

**Montenegro**

**Ministry of Agriculture and Rural Development**

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – CONSUTLANTS’ QUALIFICATION)

**Name of Project:** Second Institutional Development and Agriculture Strengthening Project (MIDAS 2)

**Loan No:** 8820-ME

**Assignment Title:** Editing, formatting in unified form and fine-tuning of IPA Manuals of procedures (MOPS) for Bodies of IPARD structure

**Reference No**. MNE-MIDAS2-8820-ME-CQ-CS-20-1.2.3.20.

The Montenegro has received financing from the World Bank toward the costs of Second Institutional Development and Agriculture Strengthening Project, and intends to apply part of the proceeds for consulting services for editing, formatting in unified form and fine-tuning of IPA Manuals of procedures (MOPS) for Bodies of IPARD structure.

The overall objective of this consulting services (“the Services”) is to prepare final layout and structure of the MoPs in order to provide consistency and coherency of the IPA MoPs and final check is planned to be provided. Results of this assignment will be as follow: 1. Chapters of each of the IPA MoPs are edited as final and per agreed and requested format, and 2. Electronic folder organized per each IPA Body.

The estimated level of efforts for the assignment is 30 expert days in a period of 2 months.

The duration of work is up to 2 months. Preferable Starting date: January 15th 2020, end date of the assignment: March 15th 2021.

The detailed Terms of Reference (TOR) for the assignment can be obtained at the address given below.

The Ministry of Agriculture and Rural Development, through Technical Service Unit, now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information (on English language) demonstrating that they have the required qualifications and relevant experience to perform the Services.

**The shotlisting criteria are:**

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| **Criteria** | **Points (max)** | |
| At least a University Diploma (240 ECTS) languages, literature, law, economic or equivalent | Mandatory\* | |
| Excellent command of the English language, spoken and written; | Mandatory\* | |
| **Evaluation criteria** |  | |
| Experience in editing, formatting, design and/or similar | | 50 | |
| Experience in logical and analytical writing | | 30 | |
| Experience with similar tasks that are subject to this ToR | | 20 | |
| **Total** | | **100** | |

\*Mandatory condition - Consultant which do not satisfy mandatory criteria, will be excluded from evaluation

Consultant firms may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. Qualifications and experience of the consulting firm associated as sub-consultancy will not be considered for evaluation for shortlisting.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016, Revised November 2017, setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Consultants’ Qualification method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours from 08,00 to 14,00 hours.

Expressions of interest must be delivered in a written form to the address below (by e-mail) by **December 10, 2020, 14,00h.**

Ministry of Finance/Technical Service Unit

Attention: Mr. Mirko Lješević, Procurement officer

Street Address: Jovana Tomaševića 2 (Stara zgrada Vlade)

Floor/Room number: office no. 48, ground floor

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