



Montenegro  
Ministry of Transport and Maritime  
Affairs

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

Name of Project: **“Western Balkans Trade and Transport Facilitation Phase 2” (TTFP)**

Loan No: **94710-ME**

Assignment Title: **Administrative assistant**

Reference No. **MNE-WBTTFP-94710-ME-IC-CS-23-4.1.6**

June ,08. 2024.

The Government of Montenegro has received financing in the total amount of USD 15,000,000.00 (equivalent) from the World Bank, toward the costs of the **“Western Balkans Trade and Transport Facilitation Phase 2” (TTFP)** project and intends to apply part of the proceeds of this loan towards payment for Consulting services under the Contract for Individual Consultant: **Administrative assistant**.

The Program Development Objective for the MPA is to reduce trade costs and increase transport efficiency in the Western Balkans- Six Countries. Montenegro, with one of the two gateway ports to the Western Balkans, holds a critical position for the landlocked countries of the region as well as along the TEN-T corridor and linkages to the broader European region. Given its advanced progress, towards EU membership and developed road transport infrastructure, Montenegro stands to gain significantly from efficiency gains provided by the TTFP in the country and in neighboring countries through increased road and rail connectivity and enhanced trade integration.

The **Ministry of Transport and Maritime Affairs (MoTMA)** is the umbrella ministry under which the transport sector falls and will serve as the lead implementing agency for the TTFP project. The Ministry of Transport and Maritime Affairs (MoTMA) needs the technical services of the **Administrative assistant** who will provides administrative support to ensure efficient operation of office organizing, managing, and keeping an of the TTFP project office running. The Administrative assistant will work under the Project Implementation Unit (PIU) and will report to the Project Manager on a regular basis regarding pace of the Project implementation. The Administrative assistant will also work closely with the Technical Services Unit (TSU), established under the Ministry of Finance, responsible for providing core procurement and financial management services under grants, credits and loans financed by the World Bank and other relevant organizations.

The Administrative Assistant – shall be engaged to implement and follow the Projects activities on a full-time daily basis (8 hours per day, from Monday to Friday). The consultancy is expected to start not later than in July, 2024 and continue up to end of April, 2028.

The detailed Terms of Reference (TOR) for the assignment can be obtained upon request at the e-mail address given below.

The **MoTMA** through the **Technical Service Unit**, now invites eligible individual consultants (“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. Individual consultants may be offered through the firms or other organizations, but the only qualifications of the individual consultant will be the basis of selection. Contract will be signed with proposed individuals. Successful management of the project requires a dynamic person, with excellent communication skills, who is ready to work in a team and contribute to a positive team spirit. The criteria for selection are following :

**Qualification (mandatory) criteria:**

- University Diploma (minimum 4-year University Degree);
- Relevant experience in administration, book keeping and archiving;
- Excellent writing, communication and data management skills;
- Experience in cooperation, correspondence and communication with the public sector;
- Written and spoken fluency in English and Montenegrin is essential;
- Knowledge of computer, office software and web-based applications use;

Prior professional experience with international, regional, or bilateral World Bank and/or other donors-funded projects would be considered an asset; Prior working experience with or for public institutions will be considered as an asset. Knowledge and practice of administrative procedures of the World Bank related projects would be considered an asset;

**Evaluation criteria:**

| No. | Criteria  | Score |
|-----|---|-------|
| 1.  | At least 5 years of professional experience in similar position   | 30 %  |
| 2.  | Relevant experience in administration, book keeping and archiving, cooperation, correspondence and communication, reporting and presentation skills | 30 %  |
| 3.  | Written and spoken fluency in English and Montenegrin;  | 30 %  |
| 4.  | Previous experience of working with international financial institutions and donors on similar projects.  | 10 %  |

Additionally, “MoTMA” may decide to conduct an interview with shortlisted candidates in order to additionally verify required qualifications of candidates.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s **“Procurement Regulations for IPF Borrowers”** July 2016, Revised November 2017, August 2018, and November 2020. setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant method set out in the above-mentioned Procurement Regulations.

Further information can be obtained at the e-mail address below.

Expressions of interest must be delivered in a written form, only by e-mail, to the address below by June 21, 2024. 12,00h.

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