



Republic Geodetic Authority

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES**

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

Assignment Title: General Data Protection Regulation (GDPR) training for employees in RGA
Reference No. SRB-REMP-8486YF-CQS-CS-19-136

The Republic of Serbia / Republic Geodetic Authority (RGA) has received financing from the World Bank toward the cost of the Real Estate Management Project, and intends to engage of Consultant firm to hold planned trainings:

- General Data Protection Regulation (GDPR) training for employees in RGA.

The consulting services (“the Services”) include engagement of a Consultant firm (“Consultants”) to hold the General Data Protection Regulation (GDPR) training for employees in RGA for 10 staff members from RGA, with the objective to adopt necessary knowledge and skills to implement and manage harmonization framework regarding personal data protection, processing and transfer in third countries and international organizations, pursuant to the GDPR Regulation.

Consultant should be hired to organize GDPR training as per following expected results of the training:

- developing the competencies and knowledge of employees in RGA needed to guide the process in accordance with the requirements of the General Data Protection Regulation (GDPR).
- acquiring an understanding of the basic concepts and components of the Data Protection Regulation.
- to understand the purpose, content and correlation between the Regulation on General Data Protection and other regulatory frameworks.
- development of expertise to support the RGA in the planning, implementation, management, monitoring and maintenance of ongoing compliance with the General Data Protection Act (GDPR).
- understand the link of the GDPR regulation with the relevant national ISO standards.

The Consultant will:

- Prepare detailed Training plan for providing services with specified training schedule and program in coordination with the RGA, to be fully in line with the GDPR measures enforcement, covering protection of the individual regarding personal data processing and free transfer of such data;
- Provide the training in accordance with the training plan and schedule agreed with the RGA;
- Training will last a minimum of 24 training hours/3 working days and will be organized during the RGA’s working hours;

- Obtain prior approval from the RGA for any potential change of dates and training program;
- Provide timely information on training schedules and program to the Client's Coordinator.

The training shall be held during period April - May 2019 with the prior agreement of both Client and the Consultant. The Consultant will deliver the training in the RGA's HQ in Belgrade or in the Consultant's own facilities (specially equipped for specific types of training), according to the previous agreement with RGA. The Consultant's training facilities will be in Belgrade.

The Project Implementation Unit (PIU) of the Republic Geodetic Authority now invites eligible 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 that would be contracted for the assignment, with copy of appropriate licenses for holding the trainings or have adequate experience in required area that shall be proved by appropriate documentation.

The shortlisting criteria are:

- A minimum of one certified trainer employed/contracted holding the authorization, or contract or authorization by the accredited body for the services of providing the GDPR training offered;
- To have the following ISO standards implemented and certified in the organization:
 - Quality management system ISO 9001:2015
 - Information safety management system ISO 27001:2013.
- **Required training staff:**
 - Certified GDPR trainer – Expert for information safety and data protection (1 person)
 - Certificate for the Certified Data Protection Officer (GDPR),
 - Certificate for the Lead Auditor (LA),
 - Certificate for the Lead Cybersecurity Manager.
 - Training manager – Expert for GDPR, information security and data protection. (1 person)
 - Certificate for the Certified Data Protection Officer (GDPR),
 - Certificate for the Lead Project Manager according to the PMI, ISO 21500 or PRINCE2,
 - Certificate for the Lead Auditor (LA),
 - Certificate for the Lead Cybersecurity Manager.
- Record of a successful provision of a minimum of two classroom training sessions with a minimum of 30 trainees/participants from public sector in the field of ISO/IEC 27001, ISO /IEC 20000, ISO 22301, ISO 31000 or ISO 21500 in past three years prior to the proposal submission.
- The Consultant shall undertake the obligation of providing the data on the competence for provision of the required services in the form of brochures, description of similar services (references) and qualifications (CVs) of its teachers.

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 an individual to participate as a team member, in more than one proposal.

The following selection criteria with corresponding points will be used 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 **March 29th, 2019, 15:00h.**

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

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