

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANTS)

Country: Bosnia and Herzegovina

Project: Air Quality Improvement Project (AQIP)

Loan No.: IBRD-95180-BA

Assignment Title:

- Environment and Social Expert in the PMU of the Federal Ministry of Environment and Tourism
- Financial and Administrative Assistant in the PMU of the Federal Ministry of Environment and Tourism

Reference No. (as per Procurement Plan):

- BA-AQIP-9518-BA-FBIH-CS-IND-26-4.1.6.2
- BA-AQIP-9518-BA-FBIH-CS-IND-26-4.1.7.3

The Government of Bosnia and Herzegovina has secured financing from the International Bank for Reconstruction and Development (IBRD), a part of the World Bank Group, to implement the Bosnia and Herzegovina 'Air Quality Improvement' (AQI) Project, hereinafter referred to as "The Project." The development objective of the Project is to strengthen air quality monitoring and management and reduce air pollutant emissions from the residential heating and transport sectors in the Federation of Bosnia and Herzegovina (FB&H). This Project is envisaged to be implemented in four Cantons, while this Assignment refers on implementation in Sarajevo Canton.

Federal Ministry of Environment and Tourism (FMoET) as the Implementing Entity has established a Project Management Unit (PMU) to carry out the day-to-day activities of project implementation, with support from Project Implementation Teams (PITs) at the level of participating cantons.

FB&H Ministry of Environment and Tourism (FMoET) now invites eligible individual consultants to indicate their interest in providing the above services. Interested consultants must provide Cover Letter and CV representing description of similar assignments, experience in similar conditions and availability of appropriate skills (scanned diplomas must be submitted with CV).

The detailed Terms of Reference (TOR) for the assignments can be found at the following website <https://fmoit.gov.ba/projekti/projekat-unapredjenja-kvaliteta-zraka/postupci-nabavki-u-skladu-sa-procedurama-svjetske-banke/poziv-za-dostavu-ponuda/>

Clarifications and amendments of this Request, if applicable, will be made available on the following link: <https://fmoit.gov.ba/projekti/projekat-unapredjenja-kvaliteta-zraka/postupci-nabavki-u-skladu-sa-procedurama-svjetske-banke/pojasnjenje-i-izmjene-tenderske-dokumentacije/>

The Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the World Bank's Procurement Regulations. The type of contract will be time-based contract. The following evaluation criteria will be applied:

- General experience (40 Points)

- Specific experience and skills relevant to the assignment (60 Points)

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services, July 2016, revised November 2017, August 2018 and November 2020 ("the Regulations") setting forth the World Bank's policy on conflict of interest.

Interested consultants may obtain further information from the FMoET at the address below from 09:00 to 15:00 hours.

Expressions of interest in English language must be delivered to the e-mail address below by 19th October 2026, 11:00 hrs, local time.

When submitting Expressions of interest please indicate position for which you are applying.

Federal Ministry of Environment and Tourism
Project Management Unit (PMU)
Attn. / Ms. Lejla Hodžić
PMU Procurement Expert
Hamdije Čemerlića 2, 71000 Sarajevo, Bosnia and Herzegovina
Telephone: +387 033 703 455
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Web site: <https://www.fmoit.gov.ba>

**TERMS OF REFERENCE FOR
ENVIRONMENT AND SOCIAL EXPERT IN THE PMU OF THE FEDERAL MINISTRY
OF ENVIRONMENT AND TOURISM
FOR BOSNIA AND HERZEGOVINA AIR QUALITY IMPROVEMENT PROJECT (AQIP)**

Background

The Government of Bosnia and Herzegovina has secured financing from the International Bank for Reconstruction and Development (IBRD), a part of the World Bank Group, to implement the Bosnia and Herzegovina 'Air Quality Improvement' (AQI) Project, hereinafter referred to as "The Project." The development objective of the Project is to strengthen air quality monitoring and management and reduce air pollutant emissions from the residential heating and transport sectors in the Federation of Bosnia and Herzegovina (FB&H). Initially, the project will be implemented in four cantons within the FB&H: Sarajevo Canton, Tuzla Canton, Zenica-Doboj Canton and Herzegovina-Neretva Canton.

The Project will have four components:

Component 1: Strengthening Air Quality Monitoring and Management. This component aims to further develop and strengthen air quality monitoring (AQM) across different levels within the FB&H. It includes strengthening operational capabilities of the FBiH Hydrometeorological Institute (FHMI) and further capacity building of the Air Quality Center in Sarajevo Canton as a pilot for other cantons. Activities under this component include improving the air quality monitoring network at the FB&H level, enhancing the FHMI's capacity, and developing the FHMI into a Reference Center for Air Quality in FB&H.

Component 2: Scaling up Sustainable Heating and Energy Efficiency in Residential Buildings. This component introduces a grant scheme to make investments in distributed sustainable heating and energy efficiency more affordable for households. It aims to reduce particulate matter emissions from heating by financing eligible investments in sustainable heating technologies. The focus will be on single-family homes using solid fuels for heating, but multi-apartment buildings reliant on coal or wood for heating will also be eligible. Activities include supporting the replacement of traditional stoves and boilers with modern and cleaner heating technologies and improving energy efficiency in residential buildings.

Component 3: Supporting the Transition to Low-Emission Transport. This component will fund investments and technical assistance to align with Sarajevo Canton's objective of shifting towards a low-emission urban mobility system. Activities include improving bicycling infrastructure, developing approaches to implement low-emission measures, and providing low-emission public transport vehicles. The component aims to enhance collaboration between the Sarajevo Canton Air Quality Center and the Sarajevo Canton Ministry of Traffic in implementing low-emission measures.

Component 4: Project Implementation Support. This component will provide support for project management and implementation, including monitoring and evaluation, audits, training, environmental and social safeguards, and fiduciary management. It aims to strengthen project implementation capacity within the FB&H Ministry of Environment and Tourism (FMoET) and participating cantons.

The project became effective in April/May 2024, with implementation planned to continue until June 2029. During this period, the Federal Ministry of Environment and Tourism (FMoET) established a Project Management Unit (PMU) responsible for carrying out the day-to-day project implementation activities, with support from Project Implementation Teams (PITs) established at the level of participating cantons. The PMU Technical Expert will oversee technical aspects of the project, providing expertise in their specialized field.

Environment and social expert in the PMU of the Federal Ministry of Environment and Tourism will oversee environment and social aspects of the Project, providing expertise in his(her) specialized field. The Environmental and Social Expert will coordinate environment and social activities, including planning, implementation, and monitoring, and ensure adherence to environment and social standards and best practices, while reporting regularly to the Head of PMU/Project Coordinator, FMoET Minister and the World Bank.

Scope of Work for the Environment and social expert in the PMU of the Federal Ministry of Environment and Tourism

Environment and social expert in the PMU of the Federal Ministry of Environment and Tourism will have the following duties and responsibilities:

- perform Environmental and Social Risk Management tasks under the Project to ensure that it achieves objectives materially consistent with the applicable Environmental and Social Standards (ESSs), Environmental and Social Commitment Plan (ESCP), WB Environmental Health and Safety Guidelines (EHSG), Good International Industry Practice and other E&S due diligence documents (ESMF, RPF, SEP and LMP) as well as local legislation,
- taking lead on implementation and monitoring of stakeholder engagement activities as per the developed SEP
- ensure that PIUs and PMU are in compliance with WB ESF requirements,
- assess environmental and social impacts, proposing mitigation and monitoring measures and of interventions of the Project. He(he) will be in charge of overall Environmental and Social risk management in regard to the Project, supervision and monitoring of environmental and social compliance at worksites of sub-projects, environmental and social screening and assessment, preparation and implementation of site-specific environmental and social due diligence documents such as Environmental and Social management Plans (ESMPs), ESMP Checklists (including mitigation and monitoring plan) and Resettlement Action Plans (RAPs), as needed, advising project participants on

environmental and social questions, coordinate stakeholder engagement activities, coordination the overall environmental and social monitoring at project level,

- Implementation of the Labor Management Procedures (LMP), ESMF (Environmental and Social Management Framework), SEP (Stakeholder Engagement Plan), RFP (Resettlement Policy Framework) prepared for the Project
- follow up and adherence with the local legislation, ESMFs, WB EHSR, responsibilities and tasks stated above, and ensuring timely delivery of reporting and other tasks (regular and annual reports), reporting of incidents and accidents in accordance with the Project ESCP and the World Bank Environmental and Social Incident Response Toolkit (ESIRT) requirements.
- coordinate with local and international environmental and social experts on implementation progress,
- lead the coordination with cantons and their environmental and social personnel to ensure adherence to Project implementation procedures,
- manage the Project Grievance Redress Mechanism (GRM), and ensure systematic collection of data in relation to grievances and other feedback, and the qualitative and quantitative indicators and analyses them to highlight the achievements and the evolution of the implementation process,
- monitor compliance with environmental, social, occupational health and safety requirements during construction activities, including implementation of mitigation measures defined in the applicable E&S instruments.
- maintain contact with the World Bank's environmental and social specialists and seek advice as needed on any issues or opportunities to manage environmental and social risks,
- provide response to environmental and social monitoring concerns and findings. Tracks corrective and preventive actions taken in response to internal and external audit/inspection findings,
- develop specifications and requirements for contractors as needed to ensure project-specific environmental and social requirements are included in contracts,
- contribute to periodic project implementation progress reports for submission to Ministry and World Bank,
- undertake any other activities related to the implementation of the Project as assigned by the PMU Head/Project Coordinator.

Reporting obligations

The Consultant will report to the Head of the PMU under the FMoET.

The Consultant shall provide/submit monthly report to Head of the PMU under the FMoET summarizing activities undertaken, after the end of the month for which the report is due. Such report is a basis for monthly payment to a Consultant.

The Consultant shall proactively prepare ad-hoc reports on any significant environmental and social issues arising during Projects implementation, at the FMoET or Bank's request.

The Consultant will provide hard and/or electronic copies of any documents and technical materials developed during the Project in their original electronic format. The reports will be provided in English/local language.

Duration of Consultancy

The Consultant shall provide part-time services for the life of the Project, i.e. until June 30, 2029 as currently planned, with a probationary period of six (6) months.

Experience and Qualifications

General professional experience and qualification:

- University degree in social sciences, or in environmental science, natural resources management, environmental or civil engineering, or other relevant disciplines. Master's degree or, PhD will be considered as advantage.
- A minimum of 10 years of proven general working experience

Specific professional experience

- A minimum of 5 years' experience in working in environmental and social risk management for projects similar to the activities being financed
- Excellent writing skills and fluency in English and local (Bosnian, Serbian, Croatian) language.
- Operational experience with the World Bank, EU and other institutions (IFIs) applying Safeguards is considered as an advantage.

Expected Outputs

- Screening reports approved by the World Bank,
- Quality E&S documents (ESMP, ESMP Checklists, RAPs, specific stakeholder engagement plans CMWPs, and others as per the ESCP) for each sub-project, as needed,
- Revised E&S documents as and when needed for approval to the World Bank,
- Timely progress and ESMF/ESMP (or other E&S document such as RAP implementation reports) compliance reports, including EARs implementation reports

Input by the FMoET

The FMoET will provide the PMU Environmental and Social Expert with complete office infrastructure, the required equipment, access to any documentation and information necessary for the performance of his(her) tasks.

Selection of Consultant

The Consultant will be selected in accordance with the **Open** Competitive Selection of Individual Consultants as set out in the World Bank's Procurement Regulations. The type of contract will be time-based contract.

The candidates will be evaluated applying the following evaluation criteria:

- General experience (40 Points)
- Specific experience and skills relevant to the assignment (60 Points)

**TERMS OF REFERENCE FOR
FINANCIAL AND ADMINISTRATIVE ASSISTANT IN THE PMU OF THE FEDERAL MINISTRY
OF ENVIRONMENT AND TOURISM FOR BOSNIA AND HERZEGOVINA AIR QUALITY
IMPROVEMENT PROJECT (AQI) PROJECT**

I. Background Information

The Government of Bosnia and Herzegovina has secured financing from the International Bank for Reconstruction and Development (IBRD), a part of the World Bank Group, to implement the Bosnia and Herzegovina 'Air Quality Improvement' (AQI) Project, hereinafter referred to as "The Project." The development objective of the Project is to strengthen air quality monitoring and management and reduce air pollutant emissions from the residential heating and transport sectors in the Federation of Bosnia and Herzegovina (FB&H). Initially, the project will be implemented in four cantons within the FB&H: Sarajevo Canton, Tuzla Canton, Zenica-Doboj Canton and Herzegovina-Neretva Canton

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The project has become effective in 2024, with implementation anticipated to last until June 2029. During this period, FMoET has established a Project Management Unit (PMU) to carry out the day-to-day activities of project implementation, with support from Project Implementation Teams (PITs) at the level of participating cantons.

II. Description of Tasks and Responsibilities

The Financial and Administrative Assistant in the PMU of the Federal Ministry of Environment and Tourism will, among other things, be required to:

1. Keep records (protocol) of incoming and outgoing mail of the Unit in line with the FBiH regulations on the office operations;
2. Establish and maintain the Project archiving system – document control in line with the FBiH office management regulations;
3. Reviewing of incoming invoices with all following documentation and proper authorization
4. Maintenance of Contract archive;
5. Entering of financial data into the data bases;
6. Checks whether the invoice is formally correct and whether it has a fiscal account;
7. Keeps the KUF book (Book of incoming/entering invoices);
8. Copies and scans part of the necessary documentation and delivers it to the engineer and procurement specialist, and retains a copy for the Unit's records;
9. Preparation of documentation for replenishment procedures;
10. Review and reconciliation of accounting transaction registered in the General Ledger and the transfer of funds
11. Monthly reconciliation of the bank accounts with the bank statements.
12. Review of all costs related to financial transactions;
13. Providing of all accounting information for management purposes;
14. Maintenance of financial archive
15. Preparation of Balance Sheets and Income Statement at the end of year and other periods determined by the law;
16. Handle the petty cash
17. Scanning, copying, archiving and preparation of documentation for payment
18. Keeping and filing the documentation regarding the payments
19. Preparing and sending to the authorization the personnel payroll
20. Prepares Requests for VAT refund (completes the request with statements and certified invoices);
21. Other tasks assigned by the project manager, project coordinator and financial specialist.
22. Manage routine communication, including telephone calls, emails and visitors to the PMU
23. Provide administrative support related to written correspondence between the Unit and government institutions, municipalities, consultants, contractors, and other project stakeholders.
24. Ensure that office supplies for the Unit are purchased regularly and on time;
25. Assist in organizing meetings, seminars, workshops, training sessions, study tours, and other project-related events.
26. Prepare meeting agendas when required and take and prepare minutes of meetings, ensuring proper documentation of discussions, decisions, and action points.
27. Perform administrative tasks in relation to other institutions, post office and banks;
28. Translate minor documents and materials from English to Bosnian/Croatian/Serbian languages and vice versa;

29. advertise procurement notices for goods, works, and consultant services as per project requirements
30. Manage contracts throughout their lifecycle, ensuring adherence to terms and conditions, and facilitate the timely closure of contracts upon completion of services or delivery of goods
31. Manage contracts through STEP platform - Systematic tracking of exchanges in procurement

III. Terms and Conditions of Employment

The Consultant shall provide full-time services for the life of the Project, i.e. until June 30, 2029 as currently planned, with a probationary period of six (6) months.

IV. Required Professional Expertise and Qualifications

The Financial and Administrative Assistant in the PMU is required to have the following professional qualifications:

General professional experience and qualification:

- a) University degree in Economics, Master degree is an asset
- b) Proficient computer skills (MS Office)
- c) Great written and verbal communication skills in Bosnian and English
- d) Relevant experience in performing similar activities

Specific professional experience

- a) At least 2 years of professional experience in the field of finance and accounting
- b) Experience in administration in WB projects is an asset
- c) Experience working with international organizations is an asset
- d) Knowledge of laws of Bosnia and Herzegovina, practice, and policies in the land administration sector is an asset

Skills relevant to the assignment:

- a) Ability and skill to coordinate and report on various activities;
- b) Reporting, interpersonal, and team working skills;

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