

REQUEST FOR EXPRESSIONS OF INTEREST

Switzerland

Southeast Europe and Central Asia Catastrophe Risk Insurance Facility GEF Trust Fund Project (SEECA CRIF) Grant No: TF0A1934

CONSULTING SERVICES – INDIVIDUAL CONSULTANT (IC)

Deadline: June 25, 2018

This Request for Expressions of Interest follows the General Procurement Notice for this project that appeared in *UN Development Business* on July 06, 2016.

Europa Reinsurance Facility Ltd. (Europa Re) has received financing from the World Bank acting as administrator of grant funds provided by the Global Environmental Facility (GEF) toward the cost of *Southeast Europe and Central Asia Catastrophe Risk Insurance Facility Project* and intends to apply part of the proceeds to make payments under the contract for the following position: **Project Operations Consultant.**

Services of a qualified consultant experienced in operations and administration are sought to support the SEECA CRIF project developments in Kazakhstan.

The consultant shall provide technical support to the Representative Office in Kazakhstan under the SEECA CRIF program within the scope of his/her responsibilities by harmonizing various tasks that involve joint work, contribution and cooperation of SEECA CRIF management team and consultants with program stakeholders in Kazakhstan.

The consultant will be responsible largely for ensuring the smooth operations of the Representative Office, including but not limited to performance of financial, procurement, administrative and organizational tasks on the office front to secure efficiency and compliance to company/program policies. He/she will further support the technical work and carry out analysis and research as required.

The consulting services include:

- Provide full administrative, high quality support and ensure the smooth operations of the front office, by maintaining in good order, as per Europa Re and local requirements, the Representative Office's documentation and the required financial and procurement reporting and participate in multiple areas of responsibilities with duties in areas of his/her accountability on administrative side.
- Preparation of unofficial translations and, as required, acting as an interpreter, conduct correspondence in English on behalf of the Country Project Coordinator for Kazakhstan with the World Bank, SEECA CRIF team and other international organizations, as required.

- Support the technical staff with research on relevant country data, information and infrastructure required in the course of project implementation, maintain the necessary communication and correspondence with institutions and SEECA CRIF experts, follow-up the overall process of data and information gathering.
- Cooperate with SEECA CRIF team to organize and coordinate technical meetings, visits, including logistics, and activities in the course of project implementation, by ensuring the required level of attendance, distribution of materials (meeting agendas and relevant documents), translation, proper infrastructure and logistics, as well as other local aspects of event organization as appropriate.
- Participate in the meetings, take accurate minutes and contribute in drafting respective briefing documents and informative reports for the management team as requested.
- Organize events such as training sessions, seminars, conferences and other activities as requested.
- Contribute in drafting reports and relevant project documentation for the management as requested.
- Provide support to the team as needed in developing marketing and advertising campaigns based on the specificity of the program;
- Undertake ad-hoc duties as assigned by Country Project Coordinator.

The assignment will have duration of 12 months and estimated level of effort is 240 man/days, with a possible extension based on good performance.

The individual consultant to be hired should meet the following requirements:

- University diploma in a relevant field, a Master degree will be an advantage;
- At least 3 years of working experience, preferably administrative specialist experience and work experience in international organizations, in the country;
- Experience in administrating the office, including financial management, procurement, contract management, is required;
- Full proficiency in Microsoft Windows applications, namely Excel, Word and Power Point. Demonstrated ability to learn new technology quickly and effectively use it for maximum productivity;
- Demonstrated flexibility, capacity for hard work and ability to adjust scope of responsibilities and participate in various activities, as required, to support the team and respond to client needs;
- Proficiency in English and excellent writing skills;
- Proficiency in country language and excellent writing skills;
- Certification or additional training in area of insurance/reinsurance (or financial sector) would be seen as an advantage.

Europa Reinsurance Facility Ltd. now invites eligible individual consultants to indicate their interest in providing the services. Interested individual consultants must provide curriculum vitae (CV) and information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, etc.)

The consultant will be selected using IC method in accordance with the procedures set out in the World Bank's Guidelines: "Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers", January 2011, (revised July 2014).

Interested consultants may obtain further information at the address below from 09:00 to 16:00 hours, Monday to Friday.

Expressions of Interest must be delivered to the address below (by mail or by e-mail) no later than June 25, 2018.

Europa Reinsurance Facility Ltd.

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