**Annex** A

**Terms of Reference**

**ICT PROJECT IMPLEMENTATION CONSULTANT**

1. **Background**

The Serbia Competitive Agriculture Project (SCAP), a US$50 million investment, was approved by the World Bank in December 2019 and ratified by the National Assembly of the Republic of Serbia in February 2020. The objective of the Project is to improve access to markets and information systems for agricultural producers in Serbia. This will be achieved through a) improving the productivity of small and medium-scale farmers by strengthening advisory and technical support; b) supporting market access of small and medium-scale farmers (including finance and business planning capacity); c) improving government systems to strengthen the enabling environment for all agricultural producers (including capacity building for the Ministry, information systems, and data platform).

The Project will provide financial and technical support to all productive investments in agriculture in Serbia through the national rural development program and will not finance direct payments (subsidies). This delimits the scope of Project interventions outside of all IPARD measures that the country has been accredited for or plans to be accredited for and puts it in the center of the national rural development program.

**Beneficiaries**: Small and medium-scale agricultural production units (including producers, producer groups, agribusinesses/agro-processors that can provide direct links to smallholder farmers) that has or can have commercial focus and are not covered by accredited IPARD measures. Although large producers will not be directly targeted, the project will also benefit them with the enabling environment it will create through the improvements in information systems and the financial services provided. Small and medium-sized producers are defined by the economic size of holding expressed in euros of standard output. For the purposes of this project and the context of Serbia, small producers are those with an economic size of up to EUR 8,000; medium producers are those with an economic size between EUR 8,000 and 25,000.

**Project Description**: The Project activities are structured into three Components.
Component 1) will focus on improving the productive and entrepreneurial capacity of small and medium farmers by supporting business and financial planning for productive investments, as well as supporting market access and strengthening sector competitiveness.
Component 2) will focus on improving the capacity of the Ministry of Agriculture, Forestry and Water Management (MAFWM) to provide core public goods for improving sector performance. This includes establishing and information system aligned with EU CAP requirements to enable evidence-based policymaking and monitoring of results, enhance market information for stakeholders, and build capacity for regulatory roles aligned with EU CAP.

Component 3) will focus on project management.

By addressing sector needs at the level of producers (Component 1) and the MAFWM (Component 2), the Project will support a broader policy reform process in the agriculture sector through: i) improved targeting of policy instruments to different typologies of producers, ii) strengthened enabling environment for investment for small and medium agricultural producers, by improving the delivery of services to these productive segments (advisory, financial, information, etc.), iii) improving the monitoring of public resources and their utilization, as well as sector performance. It is expected that this will bring about a significant shift in the utilization of public resources in agriculture from subsidies (direct payments) to rural development investments.

1. **Scope of Services**

Specific functions and responsibilities of the **ICT Project Implementation Consultant** will be as follows:

* **Project Implementation Management -** Diligently monitor the progress and execution of projects, ensuring they adhere to established timelines and objectives.
* **Project Plan Development, Task Analysis, and Documentation -** Actively participate in the development of comprehensive project plans and relevant project documentation, contributing to project management and execution. Conduct a thorough analysis of project tasks and project documentation, ensuring clarity, coherence, and alignment with project goals.
* **Objections and Proposal Submission -** Present well-founded objections and constructive proposals based on in-depth analysis of project documentation and alignment with MAFWM requirements and project objectives.
* **Stakeholder Communication -** Establish effective communication channels with project implementers, including external parties or companies, as well as internal stakeholders within the MAFWM.
* **Project Implementation Control -** Exercise stringent control over project execution, ensuring it aligns with project documentation, plans, or directives from authorized MAFWM personnel.
* **Drafting and implementing a rulebook on the management of ICT projects -** Construct a comprehensive rulebook that delineates the methodologies, standards, and processes for the efficient management of ICT projects. This document should align with industry best practices and the organization's strategic objectives. Ensuring the rulebook is adopted across all ICT projects, providing guidance and oversight to project teams to guarantee compliance and consistency in project management practices.
* **Drafting and implementing a rulebook on project deliverables -** Formulate a rulebook specifying the procedures for the creation, submission, evaluation, and acceptance of project deliverables. This includes establishing quality standards and documentation requirements to ensure deliverables meet project goals. Monitor the enforcement of these guidelines across projects to ensure deliverables are consistently high-quality and aligned with predefined standards.
* **Defining and implementing standards for the development of software solutions -**

Working with other team members to set standards for the development of software solutions, encompassing coding conventions, architectural design, testing protocols, and documentation. These standards aim to improve software quality, maintainability, and scalability. Supervise the application of these standards within software development projects, ensuring adherence and facilitating updates based on technological advancements and feedback.

* **Drafting and implementing risk assessment methodology -** Develop and implement a systematic methodology for risk assessment within ICT projects in the organization. This methodology should include risk identification, evaluation, mitigation strategies, and monitoring mechanisms. Lead risk assessment practices across projects, ensuring risks are proactively identified, assessed, and mitigated.
* **Drafting and implementing policies and procedures for system backup** - Create and enforce policies and procedures for the regular backup of critical systems and data. Define backup schedules, methods, storage solutions, and recovery protocols to ensure data integrity and availability. Oversee the implementation of backup strategies, conducting periodic tests to verify the effectiveness and reliability of the backup systems.
* **Drafting and implementing security policies defining the framework for information system security -** Draft and implement a set of security policies that outline the framework for protecting the organization's information systems. This includes defining measures for access control, data protection, incident response, and compliance with relevant security standards. Actively communicate with Security Specialists to lead the security policy implementation, and policy updates to address evolving threats and compliance requirements.
* **Drafting and implementing policies and procedures for change management for hardware, system and software solutions -** Draft and implement detailed policies and procedures for managing changes in hardware, systems, and software solutions. Manage the change management process, ensuring all changes are documented, reviewed, and approved in a manner that minimizes disruption and risk.
* **Project Feasibility Assessment -** Evaluate the feasibility of proposed projects, considering various factors to assess their viability and potential impact.
* **Project Activity Reporting -** Generate accurate and timely reports on project activities, providing valuable insights to support decision-making processes.
* **Ad-Hoc Project-Related Tasks -** Undertake additional responsibilities related to MAFWM projects as directed by the Assistant Director for IT or another person authorized to implement the project
1. **Institutional Arrangements**

The **ICT Project Implementation Consultant** will work as part of Department for System and Software Solutions of DAP and under the authority of the MAFWM and will report to the ICT Coordinator of SCAP on a regular basis regarding the pace of project implementation, cooperate with all relevant departments of the MAFWM, the parties involved in the management, organization, and implementation of the Project. He/she shall be responsible for providing information (inputs) and advice as requested and overseeing the satisfactory implementation of ICT related project activities.

1. **Engagement**

The **ICT Project Implementation Consultant** shall be engaged full-time and deliver all the needed support until 31st of December 2025. at the monthly rate that will be dependent on the qualifications, as well as the approved project budget.

The consultant shall not have any other full or part-time assignment during the engagement.

1. **Qualifications**
* University degree (Bachelor or equivalent) in computer science, technical sciences, engineering, mathematical science, organizational sciences, or information technology. Master degree will be considered an advantage
* Minimum 10 years of relevant professional experience in IT project management (more than 10 years will be considered an advantage).
* Minimum 5 years of expertise in software architecture and software solution design.
* Track record in software requirements definition and engineering methods.
* Track record in systematic software testing and validation processes.
* Experience using tools for project monitoring and tracking. (Jira, Confulence, MS Project) will be considered an advantage.
* Relevant certifications such as Prince2 or PPMP are an advantage.
* Working knowledge of English language.

**6. Selection**

Selection procedure will be conducted in accordance with 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, August 2018, as given in articles 7.36-7.37 “Open Competitive Selection of Individual Consultants”.

The candidates will be evaluated applying the following evaluation criteria:

• Qualifications and General experience ( 40 Points)

• Specific Experience relevant to the Assignment ( 60 Points)