



**REPUBLIC OF SERBIA**  
**MINISTRY OF LABOUR, EMPLOYMENT, VETERAN AND SOCIAL AFFAIRS**  
**COMPETITIVENESS AND JOBS PROJECT**  
**Loan No. 8528 YF**

**REQUEST FOR EXPRESSIONS OF INTEREST FOR CONSULTANCY SERVICES**

**EVIDENCE BASED PROGRAM DESIGN OF ACTIVE LABOUR MARKET PROGRAMMES (line item 4A.4.3 of the Procurement Plan)**

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The Republic of Serbia was granted a loan of the International Bank for Reconstruction and Development (IBRD) to improve the competitiveness and employment toward the cost of the Competitiveness and Jobs Project (Project) and intends to apply part of the proceeds to payments for individual consultancy services under this Project.

Ministry of Labour, Employment, Veteran and Social Affairs of the Republic of Serbia (MoLEVSA) needs to engage (contract) a consulting firm for Evidence Based Program Design of Active Labour Market Programmes.

**BACKGROUND**

The Project aims to improve the effectiveness and coordination of selected public programs to alleviate constraints to competitiveness and jobs, including investment and export promotion, innovation, active labour market programs, labor intermediation, and activation of social assistance beneficiaries. The Project implements 4 institutions — Public Policy Secretariat, the Ministry of Economy (plus its development agencies), Ministry of Education, Science and Technological Development, and **Ministry of Labor, Employment, Veteran and Social Affairs**. The central institution responsible for coordination of the Project is Public Policy Secretariat (PPS) with the assistance of Project Implementation Unit (PIU) established in PPS, as a technical coordination unit of the Project. PPS coordinates the gathering and processing of the results of monitoring, reporting, fiduciary functions and safeguard procedures in close cooperation with the institutions participating in the Project.

MoLEVSA is responsible for achieving results within Component 4 of the Project. This component supports implementation of the programme through:

- Enhancing the effectiveness of National Employment Service (NES) labor intermediation services,
- Improving the effectiveness of active labour market policies (ALMPs) through,
- Facilitating transition of social assistance beneficiaries into formal jobs.

**OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this contract is to provide assistance and support on Evidence Based Program Design of Active Labour Market Programmes to the Ministry of Labour, Employment, Social and Veteran Affairs of the Republic of Serbia in the smooth implementation of the Component 4 of the Loan.

## SCOPE OF WORK

- To analyse Monitoring and Evaluation (M&E) methodologies developed within previous TAs and its usage in practice by National Employment Service (NES)
- To support NES in developing the Action Plan(s) on monitoring, evaluation and re-design of ALMPs to be approved by the NES management
- To perform an organisational analysis of NES in relation to the monitoring and evaluation system, as well as the re-design of Active Labour Market Policies (ALMPs), including the examination of internal procedures, human resources, process management and capacities related to the current methodology and recommendations for improvements
- To support NES and the development of a manual of internal procedures describing responsibilities, duties and tasks in the implementation of the M&E of ALMPs
- To develop and conduct training program for NES staff on 1) analysis of LM needs, 2) M&E and 3) development rates of success
- To monitor performance and delivery of training
- To develop indicators for monitoring of the implementation of the improved system (including the success rate)
- To develop a pilot for performance-based provider selection for training programs
- To develop recommendations for improvement of the system of sharing and usage of the information in the process of preparing relevant strategic and operational documents
- To design methodology for piloting the M&E of ALMP on the basis of the improved methodology
- To develop indicators for regular monitoring of implementation of ALMPs by NES
- To develop specific key performance indicators (KPI) for each branch office in order to measure the successful implementation of ALMPs and methodologies to hold branch offices accountable defining KPI targets for each branch office through the annual performance agreement
- To design methodology for in-depth evaluation of one ALMP (e.g. Public works) and its supervision of its implementation by the NES
- To recommend improvement of M&E system in NES
- To support NES in implementation and potential further improvements of the Action Plan(s) on monitoring, evaluation and re-design of ALMPs approved by the NES management.

## EXPERIENCE AND QUALIFICATIONS

The Consultant should be qualified, professional, creative and experienced firm or organization to develop Evidence based program for ALMPs. The Consultant needs to have the capacity to assign a team of people that will work on this assignment. The qualifications of presented staff supposed to be related to the assignment.

### Consultant's Staff:

- **Team Leader**
- Postgraduate academic or professional degree (master's degree, specialist academic degree, or specialist professional degree), or graduate degree awarded following the completion of a course of study of at least four years' duration;
- Minimum 10 years of professional experience
- Minimum 1 position held as a Team leader on World Bank or EU funded project (preferably implemented in the Republic of Serbia)
- Knowledge and experience in applying monitoring and evaluation techniques, tools and methodologies
- Experience in performing monitoring and evaluation of large-scale projects/programmes (preferable);
- Excellent command of English language
- Excellent command of Serbian language would be considered a strong asset

- Excellent communication, organisation, team-leading and teamwork skills.
- **Monitoring and Evaluation Expert**
- Postgraduate academic or professional degree (master's degree, specialist academic degree, or specialist professional degree), or graduate degree awarded following the completion of a course of study of at least four years' duration;
- Minimum 8 years of professional experience
- Previous experience in monitoring and evaluation of ALMPs and programmes
- Minimum 1 position held as Monitoring/Evaluation expert on World Bank or EU funded projects or equivalent (preferably implemented in the Republic of Serbia)
- Knowledge and experience in applying monitoring and evaluation techniques, tools and methodologies
- Excellent command of English language
- Excellent command of Serbian language would be considered a strong asset
- Excellent communication, organisation and teamwork skills.
- **Junior Monitoring and Evaluation Expert**
- Postgraduate academic or professional degree (master's degree, specialist academic degree, or specialist professional degree), or graduate degree awarded following the completion of a course of study of at least four years' duration;
- Minimum 6 years of professional experience
- Previous experience in monitoring and evaluation of ALMPs and programmes
- Preferably 1 position held as Monitoring/Evaluation expert on World Bank or EU funded projects or equivalent
- Knowledge and experience in applying monitoring and evaluation techniques, tools and methodologies
- Excellent command of English language
- Excellent command of Serbian language would be considered a strong asset
- Excellent communication, organisation and teamwork skills.

## **TIMING AND DURATION**

The Consultant will be engaged tentatively until April 2019.

The Internal Working Group within the MoLEVSA will administer the Contract in cooperation with the Public Policy Secretariat of the Republic of Serbia. The MoLEVSA now invites eligible Consultants to indicate their interest in providing the services.

Interested Consulting firms should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Consulting firms may associate with other firms in the form of a joint venture to enhance their qualifications.

**Expressions of interest from eligible Consulting firms/joint ventures (consortia) should specify the following relevant information:**

- (i) Short introduction of the firm/joint venture (consortium);
- (ii) Core business and years in business;

- (iii) Qualifications in the field of the assignment (in case of a “joint venture (consortia)”, such evidence is required for all members of the “joint venture (consortia);
- (iv) Technical and managerial organization of the firm;
- (v) General qualifications and number of relevant staff.

## **SELECTION CRITERIA**

### **1) Professional capacity of Consultant**

1. *At least 5 staff currently work for the Consultant in fields related to this contract.*

### **2) Technical capacity of Consultant**

1. *The Consultant has provided in the course of the past 5 years (starting from 1.1.2011. up to the deadline for receipt of proposals) at least 3 projects/contracts (the Consultant’s proportion equal to or greater than 150.000,00 EUR for his services in each project) in the fields of expertise related to this Contract.*

The following selection criteria with corresponding points will be used to create a shortlist of Consultants, which will be invited to submit their proposals:

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| – General Experience                             | 20 pts |
| – Specific experience relevant to the assignment | 40 pts |
| – Qualifications of staff                        | 40 pts |

The Consultants will be selected in accordance with Consultant’s Qualifications Selection (CQS) procedures set out in the World Bank’s *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers January 2011 Revised July 2014*

**Interested and eligible Consultants for this contract should send expression of interest, together with information on relevant criteria, by e-mail (with the exact title of the contract in the “Subject” of the e-mail) to the contact information listed below.**

Expressions of interest must be delivered by e-mail by 14 December 2016, 15:00hrs, local time.

#### **Contact:**

Ms. Jelena Mujčinović  
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