



Republic Geodetic Authority

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANCY SERVICES

Republic of Serbia

Real Estate Management Project (REMP)

IBRD Credit No. 84860

Assignment Title: Expert for preservation of archived data

Reference No. SRB-REMP-8486YF-IC-CS-17-077

The Republic of Serbia / Republic Geodetic Authority has received financing from the World Bank toward the cost of the Real Estate Management Project, and intends to apply part of the proceeds for consulting services to skilled professional, on a part time basis:

- Expert for preservation of archived data

Consultant Expert for Archive Material Conversion (hereinafter: Consultant) will support the Archive department of the RGA during the preparation of the technical documentation for the construction of the new archive building. The Consultant will prepare recommendations and requirements for the conceptual and main design, methodology for the document preservation and storage and conduct the training on the proposed methodology to the RGA employees.

Consultant shall have the following specific tasks: provide all necessary knowledge, experience and guidance in the development of Conceptual and Main Design of the building for Archive Depot; check the Main Design of the Archive Depot technical and technological requirements are meet for analog documents treatment and storage; organizes and manages training activities for analog archiving documentation scope of works; define methodology for storing, repairing and recovery of analog documents.

The commencement of work depends on the time of the Main Design of Archive Depot development start, to begin subsequently after signing the contract. The duration of engagement would last until the analog documents are being moved into the Archive Depot. Tentative engagement time is from May 2017 to February 2019.

The Republic Geodetic Authority now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultants should provide Cover Letter and CV demonstrating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria are:

- University degree,
- Proven archive experience – a minimum of 5 years,
- Familiarity with the requirements and ISO standards for the construction of the archive depot,
- Proven experience in damaged documents recovery,
- Computer skills using Windows, Office suite and the Internet.

The following selection criteria with corresponding points will be used for the above three positions in 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"), revised in July 2014, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the IC 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 **August 22, 2017, 12:00 AM.**

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

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