

MINISTRY OF ENVIRONMENT AND SPATIAL PLANNING OF THE REPUBLIC OF SERBIA; PROJECT “CHEMICALS RISK MANAGEMENT IN SERBIA 2007-2010”.

INQUIRY FOR THE PREPARATION OF NECESSARY ROUTINES, PROCEDURES AND GENERAL ACTS FOR FINANCIAL MANAGEMENT IN FUTURE CHEMICAL AGENCY IN SERBIA

Objectives of the Project

As a step toward the harmonization and approximation of national legislation with the EU, which is one of the obligations that Serbia took over in its process towards joining the EU, the Law on Chemicals has been adopted. This Law sets up the necessary legal base for establishment of Chemicals Agency in Republic of Serbia (hereinafter Agency). In order to establish Agency in proper manner several documents, which are necessary for Agency’s work, need to be prepared.

Scope of Work

The consultant shall:

- Assist in preparation Draft Regulation on Labour and other general acts related to Agency establishment and functioning
- Prepare methodological and documentation base for preparation of Agency’s financial plans and financial reports
- Prepare Agency’s financial plan for 2010 and general elements for financial plans for 2011 and 2012
- Prepare proposal for accounting system and prepare procedures for Agency’s financial management
- Train Agency’s staff in charge for financial management and accounting and prepare them for independent work
- Assist in preparation of legal procedures for employment of new staff in the Agency
- Organise trainings on calculation of fee rates and prepare proposal for Agency’s fee rates

Required Qualifications

- Education in economy, finance or law (higher level of education shall be considered as an advantage),
- Professional background in financial management
- At least 5 years of professional experience in related field

Working Method and Documents Format

The consultant shall use Microsoft Word program for preparation of all documents.

The font format of the document shall be Times New Roman, size 12, and in Cyrillic. The document shall be submitted to Ministry of Environment and Spatial Planning of the Republic of Serbia (hereinafter: the Ministry) in electronic form and in hard copy.

All deliverables shall contain the following sentence: “This document has been produced with the financial assistance of the Swedish International Development Cooperation Agency, in cooperation with the Swedish Chemicals Agency, (hereinafter: KemI). The views herein shall not necessarily be taken to reflect the official opinion of Sida or KemI”;

Biding documentation requirements:

The bids have to contain the following data:

- 1) References, as well as other reliable evidences that he/she meets required qualifications
- 2) Name of the bidding party and his/her address, phone-number and e-mail address
- 3) The net price in Euros (excluding taxes and contributions); and
- 4) The date when the service can start being delivered.

The bids have to be written in Serbian and signed by the bidding party. Incomplete bids shall not be taken into consideration.

Location and Working Manner

The Ministry shall provide all necessary documentation to the consultant.

The consultant shall organize his/her working time and the work in his/her own premises and use his/her own equipment.

During his/hers work the consultant shall cooperate with Chemicals department staff and Project Office staff.

All deliverables will be the property of the Ministry. No part of the findings will be given to a third party without written consent of Ministry

Duration

The consultant has 6 months to complete his/hers Work and deliver it, starting from the day of signing of the contract.

The consultants shall deliver all results according to timetable given in Annex I of this document.

The date of the final delivery is also the date of the payment of the services in accordance with payment conditions.

Assessment of bids

The requirements of the specification shall be fulfilled for the bid to be considered for assessment. At the assessment the most economically advantageous bid will be taken with regards in the following ranked and weighted criteria:

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| 1. Most economically favorable | 30% |
| 2. Documented competences and capabilities | 25% |
| 3. The readiness to start and to follow the given work plan | 20% |
| 4. Fitness to the tasks according to documented experience | 15% |
| 5. Personal impression on the interview | 10% |

Background

Republic of Serbia received the contribution from Swedish International Development Cooperation Agency in order to implement the Project called: "Chemicals Risk Management in Serbia 2007-2010" (hereinafter the Project). The Project shall last for two years.

The overall Objectives of the Project is contribution to the minimization of adverse effects of chemicals on human health and the environment, creation of preconditions for access to EU and establishment of free movement of goods in order to improve chemical safety and obtain sustainable development in the Republic of Serbia. The Project specific objective is contribution to the establishment of adequate institutional capacity and creation of appropriate administrative tools for achievement of adequate chemicals control.

Objectives, activities and deadlines for implementation of the Project are given in the Project Document “Specific Agreement between the Government of Sweden and the Government of the Republic of Serbia on Support to Chemicals Risk Management in Serbia”

ANNEX I – Time table for deliveries

No.	Expected outputs	Months						
		I	II	III	IV	V	VI	VII
1	<ul style="list-style-type: none"> – Statute of the Agency (assistance in preparation); – Regulation on Labour (assistance in preparation); – Rulebook on Internal Organisation and systematisation of the work posts (preparation of the section related to the material-financial function); – Methodological and document basis for the preparation of the financial plans; – Proposal of the financial plan of the Agency for 2010 and general elements for 2011 and 2012; – Regulation on Labour of the Executive Board (assistance in preparation) 							
2	<ul style="list-style-type: none"> – Proposal of the accounting system; – Draft Rulebook on Accounting and accounting policy; – Draft Rulebook on Procurement of Low Value; – Rulebook on Use of the Official Vehicles; – Rulebook on Use of the Representation Funds; – Rulebook on Use of the Mobile phones 							
3	<ul style="list-style-type: none"> – Proposal of the Public procurement plan; – Training of Agency’s staff in charge of accounting and financial management; – Proposal of the procedures for Agency’s financial management; – Procedure (Rulebook) on conducting the purchase of goods, rendering of services and cession of the work 							
4	<ul style="list-style-type: none"> – Procedure on collection and recording of the revenue from fees collected by the Agency; – Template for preparation of Agency’s financial reports on periodically gained revenue and execution of expenditures for the needs of Executive board and management; – Procedure on monitoring, control and recording of the attendance at work of the employees; – Rulebook on internal controls and internal control procedures 							