



Republic Geodetic Authority

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANCY SERVICES

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

Assignment Title: Development of five year corporate strategy and 2-year business plan

Reference No. SRB-REMP-8486YF- CQS-CS-16-034

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.

The ultimate objective of the consultancy is to develop and present a clear and concise RGA Five-Year Corporate Strategy and 2-year Business Plan prepared with the involvement and active participation of RGA internal management and external stakeholders to ensure that the system is service-oriented and financially self-sustainable. The Corporate Strategy shall also include needs assessment for ICT development and proposed five-year plan for sustainable model of IT sector.

The products resulting from the work of the Consultant to be performed to deliver the five-year corporate strategy and 2-year Annual Business Plan include:

- Inception report including detailed work and action plan for the individual tasks to be completed;
- Institutional, legal and financial and ICT assessment report with relevant recommendations;
- Draft Corporate Strategy, based on three round table discussions conducted with RGA management;
- Draft five-year ICT development plan based on current needs assessment, technical and financial framework;
- Final five-year ICT development plan including recommendations on What, Who and How;
- Final Corporate Strategy based on three round table discussions conducted with RGA management and representatives from Ministry of Construction, Transport and Infrastructure, Ministry of Public Administration and local Self-Government and Ministry of Finance;
- Draft 2-year business plan (with all the content described in previous chapter) and its presentation to the RGA management;
- Final RGA Corporate Strategy and 2-year business plan, including institutional, ICT, legal and regulatory changes required for organization and business process reform. Round table discussion conducted with RGA management and representatives from Ministry of Construction, Transport and Infrastructure, Ministry of Public Administration and local Self-Government and Ministry of Finance with the objective of validation and acceptance of the Corporate Strategy and 2-year business plan.

The work will take place over six-month period.

The Project Implementation Unit (PIU) of the Republic Geodetic Authority now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services:

- experience and description of similar assignments

- availability of skilled staff
- CVs of key personnel and key experts.

The shortlisting criteria are following:

- I.** The company must have more than seven years of extensive experience in the field of business analysis, institutional reforms/organizational development, policy development, strategic and business planning.

Experience in Eastern European countries and Serbia will be considered as an advantage.

- II.** Experts to be provided:

Team Leader: Strategic Business Planning Expert

Qualifications and skills

- Education: Master's degree in Business Administration or related field
- Strong oral and written English communication skills
- Good mediation and facilitation skills
- At least 7 years of work experience in the field of Public Administration

Specific professional experience

- Experience in strategic/business planning and institutional development related to public administration
- Working experience in Balkans and especially in Serbia is an advantage
- Strong oral and written Serbian communication skills is an advantage

Property Registration / Legal Expert

Qualifications and skills

- Education: University degree in the field of law, bar exam
- Strong oral and written English communication skills
- At least 5 years of work experience related to legislation and business processes analysis in public sector or state-owned companies

Specific professional experience

- Excellent knowledge of public sector laws and regulations and public administration system
- Additional technical / computer related education is an advantage
- Working experience in Balkans and especially in Serbia is an advantage
- Strong oral and written Serbian communication skills is an advantage

Human Resources Management Expert

Qualifications and skills

- Education: University degree in HR or related fields
- Strong oral and written English communication skills

General professional experience

- At least 5 years of work experience related to human resources management
- Experience in assessing legislative framework related to labour rights; legal drafting/recommending for harmonization of legislation in the field of human resources management

Specific professional experience

- Experience in at least 3 projects in public institutions related to the HR
- Working experience in Balkan and especially in Serbia is an advantage
- Strong oral and written Serbian communication skills is an advantage

Economist / Financial Expert

Qualifications and skills

- Education: University degree in Economics, Finance or Business Administration
- Strong oral and written English communication skills A minimum of 5 year relevant professional experience in finance, economy and business analyses
- Demonstrated experience in business and strategic planning (at least 3 prior assignments)

Specific professional experience

- At least 3 year working experience in the financial management and administration.

- Extensive experience in financial and business process related data collection and assessment, activity costing and management accounting
- Extensive experience in developing financial reports and analyses
- Strong oral and written Serbian communication skills is an advantage

Quality Management Expert

Qualifications and skills

- Education: University degree in Business Administration or Social Science
- Strong oral and written English communication skills
- At least 5 year experience in developing, maintaining and optimizing business processes

Specific professional experience

- Experience in quality management and business process re-engineering based on customer and stakeholder requirements
- Experience in property based finance /collateral /mortgage related business processes
- Experience in using professional Business Process Management tools
- Experience in Quality assurance of implementation IT projects.
- Certificate ISO 27001 Lead Auditor is an advantage
- Strong oral and written Serbian communication skills is an advantage

ICT Expert

Qualifications and skills

- Education: University degree in Informational Technology, Mathematics or related field
- Strong oral and written English communication skills
- A minimum of 5 year relevant experience leading the IT department or IT company

Specific professional experience

- Strong IT related organisational skills
- Excellent knowledge e-Commerce strategies
- Experience in system and user requirements analysis, as well as hardware technical specifications
- Certificates: ISO/IEC 27001:2013 Lead Auditor – Information Security Management Systems training Course Certificate and CISA – Certified Information System Auditor are an advantage
- Strong oral and written Serbian communication skills is an advantage

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 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”), 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 **January 20, 2017, 12:00 AM.**

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

Republic Geodetic Authority
Project Implementation Unit
Bulevar Vojvode Mišića 39
11000 Belgrade, Republic of Serbia
Pisarnica, soba br.M001, prizemlje
Tel/Fax: +381 11 715 2600 extension 2575
E-mail: nteodosijevic@rgz.gov.rs