

**MONTENEGRO**

**Ministry of Agriculture and Rural Development**

**Additional Financing for the Montenegro Institutional Development and Agricultural Strengthening Project (MIDAS\_AF)**

**Request for Expressions of Interest**

**for**

**International expert for preparation of technical specifications for Document management system, Finance accounting and reporting system**

Loan No: 8643-ME

Reference No. MNE-MIDAS\_AF-8643-ME-IC-CS-18-4.1

This Invitation for expression of interests follows the General Procurement Notice for this Project that appeared in Development Business, issue no. **February 5, 2009**

The Government of Montenegro has received a loan in the amount of EUR 3 million from the International Bank for Reconstruction Development (IBRD) toward the cost of the Additional Financing for the Montenegro Institutional Development and Agricultural Strengthening Project (MIDAS\_AF) and intends to apply part of the proceeds to payments under the Contract for International expert for preparation of technical specifications for Document management system, Finance accounting and reporting system.

The main task of this service (the “Service”) is to assist national administration of Montenegro to continue improving the business processes. With establishment of internal document management system, in Directorate for payments, business process will be improved with more safer and more efficient management of procedures for implementation of IPARD program and other internal documents.

Main tasks of assignment are following: Design the workflow and document management, including the design of archiving; Preparation of technical specification for document management system; Analyze current software solution for Register of subjects (module in Farm registry) and determine the possibility of upgrading it for Client register (maintaining details of beneficiaries for all measures); Preparation of technical specification for financial accounting system and reporting module which must support X tables; Prepare a final report and carry-out a workshop for the MARD staff.

The assignment will have a duration of the period of 5 (five) months, starting from June 2018, and the required level of inputs is estimated at a total of 70 work/days, working from home and on site, depending of agreement with the beneficiary (at least 20 days of the assignment should be done on site).

The Ministry of Agriculture and Rural Development (MARD) through the Technical Service Unit (TSU) now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, brochures, description of similar assignments performed, experience in similar conditions, etc. documentation shall be presented in English language). Individual consultants may be offered through firms or other organizations, but the qualifications of the individual consultant will be the basis of selection. Contract will be signed with proposed individual.

The criteria are:

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| Mandatory criteria | Points |
| Bachelor’s degree in agricultural engineering or natural sciences. In absence of such a degree from the requested fields, the expert will have an equivalent professional experience of minimum 15 years in the field of agriculture; | mandatory |
| Excellent command of the English language, and strong oral and written communication; | mandatory |
| Evaluation criteria |  |
| At least 10 years of professional experience in the implementation of the EU Common Agricultural Policy (CAP), in particular related to IACS; | 20 |
| Experience in writing technical specifications for IACS components in particular FR and LPIS. | 15 |
| Relevant experience in creating technical specifications for accounting, finance and reporting related to the CAP; | 20 |
| Relevant experience in the implementation of procedures and writing technical specifications for document management in IPARD Agency or Paying Agency; | 15 |
| Direct working experience with the areas described in this ToR both in EU member states and accession countries. | 20 |
| Experience in capacity building of public institutions, including preparation and implementation of workshops and trainings; | 10 |
| TOTAL: | **100** |

Interested consultants may obtain further information at the address below from 9-15 hours local time.

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*](http://www.worldbank.org/html/opr/consult/contents.html)*” dated January 2011 (revised July 2014)* (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the Consultant Guidelines.

Expressions of interest must be delivered in a written form to the address below (by e-mail) until **May 24, 2018, 15,00h** local time.

Ministry of Finance

Technical Service Unit

Attn: Mirko Ljesevic, Senior Procurement officer

Address: Jovana Tomasevica 2 (Stara zgrada Vlade)

81000 Podgorica,

Crna Gora

Tel: +382 20 201-695

Fax: +382 20 201-698

e-mail [mirko.ljesevic@mif.gov.me](mailto:mirko.ljesevic@mif.gov.me)