



Republic Geodetic Authority

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANCY SERVICES

Republic of Serbia
Real Estate Management Project (REMP)
IBRD Credit No. 84860

Assignment Title: Advanced Microsoft training for RGA
Reference No. SRB-REMP-8486YF-CQS-CS-20-165

The Republic of Serbia / Republic Geodetic Authority (RGA) has received financing from the World Bank toward the cost of the Real Estate Management Project, and intends to engage of Consultant firm to hold planned trainings:

- **Advanced Microsoft training for RGA.**

The objective of the REMP is to improve the efficiency, transparency, accessibility and reliability of the Republic of Serbia's real property management systems.

The Annual Training plan for 2020 includes training for a defined number of RGA staff concerning the improvement of their knowledge and skills necessary for the management of data extracted from the Document Management System (DMS). The purpose of this ToR is the engagement of the Consultant firm to hold planned trainings.

The consulting services ("the Services") include engagement of a Consultant firm ("Consultant") to hold training courses as per following specifications:

- MS Access – Advanced course,
- MS Excel VBA,
- MS Power BI,
- Developing SQL Data Models,
- Administering a SQL Database Infrastructure.

The Consultant will:

- Prepare detailed Training plan for providing services with specified schedule of trainings and training program in coordination with RGA;
- Prepare and organize pre-testing in order to estimate each participant's level of knowledge before the start of training;
- Hold the training in accordance with the training plan and schedule agreed with the RGA;
- Obtain prior approval from RGA for any potential change of dates and training program;
- Prepare and organize post-testing upon completion training in order to estimate level of knowledge and new skills gained by each participant.

The first contracted course will start in September 2020 or later. Consultant services are expected to last until December 2020. The Consultant will hold the trainings in its own facilities (specially

equipped for specific types of training), according to the previous agreement with RGA. The Consultant will provide each attendant of the course with a computer enabling individual work. The Consultant's training facilities will be in Belgrade.

The Project Implementation Unit (PIU) of the Republic Geodetic Authority now invites eligible consulting firms to indicate their interest in providing the above mentioned services. Interested consulting firms must provide information indicating that they are qualified to perform the services:

- experience and description of similar assignments
- availability of skilled staff
- CVs of key personnel that would be contracted for the assignment.

The shortlisting criteria are:

The Consultant firm is registered in the Republic of Serbia as a company specialized in computer training; The Consultant will undertake the obligation of providing the data on the competence for provision of the required services in the form of brochures, description of similar services (references) and qualifications (CVs) of its teachers; The Consultant will provide Curriculum Vitae of proposed trainer/trainers detailing the most relevant experience related to this assignment.

The Consultant shall submit only one proposal, either individually or as a joint venture partner in another proposal. If a Consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal.

The following selection criteria with corresponding points will be used for the evaluation procedure:

- Specific experience relevant to the assignment 50 pts
- Qualifications for the assignment 30 pts
- Competence for the assignment 20 pts

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's "*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*", published by the World Bank in January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the CQS procedure set out in the "*Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers*", published by the World Bank in January 2011, revised in July 2014.

Further information can be obtained at the address below during office hours 09:00 to 15:00 hours.

Expressions of interest must be delivered in a written form to the address below or via e-mail by **July 17, 2020, 12:00 AM.**

When submitting Expressions of interest please indicate assignment and reference number for which you are applying.

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