

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

## **Republic of Serbia**

**Serbia Accelerating Innovation and Growth Entrepreneurship (SAIGE)**

**Project ID No. P170185**

**Assignment Title: Enterprise Acceleration Associate (full time), Reference No. SER-SAIGE-IC-CS-21-14**

Serbia has received a loan from the World Bank (Bank), through the “Serbia Accelerating Innovation and Growth Entrepreneurship Project” (Project), to contribute to the country’s growth and competitiveness by improving (i) relevance and excellence of scientific research and (ii) innovative entrepreneurship and access to finance for enterprise growth.

**The Innovation Fund (IF) needs to engage one individual Enterprise Acceleration Associate (full time consultant).**

## **Objective of the assignment**

Specific objective of this assignment is to assist and advise the IF in Enterprise Acceleration Program (EAP) design and implementation, including full spectrum of administrative support, coordination of the activities on the ground during the EAP calls, support the IF in coordination of mentors during the acceleration process, financial monitoring of the EAP awardees and other activities necessary for successful implementation of EAP.

## **Scope of Work**

The Associate will closely work with PIU and Enterprise Acceleration Expert and other IF team members as a part of the IF coordination team on activities related to rolling out the EAP (acceleration and co-financing mechanism) and provide support to the team led by the Project Implementation Unit (PIU) Project Officer in-charge of enterprise acceleration component of the Project.

During the course of its engagement, the Associate is expected to provide the following services:

- Manage the documents flow between the IF, PIU and Central Fiduciary Unit (CFU) and keep Project documentation in good order
- Prepare periodical IF financial reports for the CFU and other reports as necessary
- Make sure all activities during the EAP implementation are properly documented and stored
- Take part in the process of initial screening of applications received (administration and eligibility check)

- Be present during the live pitch sessions and provide all necessary support to facilitate startups selection process
- Participate in the process of preparing grant contracts for EAP awardees
- Coordinate the legal due diligence process with the support of Legal advisory firm for companies applying to the co-financing mechanism
- Prepare all necessary documentation for application and monitoring process of the EAP
- Take charge of the financial monitoring process of all IF grants under EAP
- Support payment processing for all transactions under Component 2 of SAIGE
- Support public promotion of EAP
- Other related duties, as assigned

### **Timing and Duration**

The Associate is expected to be engaged on the full-time basis for the period of around 3.5 years i.e. until September 30, 2024. (closing date of the Project).

The assignment is envisaged to start in April 2021.

### **Required experience and qualifications**

- Relevant Master's Degree (e.g. Economics, Business, Finance) or equivalent;
- At least 5 years of relevant work experience;
- Previous experience in working with international financial organizations (desirable);
- Previous experience in public sector organizations (desirable);
- Highly effective writing and oral communication skills;
- Excellent spoken and written English language skills;
- Willingness to travel occasionally within Serbia or abroad;
- At least 3 years of experience in project management (project management certification will be considered as a plus);
- Good understanding of the innovative entrepreneurship support measures;
- Excellent business administration skills;

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the Innovation Fund [http://www.inovacionifond.rs/cms/files//ostale-nabavke/TOR\\_SAIGE\\_Enterprse\\_Accelration\\_Associate\\_Final.pdf](http://www.inovacionifond.rs/cms/files//ostale-nabavke/TOR_SAIGE_Enterprse_Accelration_Associate_Final.pdf)

The Central Fiduciary Unit (CFU) of the Ministry of Finance 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.

The evaluation criteria for the assignment:

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

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the *World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, 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 below, by **April 12, 2021, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

<b>Contact:</b>	<b>E-mail:</b>	<b>Address:</b>
To:	<a href="mailto:ljiljana.krejovic@mfin.gov.rs">ljiljana.krejovic@mfin.gov.rs</a> Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
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