

**REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTANCY SERVICES- FIRMS SELECTION**

Republic of Serbia

Multi Donor Trust Fund for Justice Sector Support (MDTF-JSS)

Grant No. :TF97118

Assignment Title: Certification courses in various IT fields

Reference No.: SER-MDTFJSS-TF097118-CQ-CS-16-59

The Republic of Serbia has received a Multi-Donor Trust Fund for Justice Sector Support (MDTF-JSS) from various donors, jointly executed by the World Bank and the Ministry of Justice (MOJ) and intends to apply part of the proceeds of this grant funds to payments under the following contract:

- Certification courses in various IT fields (Ref.No.SER-MDTFJSS-TF097118-CQ-CS-16-59).

The Consultant firm for Certification courses in various IT fields should be hired to organize training courses as per following specifications:

- A. Computer Essentials, Online Essentials, Word Processing, Spreadsheets (4 Base modules, 147 participants)
- B. Advanced Word Processing, Advanced Spreadsheets, Advanced Database, Advanced Presentation (4 Advanced modules, 43 participants)
- C. Administering Windows Server 2012 (11 participants)
- D. Querying Microsoft SQL Server (5 participants)
- E. Developing Microsoft SQL Server Databases (1 participant)
- F. Excel 2013 Expert (4 participants)

The Consultant firm for Certification courses in various IT fields will prepare and organize:

- Detailed Training plan for providing services with specified schedule of trainings and training program in coordination with Project Implementation Unit (PIU);
- Pre-testing in order to estimate each participant's level of knowledge before start of each course;
- Post-testing upon completion of each course in order to estimate level of knowledge and new skills gained by each participant.

The first contracted course in various IT fields will start in November 2016 or later. Consultant services are expected to last until November 2017. The Consultant will hold the trainings in its own facilities (specially equipped for specific types of training), according to the previous agreement with PIU. The Consultant's training facilities will be in Belgrade.

The shortlisting criteria for the Consultant firm for Certification courses in various IT fields are: the Consultant firm shall be registered in the Republic of Serbia as a company specialized in computer training; minimum three years of work experience in the above listed types of training; the teachers shall have the appropriate training certificates (licenses) for specified type of training (Microsoft); the Consultant firm 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 including certificates) of its teachers.

The Project Implementation Unit (PIU) of the Ministry of Justice (MOJ) 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 (including appropriate training certificates (licenses) for specified type of training).

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 evaluation procedure for each of the three assignments:

- | | |
|----------------------------------------------------|--------|
| – Specific experience relevant to the assignment | 50 pts |
| – Qualifications and competence for the assignment | 50 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.

Further information can be obtained at the address below from 09:00 to 15:00 hours.

Expressions of interest must be delivered via e-mail by **October 18, 2016, 12:00 Noon**.

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

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