

TERMS OF REFERENCE (TOR) FOR THE FINANCIAL MANAGEMENT ASSISTANT

I. Background

The Republic of Serbia and the International Bank for Reconstruction and Development (Hereinafter: IBRD) concluded the Loan Agreement (Hereinafter: LA) for the Second Real Estate Management Project in Serbia (Hereinafter: The Project), signed by the two parties on August 21st, 2024 and ratified by the Parliament of the Republic of Serbia in its session on November 27th, 2024 (“Official Gazette RS – International Agreements”, No 9/2024 of December 3rd, 2024).

The Law on State Surveys and Cadastre (LSSC, October 2023) with appropriate amendments provides a solid foundation for the project. A viable single agency, the Serbian Republic Geodetic Authority (RGA), is implementing the LSSC. A Project Council and Project Steering Committee are supervising the Project implementation.

The Project consists of three components: (A) Implementation of the Property Mass Valuation System; (B) Integration of Information Systems and the NSDI Services Development; and (C) Institutional Improvement, RGA Sustainability and Project Management.

The Project Development Objectives are to improve the transparency, accessibility, and reliability of Serbia’s real property management systems.

A full description of the Project is provided in the document “Project Appraisal Document” (PAD) and Loan Agreement (LA). The PAD is considered as a part of the necessary background materials to be understood by Consultants.

Implementation is entrusted to the Project Implementation Unit (Hereinafter: PIU) of the Republic Geodetic Authority (Hereinafter: RGA).

II. Objective

The Financial Management Assistant for the PIU (hereinafter: Consultant) will perform the tasks defined in these TOR, ensuring that the relevant project objectives and targets are achieved within the time and costs specified in the LA, PAD and agreed annual work plan and procurement plan. Consultant will work within a multi-discipline team of permanent and temporary consultants recruited to fulfill certain tasks within the project led by the Finance Management Specialist (hereinafter: FM Specialist) and PIU Director.

III. Scope of Work and Tasks

The Consultant will be responsible for the following specific tasks:

- i. Supports FM Specialist in achieving overall Project objectives;
- ii. Handles, together with FM Specialist, finance, disbursement and payment, financial planning, accounting, Project financial auditing, financial reporting included;
- iii. Assists to FM Specialist in all financial aspects of the Project, including financial reporting, planning and any other financial activities under the Project;
- iv. Cooperates with the Procurement Specialist in PIU to assure link between accounting, procurement and disbursement - updating data in STEP;
- v. Assist to FM Specialist to manage accounting activities in the PIU to assure accurate and current registration of data, which can in turn be used for drafting the Project Implementation Report;
- vi. Assist to FM Specialist to manage Project financial reports consolidation procedures;
- vii. Together with FM Specialist maintains correspondence with the selected bank, to be used for payment of works, goods and services, including development of procedures for funds withdrawals.

Working conditions

If its required, the Consultant will be provided with all reasonable office space, office furniture and equipment to undertake the tasks assigned.

Consultant reports to FM Specialist and PIU Director/PIU Deputy Director.

IV. Work Products / Deliverables

- a) Assist FM specialist to produce Project financial report in approved format.
- b) Assist FM specialist to produce reports on performance indicators for WB and RGA using adequate financial software;
- c) Assist FM specialist to produce reports the execution of the financial activities and the payments;
- d) Monthly report on activities for the PIU Director;
- e) Assist FM specialist to produce Annual report for WB, RGA and the relevant ministries;
- f) Assist FM specialist to produce to preparation financial reports, budgets, financial plans and reports on funds flows as well as any financial reports as required by the RGA, WB or GoS.

The timing of deliverables and their detailed content will be agreed with the FM Specialist and PIU Director.

V. Professional Expertise:

Minimum Requirements

- a) College degree in economics, accounting or a closely related field within the financial environment;
- b) At least 5 years of working experience;
- c) At least 3 years of operational experience in the financial management and accounting;
- d) Knowledge of rules of financial and accounting operations, settlements and a procedure of material and technical supplies within public institutions, organizations according to both national and international standards;
- e) Experience of working with an international team of consultants, including working in a "virtual" team;
- f) Strong computer skills including (MS Windows, MS Office, Internet, Accounting software);
- g) Fluent in both Serbian and English languages (written and spoken).

Advantages

- h) Experience in financial management under a Bank, EU or other donor/IFI funded projects is an advantage;
- i) Preference will be given to candidates with experience in using System for preparation, execution, accounting and reporting (SPIRI, SUF, SEF) and ERP software.

Selection

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method as set out in the World Bank's "Procurement Regulations for IPF Borrowers" (September 2023).

The salary level shall be defined as an outcome of negotiations between the Client and Consultant with a view to the budget allocation for the position.

The contract shall be signed for the period of the life of the Project. The contract will also define the price adjustment clause considering that the contract shall cover a period longer than 18 months. Annual salary adjustment (for contracts longer than 18 months) will be made based on the formula agreed with the Bank which may rely on the living cost increase according to the official statistical data from the relevant source, as may be agreed with the Bank. The first adjusted remuneration rate will become effective from the 13th month and, from then on, the rate will be adjusted every 12 months.

VI. Reporting

The Consultant will report to the Director of the PIU and PIU Deputy director.

VII. Resources

Budgetary provision has been made for all operating costs and a vehicle, which will be provided for use on paid official business (with maintenance provided).