



Republic Geodetic Authority

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTANCY SERVICES

Republic of Serbia

Real Estate Management Project (REMP)

IBRD Credit No. 84860

Assignment Title: Advanced Microsoft training and Python programming language for employees in RGA

Reference No.: SRB-REMP-8486YF-CQS-CS-21-184

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 a Consultant firm to hold planned training:

- Advanced Microsoft training and Python programming language for employees in RGA.

The objective of the REMP is to improve the efficiency, transparency, accessibility and reliability of the Republic of Serbia's real property management systems.

The Annual Training plan for 2021 includes training for a defined number of RGA staff concerning the improvement of their knowledge and skills necessary for the management of data extracted from the Document Management System (DMS). The purpose of this ToR is the engagement of the Consultant firm to hold planned training.

The consulting services ("the Services") include engagement of a Consultant firm ("Consultant") to hold training courses as per following specifications:

Course name	Estimated number of training hours	Number of participants
MS Access – Advanced course	24	10
Developing SQL Data Models	24	8
MS Excel VBA	24	9
MS Power BI	24	6
Python programming language	60	4

The Consultant will:

- Prepare detailed Training plan for providing services with specified schedule of trainings and training program in coordination with RGA;
- Prepare and organize pre-testing in order to estimate each participant's level of knowledge before the start of training;
- Hold the training in accordance with the training plan and schedule agreed with the RGA;
- Obtain prior approval from RGA for any potential change of dates and training program;
- Prepare and organize post-testing upon completion of training in order to estimate the level of knowledge and new skills gained by each participant.

The first contracted course will start in May 2021 or later. Consultant services are expected to last until December 2021. The Consultant will hold the training in its own facilities (specially equipped for

specific types of training) or in RGA premises according to the previous agreement with RGA. The Consultant will provide each attendant of the course with a computer enabling individual work. The Consultant's training facilities will be in Belgrade.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website: www.rgz.gov.rs

The Project Implementation Unit (PIU) of the Republic Geodetic Authority now invites eligible consulting firms to indicate their interest in providing the above-mentioned services. Interested consulting firms must provide information indicating that they are qualified 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.

The shortlisting criteria are:

The Consultant firm is registered in the Republic of Serbia as a company specialized in computer training; The Consultant will 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 will provide Curriculum Vitae of proposed trainer/trainers detailing the most relevant experience related to this assignment.

A Consultant shall not submit more than 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. However, this does not preclude a firm's participation as a sub-consultant, or an individual's participation as a team member, in more than one Proposal when circumstances justify and if permitted by the request for proposals document.

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 assignment30 pts
Competence for the assignment20 pts

The attention of interested Consultants is drawn to Section III. Governance, paragraphs 3.14, 3.16, and 3.17, of the World Bank's *Procurement Regulations for IPF Borrowers, July 2016, Revised November 2017, August 2018 and November 2020 ("the Regulations")*, setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Consultant's Qualifications Based Selection (CQS) method 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 or via e-mail by

June 01, 2021, 3:00 PM.

When submitting Expressions of interest please indicate the 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: wb@rgz.gov.rs