



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 part-time):** Procurement Specialist
Reference No.SRB-REMP2-97110YF-IC-CS-25-032
- **Individual Consultant (Local full-time):** Information Technology Specialist
Reference No.SRB-REMP2-97110YF-IC-CS-25-033
- **Individual Consultant (Local full-time):** Financial Management Assistant
Reference No.SRB-REMP2-97110YF-IC-CS-25-034

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.

Procurement Specialist

The Consultant will carry out the following specific tasks:

Coordinate the assigned procurement activities agreed under the Project; In consultation with the PIU Procurement Specialist(s) and project management, update the Project Procurement Plan, as needed; When needed, in consultation with the PIU Procurement Specialist(s) and project management, update the Project Procurement Strategy for Development (PPSD), ensuring that information on the market conditions is properly reflected in the planned procurement arrangement; Prior to initiation of procurement activity, provide support and guide the RGA in the market analysis, market consultation or market engagement activities, as may be required and prepare relevant records on any such conducted process; Provide procurement related support to various relevant experts and project' beneficiaries who develop the technical specifications and TORs; Create and amend the electronic version of the procurement plan and conduct procurement activities for goods, IT, non-consulting services and consulting services through Systematic Tracking of Exchanges in Procurement (STEP); Draft procurement documentation in accordance with the World Bank Regulations and templates of Bank's standard procurement documents or other template(s) as may be agreed with the Bank; Prepare and issue procurement notices mandated by the procurement procedures; Respond to requests for clarifications, issue and amend procurement documents when necessary; Arrange for and properly record the proceedings of the pre-bid meetings; Arrange for and properly record the proceedings of public bids/proposals openings, prepare and submit minutes of openings to the World Bank; Provide procurement related guidance/advice to the Evaluation Committee members; Prepare evaluation reports in the format required by the World Bank; Arrange and participate in procurement negotiations processes and record the agreements reached; Draft contracts in coordination with the firms/individuals recommended for contract award (legal entities or individual consultants); Issue final versions of the agreed contracts to be signed by the parties in accordance with the procurement documentation and Regulations; Prepare announcements on contract awards and information for the winning bidders/consultants (legal entities or individual consultants); Monitor receipt of signed contracts and contract guarantees; Monitors the contract implementation under the project and ensures the timeliness of action should an contract amendment be required; Maintain and archive project's procurement files, including electronic archive; Alert the RGA on any significant delay in project activities compared to the timeline in the approved Project Procurement Plan or otherwise agreed with the Bank; Provide inputs for the Project progress reports/procurement reports, as needed; Contribute to preparation of the project budget projections (on project annual and overall basis); Liaise with the World Bank procurement staff and obtain all necessary clearances prior to issuing procurement documents or awarding contract; Conduct all procurement due diligence in project

activities that are subject to the procurement post review by the Bank and ensures their compliance with the WB Procurement Regulations; Provide input for the revision/update of the Project Operations Manual, if necessary; Participate in the yearly procurement project audit, including external audits performed by local control authorities; Lead the RGA's/PIU's due diligence and follow-up efforts relating to any procurement related complaints received, ensuring compliance with the complaint handling procedure defined under the World Bank Procurement Regulations; Perform any other duties related to the held position assigned by the PIU management.

Qualification requirements

Minimum Requirements: University degree in one of the domains like economics, engineering, law, public procurement, or other related areas; At least 10 years of working experience in implementing donor-funded project(s); At least 5 years of experience in procurement in accordance with World Bank Procurement Regulations and/or procedures of other International Financial Institutions; Excellent knowledge of English; Computer literacy.

Advantages: Experience in implementing cadastral-related projects; Knowledge of STEP usage; Completed training in WB procurement policies and procedures.

Duration of the Assignment

Depending on the commencement date, the planned time for the Consultant's engagement is 50 months but will not go beyond the Project Closing Date as stated in the Loan Agreement. The contract shall be concluded for a maximum of 10(ten) working days over 1(one) month. The Consultant shall be engaged on a part-time basis.

Information Technology Specialist

The Consultant will carry out the following specific tasks:

1. Assisting the Sector for Digital Transformation in operational work:

Governance and Coordination: Act as the primary liaison between RGA and external vendors, coordinating expectations, timelines, and issue resolution; Implement governance frameworks to standardize processes across diverse vendor solutions, ensuring consistency and alignment with RGA's operational standards; Ensure vendor compliance with RGA's policies on data governance, security, and service availability, encompassing both internal systems and external service dependencies.

Asset and Configuration Management: Manage version control for software, data assets, and configuration records, ensuring that the RGA maintains up-to-date and historical versions for operational consistency; Oversee inventory management for all technical assets, including software versions, data sets, and supporting tools, ensuring they align with the RGA's security and operational policies; Coordinate with vendors for regular updates, patches, and upgrades to ensure the RGA's systems remain current and secure.

Network and Communication Infrastructure Oversight: Ensure that the RGA's networking and communication infrastructure supports the optimal performance of vendor solutions, monitoring for latency, bandwidth issues, and uptime; Oversee the integration of external services and communication platforms with the RGA's systems, ensuring these align with the RGA's security and operational guidelines.

Technical Documentation and Compliance: Maintain comprehensive documentation for each vendor solution, covering operational guidelines, version histories, troubleshooting processes, and dependencies on the RGA's communication and network infrastructure. Vendor-provided documentation should be reviewed by the TO&G Manager and target audiences and updated as needed by the suitable experts; Ensure all technical operations comply with the RGA's standards, especially regarding data privacy, security, and service continuity.

Stakeholder Collaboration: Work closely with internal domain experts, including surveyors, case processing officers, workflow and spatial data management specialists, and GIS users, to better understand system requirements and monitor operational impact; Liaise with the RGA's IT and domain-specific teams to continuously assess and improve the functionality and governance of vendor-provided systems; Establish and maintain strong working relationships with vendors, ensuring clear and consistent communication for issue resolution, updates, and technical requirements, and coordinate regular check-ins.

Continuous Improvement: Identify and implement improvements in operational governance, system integration, and technical support processes; Proactively recommend enhancements and optimizations for vendor solutions, based on feedback from internal users and observed operational needs.

2. Assist the Procurement Specialist in the following: Preparing the ToRs/Bidding documents; Support the implementation of the bidding procedures; Assist the IT sector in bid evaluation.

3. Assisting the Contract management as follows: Monitor software implementation and report on progress and potential risks; Coordinate the work of consultants contracted; Coordinate work of other IT specialists hired under the project; Produce minutes of meetings attended; Draft periodic reports for the PIU purposes; Perform other activities within the PIU, upon the order of the PIU Director.

Qualification requirements

Minimum Requirements: University degree; At least 10 years of working experience; At least 5 years of proven experience in the IT field; At least 3 years of proven experience in software development,

implementation and contract management; Computers skills (OS Windows, MS Office and Internet); Fluent in both Serbian and English (written and spoken);

Advantages: Certificates in the field of the IT systems management and administration; Experience in the Bank financed projects; Ability to drive and possession of a valid driver's license; Ability to work in virtual teams.

Duration of the Assignment

The contract shall be signed for the period of 1(one) year with a possibility to be extended but no longer than the life of the Project. The Consultant shall be engaged on a full-time basis.

Financial Management Assistant

The Consultant will carry out the following specific tasks:

Supports FM Specialist in achieving overall Project objectives; Handles, together with FM Specialist, finance, disbursement and payment, financial planning, accounting, Project financial auditing, financial reporting included; Assists to FM Specialist in all financial aspects of the Project, including financial reporting, planning and any other financial activities under the Project; Cooperates with the Procurement Specialist in PIU to assure link between accounting, procurement, and disbursement - updating data in STEP; Assist to FM Specialist to manage accounting activities in the PIU to assure accurate and current registration of data, which can, in turn, be used for drafting the Project Implementation Report; Assist to FM Specialist to manage Project financial reports consolidation procedures; Together with FM Specialist maintains correspondence with the selected bank, to be used for payment of works, goods, and services, including the development of procedures for funds withdrawals.

Qualification requirements

Minimum Requirements: College degree in economics, accounting, or a closely related field within the financial environment; At least 5 years of working experience; At least 3 years of operational experience in financial management and accounting; Knowledge of rules of financial and accounting operations, settlements, and a procedure of material and technical supplies within public institutions, organizations according to both national and international standards; Experience of working with an international team of consultants, including working in a "virtual" team; Strong computer skills including (MS Windows, MS Office, Internet, Accounting software); Fluent in both Serbian and English languages (written and spoken).

Advantages: Experience in financial management under a Bank, EU or other donor/IFI-funded projects is an advantage; Preference will be given to candidates with experience in using System for preparation, execution, accounting, and reporting (SPIRI, SUF, SEF) and ERP software.

Duration of the Assignment

The contract shall be signed for the period of 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 three positions 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 3.16, and 3.17 of the World Bank's *Procurement Regulations for IPF Borrowers-Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, February 2025* ("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 hours.

Expressions of interest must be delivered in a written form to the address below by **April 03, 2025, 12:00 AM**.

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