REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRMS SELECTION)

**Republic of Serbia**

**Inclusive Early Childhood Education and Care (ECEC) Project**

**Loan No.**: 8693-YF

**Assignment Title:**

**RECRUITMENT SERVICES FOR EMIS DATA ENTRY OFFICERS**

Reference No.: SER-ECEC-8693YF-CQ-CS-24-112

The Republic of Serbia has received financing toward the cost of the Inclusive Early Childhood Education and Care (ECEC) Project from the International Bank for Reconstruction and Development (IBRD) and intends to apply portion of the funds for consulting services. The Ministry of Education (Client) is currently developing the Education Monitoring and Information System (EMIS), which will include data on all levels of education, from preschool to higher education. One of the objectives of the ECEC Project’s Component 2 is to provide a technical support in this process, with the purpose of development of a functional information system which will provide continuous access to reliable information and data in the relevant field.

**Detailed Tasks and Responsibilities**

**The Consultant/Firm shall:**

* In its proposal, the Consultant submits to the Client a list of candidates for the officers who meet the requirements of the task to be performed in territories and PIs;
* Data entry officers will be engaged for a specific time period, during which they will be tasked with improving the data entry process in selected PIs on the territory they are assigned to;
* Before the commencement of work, the officers will undergo preparatory online training for operating EMIS, as organised by the Client;
* The Consultant coordinates tasks between the Client, PIs, and hired officers. They monitor and oversee the implementation of the assignment, collect reports from PIs on the officers’ performance and results, deliver reports to the Client, and ensure that the job progresses in accordance with the project task description. The Consultant engages in daily communication with the PIs with assigned officers to verify that the assigned tasks are being carried out with the appropriate quality and speed. Officers write reports on their work, including notes on the encountered issues. These reports are authenticated by an authorised person from the relevant PI;
* The Consultant will report to the Client on the implementation of the implemented activities on a weekly basis;
* Based on the reports on the tasks performed by the engaged officers (number of working days, description of completed tasks, along with the PIs’ approval of the quality and speed of work), subject to the approval by the Client, the Client will proceed with the payment to the Consultant;
* The Consultant and the Client will conduct periodic online meetings within the agreed time frame to ensure the smooth execution of tasks. Activities will be carried out according to the work plan, approved by the Client. The Client monitors the implementation of the plan. The quality of the performed work is supervised, guided, and approved by the Client.

Contract duration: 4 months

**Required consultant’s (company) qualifications**

-The Consultant must be a registered legal entity;

-Experience: At least three years of experience in activities related to hiring people for different jobs in the territory of the Republic of Serbia;

-The Consultant is to have the following key staff:

1. The Project Tasks Coordinator (hires candidates for Data Entry Officers, coordinates communications between the Client and PIs, monitors and supervises carrying out the task, collects reports from PIs on the work performed by Data Entry Officers and the results submitted by the Technical Assistant; on a weekly basis, Project Tasks Coordinator reports to the Client on the realization of the contracted tasks and discusses additional engagement of the Data Entry Officers):

* At least a college/university degree;
* At least five years of experience in performing similar tasks;
* Computer literacy;

In submitting the expression of interest, the Consultant shall submit a CV of the Project Tasks Coordinator.

The Consultant will hire individual officers to enter data provided by PIs into the EMIS under the supervision of PI staff. Data Entry Officers shall have the following qualifications:

* At least a secondary school diploma;
* The officers should meet eligibility criteria and conflict of interest provision defined in the Bank’s Guidelines: “Selection and Employment of Consultants (particularly, the employees of PIs and MoE cannot be hired as data entry officers);
* Work experience in the area of education, in the domain of preschool education, is preferable;
* Proficient computer literacy;
* Good typing skills.

Expressions of interest will be evaluated by applying the following criteria with allocated points:

Specific experience of the firm – 50 points

Qualifications of Key Staff – 50 points

The detailed Terms of Reference for the above referenced assignment is posted on the website of the Ministry of Education/ECEC project: <https://ecec.mpn.gov.rs/?page_id=219>.

The Consultant will be selected in accordance with Consultant`s Qualifications Based Selection (CQS) as set out in the **World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014** (“the Guidelines”). The Consultant that obtains the highest score during evaluation of expressions of interest will be invited to submit technical and financial proposals.

The attention of interested Consultants is drawn to paragraphs 1.23 and 1.24 of the Guidelines setting forth the World Bank’s policy on conflict of interest.

The Central Fiduciary Unit of the Ministry of Finance 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.

Expressions of interest in English language must be delivered in a written form to the **e-mail** below by **April 17, 2024, 12:00 hrs, noon,** local time.

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

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