

Montenegro

Ministry of Transport

# 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-24-4.6**

 December 30, 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 Loan Agreement for the implementation of the Western Balkans Trade and Transport Facilitation Project (TTFP) under Multiphase Programmatic Approach (PHASE 2) in Montenegro (Project) was signed on 13 February 2023 and its closing date is 30 April 2028. The Project’s development objective is to reduce trade costs and increase transport efficiency in Montenegro. The key benefit will be more efficient processing of international trade and transport documentation for both traders and the administration.

The **Ministry of Transport** (**MoT**) 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 (MoT) 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. In addition to MoT, there are several other beneficiaries of the Project:

a. Ministry of Maritime Affairs

b. the Customs Administration (CA);

c. the border police under the Ministry of Interior;

d. the Railway Infrastructure of Montenegro;

e. the Port Authority of Bar, along with the Port of Bar.

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 **January, 2025**, and continue up to end of the project **April, 2028**.

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

The **‘’MoT’’** through the **‘’Technical Service Unit’’**, now invites eligible Individual Consultants (“Consultant”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that have required qualifications and relevant experience to perform the Services. (CV, description of similar assignments performed, experience in similar conditions, letters of recommendation, etc.). 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.

The criteria for selection are following:

**Qualification (mandatory) criteria**:

* University Diploma;
* Minimum 3 years of general work experience and at least 2 years of similar experience in donor-funded projects
* Excellent writing, communication and data processing skills;
* Written and spoken fluency in English and Montenegrin is essential;
* Proven computer skills MS Office (Excel, Word, Power Point), Internet, and database;
* Proven organization skills with strong attention to detail, strong time management/ prioritization skills.
* Knowledge and practice of administrative procedures of the World Bank related projects would be considered an asset;
* 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.

**Evaluation criteria:**

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| **No.**  | **Criteria** | **Score** |
| 1. | At least 3 years of professional experience in similar position  | 40 % |
| 2. | Relevant specific 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; | 20 % |
| 4. | Previous experience of working with international financial institutions and donors on similar projects. | 10 % |

Additionally, ‘’MoT’’ 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, 11.1; 3.21 - 3.24; 3.14; 3.16; 3.17 of the World Bank’s ***“Procurement Regulations for IPF Borrowers”*** Issued in ***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 (IC) 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 and in subject must clearly indicate project name, subject number: (**Administrative Assistant /MNE-WBTTFP-94710-ME-IC-CS-24-4.6.)**

The deadline for submission is **January 15, 2025. 10:00h**.

Ministry of Finance /Technical Service Unit

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