

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES – FIRMS SELECTION

Republic of Serbia
ENABLING DIGITAL GOVERNANCE PROJECT(EDGE)
Project ID No. P164824

Assignment Title:

Training services for Data Protection Officers and raising awareness for civil servants in accordance with General Data Protection Regulation (GDPR), Law on Personal Data Protection and Information Security Law of the Republic of Serbia, Reference No. SER-EDGE-QCBS-CS-21-23

The Republic of Serbia has received financing in the amount of US\$ 50,000,000 equivalent from the World Bank toward the cost of the Enabling Digital Governance Project (EDGE), and it intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project. This project will be jointly financed by the Republic of Serbia in the amount of US\$ 5,000,000.

In order to raise the level of protection of personal data of citizens, the Consultant firm (Consultant) will be required to conduct trainings for Data Protection Officer (DPOs), as well as awareness raising trainings in the area of the Serbian Law on Data Protection- ZZPL (GDPR) and the Law on Information Security (ZIB) for employees in the state administration within the GoS (Government, Ministries, Agencies, Administrations on the state level).

Apart from GDPR, ZZPL and ZIB, DPO trainings must include in depth analysis of the Rulebook which was communicated with the Commissioner for information of public importance and personal data protection. The Consultant firm which will implement this Assignment will receive the Rulebook upon signing the Contract.

For the purposes of effectively managing and coordinating this assignment, Project Implementation Unit (PIU) shall dedicate its employees (GDPR and CyberSecurity specialists) responsible for coordinating and supporting the implementation of this Assignment and will be point of contact to the Consultant firm, as well as to the relevant stakeholders within the GoS.

The assignment should consist of 3 phases as described below:

Phase I – Examination and assessment of the current state of personal data protection and information Security – Inception Report with a training needs analysis

Phase II – Developing the curriculum for Data protection officer trainings and awareness raising trainings

Phase III – Conducting Data protection officer training and awareness raising

Implementation time should be 18 months.

The detailed Terms of Reference for the above referenced consulting services is posted on the website of the Office for Information Technology and e-Government <https://www.ite.gov.rs/edge>.

The Central Fiduciary Unit (CFU) of the Ministry of Finance now invites eligible Consultants to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

In order to be selected, the Consultant firm must possess, at the minimum, the following qualifications:

- a) The Consultant firm must be a legal entity;
- b) The Consultant firm must prove its capability by listing its experience in the last five (5) years (2016-2020) related to:

- Conducting of the training needs assessment – minimum 3 assignments
- Curricula development - minimum 3 projects
- Provision of minimum five (5) public DPO courses approved by a Personnel and Training Courses certification body. The certification body must be accredited, against ISO/IEC 17024 “Conformity assessment — General requirements for bodies operating certification of persons”, by an Accreditation body who is a member of International Accreditation Forum (IAF) and is a full-time member of IPC (International Personnel Certification Association)
- Minimum five (5) certification and/or recertification audits the Consultant firm has conducted in accordance with ISO 27701 or ISO 27001 along with recommendations for personal data protection. Experience in the region is an advantage
- Minimum two (2) projects which include employee awareness raising trainings in the field of GDPR (ZZPL) and ZIB, out of which minimum one (1) must be implemented in an organization with more than 500 employees

c) General Data Protection Regulations: With EU General Data Protection Regulation (EU 2016/679, approved on 14.04.2016 by European Parliament and enforced on 25.05.2018 – in further text GDPR), the most important basic principles of personal data processing are defined. This Part specifies privacy-related requirements for data Controllers and data Processors holding the responsibility and accountability of personal data processing.

To that effect, the Consultant firm, as a legal entity, must fulfill three (3) criteria to prove compliance with the GDPR requirements:

1. To provide written evidence of the fulfillment of all criteria laid down in GDPR Chapter 3 “Rights of the data subject”, in all Articles, starting with Article 12 and finishing with Article 23 (including Article 23)
2. To provide written evidence of the fulfillment of all criteria laid down in GDPR Chapter 4 “Controller and Processor”, Section 1, in Article 30 “Records of processing activities”
3. As evidence of compliance with the criteria set out in GDPR Chapter 4 “Controller and Processor”, Section 2, in Article 32 “Security of processing”, the Consultant firm must provide an accredited certification for “ISO 27001:2013 along with recommendations for personal data protection.”

d) The Consultant firm must provide training for DPO which is approved by a Personnel and Training Courses certification body. The certification body must be accredited, against ISO/IEC 17024 “Conformity assessment — General requirements for bodies operating certification of persons”, by an Accreditation body who is a member of IAF, and is a full-time member of IPC (International Personnel Certification Association)

The attention of interested Consultants is drawn to paragraphs 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.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture (JV) and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected. Furthermore, Expressions of interest of JVs will be evaluated based on the composition of JV submitted, whereas the experience of other firms not included in the JV will not be considered in the evaluation. The experience of any proposed sub-consultancy shall not be included in the evaluation. Key Experts' CV are not required and will not be evaluated at the shortlisting stage.

A Consultant will be selected in accordance with the *Quality and Cost-Based Selection* 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 **July 26, 2021, 12:00 hours, noon**, local time.

Contact:	E-mail:	Address:
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To:	ljiljana.krejovic@mfin.gov.rs Ms Ljiljana Krejovic Procurement Specialist	Ministry of Finance Central Fiduciary Unit 3-5 Sremska St
Cc:	ljiljana.dzuver@mfin.gov.rs	11000 Belgrade, Serbia Tel/Fax: (+381 11) 2021587
Cc:	edge@ite.gov.rs	