

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTANT SERVICES)

Republic of Croatia

Ministry of Justice

**Advance for Preparation of Proposed Integrated Land Administration System Project
(PPA No. P459-HR)**

REoI No. MOJ/PPA-1-3/CQ/10/02

The Republic of Croatia has received financing from the World Bank towards the cost of the Advance for preparation of the proposed Integrated Land Administration System Project and intends to apply part of the proceeds for consultant services: **Document Management and Archiving Strategy for the Land Registry Digital Archives System and Tender Dossier for the Establishment of the Digital Archives for Selected Number of Land Registry Offices.**

The service includes analysis of the current situation of document management and archiving in land registry, preparation of strategy and policy for the document management and archiving in land registry and preparation of the tender dossier for the establishment of the digital archives for selected number of land registry offices.

The services will have to be completed between October 2010 and end of April 2011, with delivery of the drafts in December 2010.

The contracted consultant company shall provide:

One Project Manager/team leader for an estimated period of 25 working days, during the period of 20 weeks, with two planned visit to Croatia.

Other Expert/s for an estimated period of 30 man/days in total during the period of max. 20 weeks, with max. two planned visits to Croatia.

On behalf of the Ministry of Justice, the Project Implementation Unit now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

Consultants may associate to enhance their qualifications. The "association" may take the form of a joint venture or a sub-consultancy. In case of a joint venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case the award is made to that JV group. Interested consultants should clearly indicate the structure of their "association" and the duties of the partners and sub-consultants in their application. Unclear expression of interests in terms of "in association with" and/or "in affiliation with" and etc. may not be considered for short listing. Keeping one expression of interest per firm as a principle, a consultant firm may decide whether it wishes to participate as a sub-consultant, as an individual consultant or as a partner in a joint venture. Please note that a firm shall submit only one EOI in the same selection process either individually as a consultant or as a partner in a joint venture. No firm can be a sub-consultant while submitting an EOI individually or as a partner of a joint venture in the same selection process. A firm, if acting in the capacity of a sub-consultant to any consultant or JV, may participate with more than one consultant, but only in the capacity of a sub-consultant.

The Consultant will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* (current edition), in accordance with the Consultants' Qualification method (CQS).

Interested consultants may obtain further information regarding the Terms of Reference at the website www.uredjenazemlja.hr (<http://www.uredjenazemlja.hr/cms/en/nadmetanja>) or at the address below during office hours, 0900 to 1600 hours.

Expressions of interest must be delivered to the address below by October 4, 2010.

Uredena zemlja
Integrated Land Administration System Project
Project Preparation Advance
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