professional experience

- i. At least five years of overall professional experience in similar assignment;
- ii. Experience working with or within the public and private sectors will be preferable.

Specific professional experience

- iii. Experience with projects/research grants administration will be preferable;
- iv. Experience with World Bank/EU or donor-funded projects will be preferable.

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 paragraphs 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 the English language must be delivered in a written form to the e-mail address below, by **March 24, 2022**, 12:00 hours, noon, local time.

Contact:	E-mail:	Address:
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