



## **Ministry of Health**

### **Request for Expressions of Interest**

#### **INDIVIDUAL CONSULTANT (IC)**

#### **Project Management Network (PMN) Administrative Assistant**

**No: ME-AF HSIP - 7819-ME-10-CS-IC-C1.5**

### **1. Background**

Montenegro has received an Additional Loan from the International Bank for Reconstruction and Development (IBRD) in the amount of EURO 5.10 million (US\$ 7.20 million equivalent) toward the cost of the Additional Financing of the Health System Improvement Project (7819-0 ME) which was originally financed by Credit 3918-0 in the amount of SDR 4.9 million (US\$7.6 million equivalent).

Specifically, the loan would finance (i) technical assistance, training, communications support and equipment to further build the technical and institutional capacity of the key health sector institutions (Ministry of Health (MoH), Health Insurance Fund (HIF), Institute of Public Health (IPH), and the Montenegro Drugs Agency (MDA)), particularly focused on developing the information base and strategy for reform of the secondary and tertiary care health sector, regulation and oversight of the pharmaceutical sector, and establishing the base for quality assurance; (ii) technical assistance, training, equipment and civil works to further the primary health care reform through monitoring and evaluation of the sector, development of the specialization program within the Medical Faculty, and expansion of the primary health care reorganization and investments outside of Podgorica, including the reconstruction and expansion of a Health Center in the municipality of Bijelo Polje; and (iii) the technical assistance, training and incremental operating costs required for the continued operation and development of the Project Management Network (PMN) used by the Ministry of Health to technically manage the Project and the fiduciary services of the Technical Services Unit under the Ministry of Finance.

### **2. Objectives of the Assignment**

The Project Management Network (PMN) will include a multifunctional team of technical staff to coordinate components of the project and provide project administrative support. Some members of the PMN team will be located in the agencies responsible for implementation of specific components of the project (MoH, HIF, Health Center Podgorica (Dom zdravlja Podgorica), IPH, Medical Faculty), but will work as a single team. The PMN will be responsible for all project preparation and implementation activities.

During project implementation, the Administrative Assistant will perform day-to-day administrative duties within the PMN office.

## Duration of Services

Services are required until the Project completion, December 31, 2012. However, there will be an initial probation period of 3 months. The Administrative Assistant will be contracted annually by the Ministry of Health, as a consultant under the current Financing Agreement (until December 31, 2012) and will be paid on a monthly basis in accordance with an agreed rate. This is a full time position for the life-time of Project.

## 3. Expressions of interest

The Montenegro Health System Improvement Project team now invites eligible individual consultants to indicate their interest in providing the services. Interested individual consultants must provide information indicating that they are qualified to perform the services:

The Administrative Assistant must have the following experience and skills:

- Minimum of completion of secondary level education; university degree desirable;
- Previous experience working in international organizations and/or similar projects (office administration, budget planning, event planning and organizing – meetings, conferences, workshops/round-tables/seminars/trainings/study tours, visiting missions, consultants' visits);
- Briefing skills and skills in drafting correspondence, reports, simple contracts, contract amendments, etc. desirable;
- Hard-working, self-motivated, flexible attitude, and ability to perform well as part of a team, as well as under pressure; High standards of professional ethics and integrity;
- Excellent organizational, logistical and multi-tasking skills, accuracy, sense of responsibility and team work; Systematic and organized approach is necessary;
- Computer skills and knowledge of relevant software packages required, including Microsoft Word, Excel, Power Point, Internet;
- Excellent knowledge of written and spoken English and Montenegrin language;
- Driving license
- Translation experience desirable.

A consultant will be selected in accordance set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (May 2004, revised in October 2006 and 2010). For short listed candidates interviews will be organized.

Interested consultants may obtain further information at the address below, from 09:00 to 17:00 hours.

Expressions of interest should be delivered to the address below by **May 9<sup>th</sup> 2011**.

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