**POOL OF EXPERTS FOR ASB**

*Arbeiter-Samariter-Bund*

**Call for applications**

ASB is a German aid and welfare organisation, engaged in areas such as civil protection, rescue services and social welfare services. As a non-political organisation, ASB has, since its foundation in 1888, provided rapid and direct help to all those in need of our support.

ASB in Serbia has been focusing on the provision of durable housing solutions to local vulnerable population and refugees in both their integration within Serbia and their return to their places of origin.

Next to the delivery of Humanitarian Aid, through funding of the German Government, ASB had started the implementation of integration projects in Serbia. These projects aim to provide durable solutions to both IDP and refugee families from the region which have decided to integrate their host communities in Serbia.

Next to the main target groups mentioned above, ASB has also been very active in the support to vulnerable groups in the Serbian Society, supporting projects and actions dealing with Roma integration and Persons with Disabilities.

**Call for applications**

This call for applications is launched to invite interested and qualified candidates to submit their applications for the inclusion to the Pool of Experts for ASB.

In the following pages you will find terms of reference and the application form.

All applications will be evaluated on the basis of expertise and experience and those in line with the Pool requirements will be selected. Those candidates who are selected as well as those who are unsuccessful will be notified by the ASB.

**Please send the completed application form to** [**jelena.marjanovic@asb-see.org**](mailto:jelena.marjanovic@asb-see.org)**.**

Attach the following documents for the offer:

1. CV - in English language

3. APPLICATION FORM (in following pages)

**Scope of work, responsibilities and description of the proposed analytical work**

ASB seeks to contract experts experienced in:

* Project Management, Administration Management, Financial Management, reporting, work with project team, new project development, networking, program representation, monitoring project activities and adherence to deadlines.
* Management for the distribution of start-up grants, work education, short term internships
* Management of social housing projects, construction of buildings and apartment houses for vulnerable groups, distribution of construction material
* Training in human rights, forced migration, youth work, voluntarism, multiculturalism, activism, realisation of local actions social entrepreneurship, mentoring, business start-up, etc.
* Development of local action plans in the area of support to forced migrants, Roma and people with disabilities.
* Organisation of local, national and international conferences, training courses, round tables, meetings, workshops, local actions, etc.
* PR and Media Management

**Requirements for experience and qualifications**

• University degree

• Previous work with international organization is a strong asset

**Financial proposal**

**Professional fee per day - the fixed amount in RSD signed and certified by the applicant that the price is all-inclusive.**

The financial proposal shall specify **professional fee per day**, and payment terms around specific and  
measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or  
upon completion of the entire contract).  
In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal  
expenses should be agreed upon, between the respective business unit and expert, prior to travel and will be reimbursed.

**Evaluation**

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the expert whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) had received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

**Pool of Experts for ASB – APPLICATION FORM**

|  |  |
| --- | --- |
| **Profile** | |
| **General information** | |
| Name, surname |  |
| Bidder status | 1. In employment 2. Unemployed 3. Independent activity – Freelance Individual 4. Retired 5. Other |
| Organisation |  |
| Country |  |
| Working language(s) |  |
| Email address[[1]](#footnote-1) |  |
| Telephone |  |
| **A few words about yourself** | |
| Who are you?  *(Briefly explain who you are, your occupation at the moment, your fields of work/research, your role, responsibilities and tasks, etc.)* | *(About 1000 characters – including spaces)* |
| How do you see your contribution to the work in ASB?[[2]](#footnote-2) | *(up to 1000 characters – including spaces)* |
| Link(s) to a personal webpage, LinkedIn profile, twitter account, etc. |  |
| **Additional comments** | |
|  | |
| **Financial proposal** | |
| Price of expert service in gross amount  according to the calculation criteria man-day (in RSD) |  |

If you are interested in working with ASB SEE as an External Associate, please apply and we will include your CV in ASB SEE Pool of Experts and contact you in case of future need.

1. The email address will only be used for communication between the expert and ASB and will not be disseminated or made public. [↑](#footnote-ref-1)
2. All experiences in the field of social inclusion are valuable contributions of equal importance. [↑](#footnote-ref-2)