**TERMS OF REFERENCE**

**PROJECT COORDINATOR**

1. **Background**

The Republic of Serbia, Public Investment Management Office (PIMO), has received funds for *Scaling Up Resilient Infrastructure Project* realization, provided by Japan, under Multi Donor Trust Fund for Mainstreaming Disaster and Climate Risk Management in Developing Countries, GFDDR Grant no. A7621, administered by International Bank for Reconstruction and Development/ International Development Association (“World Bank”).

*Scaling Up Resilient Infrastructure Project* is part of the realization of the National Disaster Risk Management Program, specifically Component 3 - Risk Reduction structural and non-structural risk reduction measures and National Disaster Risk Management Action Plan.

Serbia’s National Disaster Risk Management Program (NDRMP) was approved in December 2014. NDRMP is aimed at supporting the Government of Serbia to build a comprehensive program for disaster resilience, showing commitment to changing the Government’s approach to address disaster and climate risk. The NDRMP is fully aligned with the Sendai Framework 2015–2030 which was adopted by United Nations (UN) Member States on March 18, 2015 at the Third UN World Conference on Disaster Risk Reduction in Japan.

As a part of NDRMP, *Scaling Up Resilient Infrastructure Project* is support for Recipient in developing a system to incorporate risk information in sector investment planning with focus on risk infrastructures, which is practically the basis for a development of a risk management policy.

Project consists of the following parts:

Component 1: Institutional Building and Capacity strengthening

* Development of a system that will incorporate risk considerations directly into sector investments and generating actionable risk information to guide risk-informed socio-economic development planning.
* Mainstreaming resilience standards to enhance land use planning and capacity enhancement through identification of key elements for technical development of disaster risk information system, data management, protocols, database overhaul, equipment specifications, design of data exchange and visualization tools.

Component 2: Developing Risk-Informed Investment Planning Platform

* Support the facilitation, design and development of a national risk information platform and carrying out high-level risk assessment for at risk sectors in vulnerable areas.
* Streamline output information needs for the risk information system.
* Carrying out technical studies and design for resilience standards in infrastructure investments.
* Facilitating several sector-wide studies to provide preliminary options and scenario based recommendations for PIMO so as to support other line agencies trough ensuring adequate risk information directly integrated into sector investment frameworks.

Component 3: Piloting Risk-informed Planning Platform

* Identify potential planning interventions and stress-test the disaster risk data platform.
* Generate knowledge exchange events in collaboration with Tokyo Hub.
* Capture the DRM experience and provision of feedbacks on the system functionality and contents in the Recipient s territory trough dissemination of the lesson.

In order to achieve objectives of the project *Scaling Up Resilient Infrastructure Project*, the recipient of grant, PIMO intends to engage Project Coordinator.

1. **Objective of the assignment**

The main objective of the assignment is to hire an experienced Project Coordinator who will be engaged with objective to secure timely implementation and coordination of activities under the project. The Consultant is expected to provide overall leadership for coordination and management of the activities within the project.

**3.** **Scope of work and deliverables:**

The Project Coordinator will carry out and be responsible for implementation of project activities, ensuring effective and efficient coordination of all activities associated with the project, in full compliance with the requirements and procedures of the World Bank and the Government of Republic of Serbia where it is applicable.

The Project Coordinator is expected to demonstrate strong leadership, management, and technical skills with proven project management experience. The Project Coordinator is a full time position and requires full time commitment.

The Project Coordinator will be responsible, but not limited, to those services listed below:

* Plan, organize and coordinate implementation of project components, activities, and operations;
* Ensure full compliance with directives of the World Bank (WB);
* Produce six-monthly progress reports, annual reports, mid-term review reports, and project completion reports;
* Work closely with World Bank during project supervision activities, facilitating the preparation of mid-term review (MTR) and project completion report (PCR) by the PMU;
* Propose possible means of improving implementation where necessary;
* Lead policy dialogue and liaise with relevant in-country and regional programs and projects;
* Coordination with all potential stakeholders: Ministry of interior, Emergency management sector, Republic seismological institute, Geological institute of Serbia, Standing conference of Towns and Municipalities, relevant ministries and other institutions;
* Coordinate activities for the development of National Risk - informed planning Platform;
* Coordinate activities for Piloting Risk - informed planning Platform;
* Carry out any other project related activities that are assigned by the PMU.
1. **Experience and qualifications**
* University degree awarded following the completion of a study of at least four years' duration;
* At least seven (7) years of professional experience;
* A minimum of three (3) years of experience as Project Coordinator under projects financed by the World Bank and/or other international development institutions;
* Good spoken and written English language;
* Excellent communication, interpersonal, and team working skills;
* Strong leadership, management, and technical skills with proven project management experience;
* Knowledge and skills in PC-based office applications is essential; Knowledge and skills in Photoshop and WordPress would be considered as an advantage;
* License for Disaster Risk Assessment and Emergency Protection and Rescue Plans would be considered as an advantage.
1. **Timing and duration**

The Consultant will be engaged on full-time basis from March 2019 until June 2020.

1. **Terms of payment**

The contract, in the form of the Standard World Bank Time-Based Contract for Small Assignments, will be entered between the Consultant and the Public Investment Management Office.