



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 June 2015

Country: Serbia

Description of the assignment: Advisor (1 post) – Investment Climate (business)

Project name: Management of Citizen-Centric Policy Measures – Office of the Prime Minister

Period of assignment/services: July 2015 – February 2016

Contract Type: Individual Contract

Proposal should be submitted at the following address: <http://www.rs.undp.org/serbia/en/home.html> under section “Jobs”, no later than **3 July 2015**.

Any request for clarification must be sent by standard electronic communication to the e-mail vacancy.rs@undp.org. The procuring UNDP entity will respond by standard electronic mail and will send response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Prime Minister of the Republic of Serbia, in his address to the Parliament on 27 April 2014, on the occasion of establishment of the Government, noted that Serbia has dropped to the 101st place under the Global Competitiveness Index of the World Economic Forum for 2013/2014, as the last country in the region. He stated that the main goal of the reform process would be to increase competitiveness of the economy, make an appealing climate for investments and finally, to put pressure on the practice of corruption. The Government has a plan to make the biggest progress on this index, becoming among the first ranked countries of Southeastern Europe by 2018. In order to steer reforms at a fast-track pace, the Office of the Prime Minister is setting up Strategic project implementation Unit as a single information and coordination point supporting the head of Government in reaching evidence-based policy decisions.

The purpose of the project is the support the Office of the Prime Minister by providing advisory services to its Strategic project implementation Unit tasked with supporting the Cabinet in delivering better results faster in five key priority areas: infrastructure, investment climate, agriculture, restructuring of public enterprises and public administration reform.

Investment Climate and the support for inbound investment projects has been recognized as a field of particular importance by the Government of the Republic of Serbia. The team will work with the Ministry of Economy and the Ministry of Finance in attracting investment from blue chip multinationals, and in ensuring that investment projects have the greatest benefit to the Serbian economy. Work will also involve improving the Serbian investment attraction system, such as the establishment of an effective and sustainable incentives structure, optimization of industrial locations, and harmonization of investment with transport and utilities infrastructure.

The PMO will form teams to work on each priority area (lot). UNDP will support an Advisor in Investment Climate, who will be engaged as an expert on individual projects in this sphere from the business enabling perspective.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The consultant will provide advisory services to the Prime Minister's Office (PMO) on the development of citizen-centric policy measures and interventions using evidence-based approaches in projects belonging to the area of investment climate.

Projects will aim to back the development of a vibrant investment climate in Serbia through helping the Ministries of Finance and Economy in attracting investments from blue-chip multinationals and other actors. The Investment team will be focused on providing support and advice on coordination of several large FDI projects for the country.

The consultant will provide expert advice to the PMO on implementing policy priorities within each project, identifying and supporting key stakeholders, defining targets and benchmarks, and identifying any critical issues as they emerge.

Specific responsibilities include:

Maintain regular communication with relevant line Ministries, implementation agencies and other involved stakeholders in order to advise the PMO of developments concerning individual projects and provide recommendations for action;

Develop monthly evidence-based progress reports advising the PMO of key milestones, stakeholder activities, risks and bottlenecks, and recommended courses of action regarding the assigned project, which will serve as inputs for aggregated monthly reports to the PMO across all projects in the relevant priority area

During the assignments, the consultant will closely cooperate with the PMO leadership team and personnel, as well as other relevant stakeholders.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications

- A minimum BA degree (MA preferred) in Business, Economics, or other relevant area;
- Track record of general business administration and coordination experience of a minimum of 2 years, preferably in general administration, public policy formulation, analysis or strategic and management advisory services in investment promotion;
- Solid network of national stakeholders, including public institutions, international organizations, and businesses;
- Sound understanding of the national institutional and legal framework and implementation practice in creating enabling environments for business development;
- Excellent organizational and communication skills;
- Fluency in Serbian and English;
- Full computer literacy in the use of MS Office package, especially Excel and Power Point.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Application Procedure

Qualified and interested candidates are asked to submit their applications via UNDP Web site: [UNDP in Serbia](#) under section “Jobs” **no later than 3 July 2015**.

The application should include:

- P11 (only PDF will be accepted) containing e-mail contacts of at least three referees (section 26 & 29). P11 may be downloaded at: <http://www.undp.org.rs/download/ic/P11.doc>.
- Offeror’s Letter (only PDF will be accepted) confirming Interest and availability for the Individual Contractor (IC) Assignment. Can be downloaded from the following link: <http://www.undp.org.rs/download/ic/Confirmation.docx>.
- The Offeror’s letter must also include:
 - a **Cover Letter** – Explaining why you are the most suitable for the work
 - a **writing sample** – link or specimen of writing produced on a relevant topic.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount in **USD currency**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon approval of each deliverable. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel to Belgrade, per diems, and number of anticipated working days).

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		70 points
• <i>Criteria A</i>	<i>Academic qualifications</i>	30
• <i>Criteria B</i>	<i>Relevant experience</i>	30

• <i>Criteria C</i>	<i>Writing sample</i>	<i>10</i>
<u><i>Financial</i></u>		<i>30 points</i>

ANNEX 1- TERMS OF REFERENCES (TOR)