REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANTS

**Republic of Serbia**

**Serbia Agriculture Competitive Project (SCAP)**

**Project ID No.: P167634**

**Assignment Title:**

**Application Solutions Administrator - full-time Consultancy (2 consultants)**

**Reference No.: SER-SCAP-IC-CS-24-100**

The Republic of Serbia has received financing from the World Bank toward the cost of the Serbia Agriculture Competitive Project (SCAP) and intends to apply part of the proceeds for consulting services.

Specific functions and responsibilities of the Application Solutions Administrator will be as follows:

* Data Analysis and Reporting
* User Administration
* User Request Management & End User Communication
* Scope Assessment & Feasibility Analysis
* Functional Requirements Definition
* Drafting and Implementing Rulebook on Management of ICT Projects
* Defining and Implementing Standards for the Development of Software Solutions
* Drafting and Implementing Policies and Procedures for Change Management
* Drafting and Implementing Policies and Procedures for System Backup
* Drafting and Implementing Security Policies
* Application Software Support
* Issue Reporting to Contractors
* Testing and Training (Environment Preparation, Alpha Testing, End User Training, and Testing)
* Production Environment Setup & Application Deployment
* Monitoring and Reporting
* Additional Duties

**Engagement**

The Application Solutions Administrator shall be engaged full-time and deliver all the needed support until December 31, 2025.

**Qualifications**

* University degree (Bachelor or equivalent) in computer science, engineering, organizational sciences, technical sciences, or information technology.
* Minimum 5 years of relevant ICT professional experience (more than 5 years will be considered an advantage).
* Experience in Transact SQL procedural programming for data manipulation and database operations.
* Experience in MS SQL database management, including administration, optimization, and maintenance.
* Proficiency in MS Office Excel, Access and MS Word.
* Software Development Tools: Experience with version control systems like Git, project management tools such as Jira or Trello, and CI/CD platforms like Jenkins or GitLab CI will be considered an advantage.
* Programming Languages: Proficiency in languages such as Python, Java, C#, JavaScript, or Ruby will be considered an advantage.
* Frameworks: Familiarity with frameworks like ASP.Net, React, Angular, Django, or Spring for web application development will be considered an advantage.
* IT Infrastructure: Knowledge of cloud platforms (e.g., AWS, Microsoft Azure, Google Cloud), experience with virtualization tools such as VMware or Hyper-V, and familiarity with networking concepts (e.g., TCP/IP, DNS, firewalls, routers, switches).
* System Administration Tools: Proficiency in using Windows Server, Linux, PowerShell, for IT infrastructure management.
* Working knowledge of English language;

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| Qualifications and General experience | 40 points |
| Specific Experience relevant to the Assignment | 60 points |
| **TOTAL:** | **100 POINTS** |

The detailed Terms of Reference for the above referenced assignment is posted on the website of the Ministry of Agriculture, Forestry and Water Management (MAFWM): <http://www.minpolj.gov.rs/category/javni-pozivi/>.

The attention of interested Consultants is drawn to paragraph 3.14, 3.16 and 3.17 of the ***World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2017 and August 2018)*** (“the Regulations”) setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the *Open Competitive Selection of Individual Consultants* as 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 **in English language** must be delivered in a written form to the email below, by **December 31, 2024, 12:00 hours, noon**, local time. Interested consultants must provide **Cover Letter** and **CV** representing description of similar assignments, experience in similar conditions and availability of appropriate skills (**scanned diplomas to be sent with CV**).

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

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| **Contact:** | **E–mail:** | **Address:** |
| To: | [ljiljana.krejovic@mfin.gov.rs](mailto:ljiljana.krejovic@mfin.gov.rs)  Ms. Ljiljana Krejović  Procurement Specialist | Ministry of Finance  Central Fiduciary Unit  53 Balkanska St  11000 Belgrade, Serbia  Tel: +381 11 765-25-65 |
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