**TERMS OF REFERENCE AND SCOPE OF SERVICES**

**SENIOR IT 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 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[[1]](#footnote-1)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 national rural development program.

Beneficiaries: Small and medium scale agricultural production units (including producers, producer groups, agribusinesses/agro-processors that can provide direct link 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 size 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 policy making 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. **Objective of the Assignment**

In this ToR, MAFWM aims to procure the consulting service of an individual Consultant specialized for IT consulting, in the field of: preparation of technical specifications for IT related procurements under SCAP and technical support to execution of procurement processes.

The Goal of the Consultant is to, based on the prepared ICT Strategy of the MAFWM and its Feasibility Study, prepare detailed technical specifications for two (2) groups of priority interventions in software procurements and one (1) hardware procurement. All procurements need to be in line with the procedures of the World Bank.

1. **Scope of Work**

Required consulting service comprises comprehensive set of activities and tasks which should be performed by the Consultant:

1. Preparation of IT technical specifications and/or ToRs for procurements under SCAP. These services comprise analysis of user requirements (functional and non-functional, in writing and oral, in form of: needs assessment, business process analysis and re-engineering) related to design and implementation of new information systems or related consulting services. The Consultant will conduct workshops and meetings (online or face to face meetings, in Serbian language) aiming to collect, prioritize and classify user requirements. Prepared technical specifications and/or ToRs should be tenderable documents,which will be complied with the WB Procurement Regulations in cooperation with the Central Fiduciary Units of the Ministry of Finance (CFU).
2. Technical support to procurement processes under SCAP in IT area: support the MAFWM and CFU in preparation of answers to clarification requests; participation in evaluation of bids and/or preparation of inputs for evaluation reports.
3. **Engagement**

The estimated commencement date for this assignment is October 1, 2023. The duration of the assignment will be six months from the commencement date, i.e. March 31, 2024. The type of contract will be lump-sum contract amount linked to the defined deliverables.

The MAFWM will not provide office space for the Consultant.

The Consultant will have to attend meetings as requested by MAFWM. Meetings may also be organized in remote modality or face to face.

1. **Deliverables**

The selected Consultant shall prepare and deliver the following documents in the corresponding stages of the assignment.

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| **Deliverables** | **Due dates** |
| Detailed technical and functional specification as well as Terms of Reference for the development of IT systems defined in the first group of priority interventions identified based on the prepared ICT Strategy of the MAFWM and its Feasibility Study | Two (2) months after the commencement date |
| Detailed technical and functional specification as well as Terms of Reference for the development of IT systems defined in the second group of priority interventions identified based on the prepared ICT Strategy of the MAFWM and its Feasibility Study | Four (4) months after the commencement date |
| Terms of Reference for the procurement of hardware identified based on the prepared ICT Strategy of the MAFWM and its Feasibility Study | Five (5) months after the commencement date |
| Brief report on technical support to procurement processes under SCAP in IT area | Six (6) months after the commencement date |

1. **Reporting**

Deliverables shall be submitted to and approved by the authorized person of MAFWM (Project Director) and Project Coordinator.

Consultant will report to the Project Coordinator-PMT, cooperate with all relevant departments of the MAFWM, the parties involved in the management, organization, and implementation of the Project.

The Consultant will submit documentation in English language, primarily. If needed, documentation will be also delivered in Serbian.

The deliverables will be considered formally accepted by the Project Coordinator with the Acceptance Certificate.

1. **Qualification**

**Mandatory:**

* University Degree in Electrical Engineering or Computer Science or Programming or Mathematics, or related technical science
* At least 10 (ten) years of professional working experience in IT (information technology)
* At least 8 (eight) years of professional working experience in software design and development, including analysis of business processes, project management and creation of technical specifications and project documentation
* At least 3 (three) years of experience in designing, developing and implementing IT systems in the public sector
* Excellent oral and written communication skills in English and in Serbian.

**Advantages:**

Following competences will be considered as a distinctive advantage (Specific experience relevant for the assignment):

* Higher University Degree (Master Degree or PhD) in information systems
* More than 10 (ten) years of professional working experience in IT
* Proven experience in creation (drafting) of technical specifications for software (at least one contract successfully realized in last three years, where the contract had as its subject: creation of IT technical specifications and/or Terms of Reference)
* Strong working knowledge of software design and business process analysis as a part of the software development lifecycle (at least 7 years of experience in software engineering, comprising software design and business process analysis as a part of the job)

1. **Other requirements**

The Consultant is obliged to perform consulting services in accordance with the applicable Serbian legislation and wide-known technical norms and rules of the profession and in accordance with the requirements defined in this ToR.

IP rights policy will be applied in accordance to the proper sections of the Contract.

The submission of complete documentation in the electronic form (via e-mail) is mandatory.

1. **Confidentiality Statement**

All data and information received from MAFWM for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to MAFWM. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of MAFWM.

1. **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 and November 2020, as given in articles 7.36 and 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)

1. In 2018, the program received 8,000 applications from small and medium scale producers. [↑](#footnote-ref-1)