



Republic Geodetic Authority

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANCY SERVICES

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

Assignment Title: SENIOR PROCUREMENT SPECIALIST CONSULTANT

Reference No. SRB-REMP-8486YF- IC-CS-20-173

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:

- Senior procurement specialist consultant

A Senior Procurement Specialist (hereinafter: the Consultant) experienced in World Bank procurement, will support the procurement activities under the Project. The Consultant will work within RGA's multi-discipline team as a member of the Project Implementation Unit (PIU).

Consultant shall have the following specific tasks: (i) Prepare draft Request for Bidding Documents / Request for Proposal/ Request for Quotations and obtain the RGA's necessary clearances as appropriate; (ii) Support and advise the RGA Procurement team in conducting complex bidding procedures; (iii) Review draft Technical Specifications and Terms of Reference supporting the preparation of final Technical Specifications and Terms of Reference; (iv) Support the Procurement Specialist in the preparation of appropriate clarifications and amendments to bidding documents and contracts, bid evaluation, response to complaints, and the implementation of the procurement process generally; (v) Support and assists the Procurement Specialist in the bids evaluation process and preparation of the evaluation reports; (vi) Ensure that bids are kept confidential and secure upon receipt and during the evaluation process until contract award; (vii) Support the Procurement Specialist in the PIU in procurement monitoring system and review and update of the Procurement Plan; (viii) Preparation of draft response to complaints and/or clarifications in the procurement procedures including drafting amendments to the procurement documents and contract amendments, as appropriate; (ix) Any other procurement-related activities that might be delegated to the Consultant.

The assignment is expected to start immediately after Contract signing. The expected duration of the assignment is one year.

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.

Professional experience required

Minimum requirements

- a) University degree
- b) MSc degree in procurement, engineering, ICT or related subject will be an asset;
- c) At least 5 years of experience in carrying out procurement according to the WB procurement procedures;
- d) At least 3 years of professional/operational experience in procurement of ICTs, and related contract management;
- e) Computer literate, including familiarity in the use of MS Windows and MS Software (Word, Excel, Power Point);
- f) Commitment and ability to work in multi-task team environment;
- g) Good knowledge of English language written and spoken;
- h) Good knowledge of Serbian language written and spoken.

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	60 pts
– Qualifications and competence for the assignment	40 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 **February 15, 2021, 12:00 AM.**

When submitting Expressions of interest please indicate assignment and reference number for which you are applying. In addition, interested candidates can send their EoI and CV to the email below (wb@rgz.gov.rs).

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