



**Republic of Serbia
Republic Geodetic Authority**

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES**

**Republic of Serbia
Second Real Estate Management Project (REMP2)
Project ID no.: P500611
Loan no.: IBRD-97110**

- **Individual Consultant (Local full-time):** Support to data migration and IT training - 2 (two) individual consultants
Reference No.SRB-REMP2-97110YF-IC-CS-25-053

The Republic of Serbia / Republic Geodetic Authority has received financing from the World Bank toward the cost of the Second Real Estate Management Project (REMP2), and intends to apply part of the proceeds to payments for consulting services to be procured under this project.

Support to data migration and IT training

The Consultant will carry out the following specific tasks:

Provide support to end users during data migration; Checking old cases from DMS; Verification of requests by all organizational units of the RGA during data migration; Testing migration environments; Provide support during the maintenance and implementation of the information system of the RGA (DMS, ISREC, AR, AU, DQI, MGO, ISUC, etc.) and other IT systems that will be implemented in the RGA; Administer user accounts of employees in Microsoft Active Directory for work in the application Therefore - DMS; Train employees to work in the application Therefore - DMS; Provide first-line support to the end users in all organizational units of the RGA during the maintenance and implementation of all IT systems; Support software debugging during the testing and operational acceptance phase; Perform the first line of diagnostic support for software or infrastructure issues in the implementation of daily activities in all organizational units of the RGA and report incidents to the Suppliers; Participate in the installation of hardware and software; Participate in the configuration and maintenance of the hardware and software platform for the successful implementation of all activities related to the project; Participation in the preparation of technical reports in accordance with the implementation schedule; Technical support for control of submitted technical documentation; Keeping records of IT equipment in the register for IT equipment in the IC-Service application; and Perform all work tasks and interventions in accordance with the Rulebook on the security of information and communication systems in the RGA and the implemented ISO 9001, ISO/IEC 27001, and ISO/IEC 27701 standards.

Additional tasks: Acquisition of additional knowledge and understanding in order to provide technical support to the RGA's team for the maintenance and implementation of the IT system; Acquisition of additional knowledge and understanding in order to provide technical support to the RGA's team for the testing and quality assurance for the purposes of IT system maintenance and implementation; Work in accordance with the orders, recommendations, comments, and other tasks given by the Coordinator - Head of the IT Support Department in the Sector for Digital Transformation and participating in composing technical reports in line with the implementation schedule.

Qualification requirements

Minimum Requirements: Completed High School; Knowledge of MS Windows, MS Office, Internet; At least 12 (twelve) months of practical experience in the maintenance and implementation of the information system of the RGA (MapSoft 2000, ArcGIS, Jedinstvena evidencija, GeodISKN, Address register, DMS, ISREC, AR, AU, DQI, MGO and ISUC) and other IT systems implemented in the RGA; Category "B" driver's license.

Advantages: Higher education - University Degree; Experience in implementing web-based software applications; Experience in implementing and maintaining server virtualization environments; Experience with data storage systems and backup solutions; Good knowledge of written and spoken English; Experience in working on World Bank projects.

Duration of the Assignment

The contract shall be signed for the period of one year with possibility to be extended but no longer than the life of the Project. The Consultant shall be engaged on a full-time basis.

The Republic Geodetic Authority now invites eligible Individual Consultants to indicate their interest in providing the Services. Interested Consultants should provide a Cover Letter and CV demonstrating that they have the required qualifications and relevant experience to perform the Services. (Scanned diplomas to be sent with CV).

The detailed Terms of Reference for the above-referenced consulting services are posted on the official website of the RGA: <https://www.rgz.gov.rs/oglasia-za-zaposlenje>

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

- Specific experience relevant to the assignment50 pts
- Qualifications for the assignment 30 pts
- Competence for the assignment.....20 pts

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.17, and 3.18 of the World Bank's *Procurement Regulations for IPF Borrowers-Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, September 2023* ("The Regulations"), which sets forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in *the Regulations*.

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

Expressions of interest must be delivered in a written form to the address below by **November 27th, 2025, 12:00 AM**.

When submitting an Expression of interest, please indicate the assignment and reference number of the position. In addition, interested candidates can send their EoI and CV to the email wb@rgz.gov.rs.

Republic Geodetic Authority
Project Implementation Unit
Bulevar Vojvode Mišića 39
11000 Belgrade, Republic of Serbia
Pisarnica, soba br.115, prizemlje
Tel: +381(0)11 7152679
E-mail: wb@rgz.gov.rs