|  |  |
| --- | --- |
| Notification of Intention to Award | * 1. The Client shall send to each Consultant (that has not already been notified that it has been unsuccessful) the Notification of Intention to Award the Contract to the successful Consultant. The Notification of Intention to Award shall contain, at a minimum, the following information:
		1. the name and address of the Consultant with whom the client successfully negotiated a contract;
		2. the contract price of the successful Proposal;
		3. the names of all Consultants included in the short list, indicating those that submitted Proposals;
		4. where the selection method requires, the price offered by each Consultant as read out and as evaluated;
		5. the overall technical scores and scores assigned for each criterion and sub-criterion to each Consultant;
		6. the final combined scores and the final ranking of the Consultants;
		7. a statement of the reason(s) why the recipient’s Proposal was unsuccessful, unless the combined score in (f) above already reveals the reason;
		8. the expiry date of the Standstill Period; and
		9. instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.
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| Notification of Award  | * 1. Upon expiry of the Standstill Period, specified in ITC 30.1 or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Client shall, send a notification of award to the successful Consultant, confirming the Client’s intention to award the Contract to the successful Consultant and requesting the successful Consultant to sign and return the draft negotiated Contract within eight (8) Business Days from the date of receipt of such notification. If specified in the **Data Sheet**, the client shall simultaneously request the successful Consultant to submit, within eight (8) Business Days, the Beneficial Ownership Disclosure Form.

Contract Award NoticeWithin ten (10) Business Days from the date of notification of award such request, the Client shall publish the Contract Award Notice which shall contain, at a minimum, the following information: 1. name and address of the Client;
2. name and reference number of the contract being awarded, and the selection method used;
3. names of the consultants that submitted proposals, and their proposal prices as read out at financial proposal opening, and as evaluated;
4. names of all Consultants whose Proposals were rejected or were not evaluated, with the reasons therefor;
5. the name of the successful consultant, the final total contract price, the contract duration and a summary of its scope; and.
6. successful Consultant’s Beneficial Ownership Disclosure Form, if specified in Data Sheet ITC 32.1.
	1. The Contract Award Notice shall be published on the Client’s website with free access if available, or in at least one newspaper of national circulation in the Client’s Country, or in the official gazette. The Client shall also publish the contract award notice in UNDB online
 |

# Notification of Intention to Award

**[*This Notification of Intention to Award shall be sent to each Consultant whose Financial Proposal was opened. Send this Notification to the authorized representative of the Consultant].***

For the attention of Consultant’s authorized representative

Name: *[insert authorized representative’s name]*

Address: *[insert authorized representative’s address]*

Telephone/Fax numbers: *[insert authorized representative’s telephone/fax numbers]*

Email Address: *[insert authorized representative’s email address]*

***[IMPORTANT: insert the date that this Notification is transmitted to all Consultants. The Notification must be sent to all Consultants simultaneously. This means on the same date and as close to the same time as possible.]***

**DATE OF TRANSMISSION**: This Notification is sent by: [*email/fax*] on [*date*] (local time)

**Notification of Intention to Award**

**Client:** *[insert the name of the Client]*

**Contract title:** *[insert the name of the contract]*

**Country:** *[insert country where RFP is issued]*

**Loan No. /Credit No. /Grant No.:** *[insert reference number for loan/credit/grant]*

**RFP No:** *[insert RFP reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

1. request a debriefing in relation to the evaluation of your Proposal, and/or
2. submit a Procurement-related Complaint in relation to the decision to award the contract.
3. **The successful Consultant**

|  |  |
| --- | --- |
| **Name:** | [*insert name* *of successful Consultant*] |
| **Address:** | [*insert address* *of the successful Consultant*] |
| **Contract price:** | [*insert contract price* *of the successful Consultant*] |

1. **Short listed Consultants *[INSTRUCTIONS: insert names of all short listed Consultants and indicate which Consultants submitted Proposals. Where the selection method requires it, state the price offered by each Consultant as read out, and as evaluated. Include overall technical scores and scores assigned for each criterion and sub-criterion. Select Full Technical Proposal (FTP) or Simplified Technical Proposal (STP) in the last column below.]***

| **Name of Consultant** | **Submitted Proposal** | **[*use for FTP*]****Overall technical scores** | **[*use for STP*]****Overall technical scores** | **Financial Proposal price (if applicable)** | **Evaluated Financial Proposal price** **(if applicable)** | **Combined score and ranking (if applicable)** |
| --- | --- | --- | --- | --- | --- | --- |
| [*insert name*] | [*yes/no*] | **Criterion (i):** [*insert score*]**Criterion (ii):** [*insert score*]**Criterion (iii):** [*insert score*]Sub-criterion a: 1: [*insert score*]2: [*insert score*]3: [*insert score*]Sub-criterion b: 1: [*insert score*]2: [*insert score*]3: [*insert score*]Sub-criterion c: 1: [*insert score*]2: [*insert score*]3: [*insert score*]**Criterion (iv):** [*insert score*]**Criterion (v):** [*insert score*]**Total score: [*insert score*]** | **Criterion (i):** [*insert score*]**Criterion (ii):** [*insert score*]Sub-criterion a: [*insert score*]Sub-criterion b: [*insert score*]Sub-criterion c: [*insert score*]**Total score: [*insert score*]** | [*Proposal price*] | [*evaluated price*] | **Combined Score:**[*combined score*]**Ranking:** [*ranking*] |
| [*insert name*] | [*yes/no*] | **Criterion (i):** [*insert score*]**Criterion (ii):** [*insert score*]**Criterion (iii):** [*insert score*]Sub-criterion a: 1: [*insert score*]2: [*insert score*]3: [*insert score*]Sub-criterion b: 1: [*insert score*]2: [*insert score*]3: [*insert score*]Sub-criterion c: 1: [*insert score*]2: [*insert score*]3: [*insert score*]**Criterion (iv):** [*insert score*]**Criterion (v):** [*insert score*]**Total score: [*insert score*]** | **Criterion (i):** [*insert score*]**Criterion (ii):** [*insert score*]Sub-criterion a: [*insert score*]Sub-criterion b: [*insert score*]Sub-criterion c: [*insert score*]**Total score: [*insert score*]** | [*Proposal price*] | [*evaluated price*] | **Combined Score:**[*combined score*]**Ranking:** [*ranking*] |
| [*insert name*] | [*yes/no*] | **Criterion (i):** [*insert score*]**Criterion (ii):** [*insert score*]**Criterion (iii):** [*insert score*]Sub-criterion a: 1: [*insert score*]2: [*insert score*]3: [*insert score*]Sub-criterion b: 1: [*insert score*]2: [*insert score*]3: [*insert score*]Sub-criterion c: 1: [*insert score*]2: [*insert score*]3: [*insert score*]**Criterion (iv):** [*insert score*]**Criterion (v):** [*insert score*]**Total score: [*insert score*]** | **Criterion (i):** [*insert score*]**Criterion (ii):** [*insert score*]Sub-criterion a: [*insert score*]Sub-criterion b: [*insert score*]Sub-criterion c: [*insert score*]**Total score: [*insert score*]** | [*Proposal price*] | [*evaluated price*] | **Combined Score:**[*combined score*]**Ranking:** [*ranking*] |
| [*insert name*] | … |  |  |  |  |  |
| … | … |  |  |  |  |  |

1. **Reason/s why your Proposal was unsuccessful [*Delete if the combined score already reveals the reason*]**

|  |
| --- |
| ***[INSTRUCTIONS; State the reason/s why this Consultant’s Proposal was unsuccessful. Do NOT include: (a) a point by point comparison with another Consultant’s Proposal or (b) information that is marked confidential by the Consultant in its Proposal.]*** |

1. **How to request a debriefing [*This applies only if your proposal was unsuccessful as stated under point (3) above*]**

|  |
| --- |
| **DEADLINE: The deadline to request a debriefing expires at midnight on [*insert date*] (local time).**You may request a debriefing in relation to the results of the evaluation of your Proposal. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award. Provide the contract name, reference number, name of the Consultant, contact details; and address the request for debriefing as follows:**Attention**: [*insert full name of person, if applicable*]**Title/position**: [*insert title/position*]**Agency**: [*insert name of Client*]**Email address**: [*insert email address*]**Fax number**: [*insert fax number*] ***delete if not used***If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end. The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice. |

1. **How to make a complaint**

|  |
| --- |
| **DEADLINE: The deadline for submitting a Procurement-related Complaint challenging the decision to award the contract expires on midnight, [*insert date*] (local time).**Provide the contract name, reference number, name of the Consultant, contact details; and address the Procurement-related Complaint as follows:**Attention**: [*insert full name of person, if applicable*]**Title/position**: [*insert title/position*]**Agency**: [*insert name of Client*]**Email address**: [*insert email address*]**Fax number**: [*insert fax number*] ***delete if not used*** [At this point in the procurement process] [ Upon receipt of this notification] you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.Further information:For more information see the “[Procurement Regulations for IPF Borrowers](https://policies.worldbank.org/sites/ppf3/PPFDocuments/Forms/DispPage.aspx?docid=4005) (Procurement Regulations) (Annex III).” You should read these provisions before preparing and submitting your complaint. In addition, the World Bank’s Guidance “[How to make a Procurement-related Complaint](file:///F%3A%5C2.%20%20World%20Bank%202017%5C17.%20Tools%20and%20Templates%5CNIA%5Cget%20the%20address%20once%20it%20is%20published)” provides a useful explanation of the process, as well as a sample letter of complaint.In summary, there are four essential requirements:1. You must be an ‘interested party’. In this case, that means a Consultant who has submitted a Proposal in this selection process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the deadline stated above.
4. You must include, in your complaint, all of the information required by the Procurement Regulations (as described in Annex III).
 |

1. **Standstill Period**

|  |
| --- |
| **DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time).**The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.The Standstill Period may be extended. This may happen where we are unable to provide a debriefing within the five (5) Business Day deadline. If this happens we will notify you of the extension.  |

If you have any questions regarding this Notification, please do not hesitate to contact us.

On behalf of [*insert* *the name of the Client*]:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title/position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beneficial Ownership Disclosure Form

*INSTRUCTIONS TO CONSULTANTS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM*

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful Consultant. In case of joint venture, the Consultant must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Consultant is any natural person who ultimately owns or controls the Consultant by meeting one or more of the following conditions:*

* *directly or indirectly holding 25% or more of the shares*
* *directly or indirectly holding 25% or more of the voting rights*
* *directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant*

**Request for Proposal reference No**.: [*insert identification no*]

Name of the Assignment: *[insert name of the assignment]*

To: **[*insert complete name of Client*]**

In response to your notification of award dated *[insert date of notification of award]* to furnish additional information on beneficial ownership: *[select one option as applicable and delete the options that are not applicable]*

(i) we hereby provide the following beneficial ownership information.

**Details of beneficial ownership**

|  |  |  |  |
| --- | --- | --- | --- |
| Identity of Beneficial Owner | Directly or indirectly holding 25% or more of the shares(Yes / No) | Directly or indirectly holding 25 % or more of the Voting Rights(Yes / No) | Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Consultant(Yes / No) |
| *[include full name (last, middle, first), nationality, country of residence]* |  |  |  |

***OR***

(ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions:*

* directly or indirectly holding 25% or more of the shares
* directly or indirectly holding 25% or more of the voting rights
* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant

**OR**

*(iii) We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Consultant shall provide explanation on why it is unable to identify any Beneficial Owner]*

* directly or indirectly holding 25% or more of the shares
* directly or indirectly holding 25% or more of the voting rights
* directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Consultant]”

**Name of the Consultant**: \*[*insert complete name of the Consultant*]\_\_\_\_\_\_\_\_\_

**Name of the person duly authorized to sign the Proposal on behalf of the Consultant**: \*\*[*insert complete name of person duly authorized to sign the Proposal*]\_\_\_\_\_\_\_\_\_\_\_

**Title of the person signing the Proposal**: [*insert complete title of the person signing the Proposal*]\_\_\_\_\_\_

**Signature of the person named above**: [*insert signature of person whose name and capacity are shown above*]\_\_\_\_\_

**Date signed** [*insert date of signing*] **day of** [*insert month*], [*insert year*]\_\_\_\_\_

\* In the case of the Proposal submitted by a Joint Venture specify the name of the Joint Venture as Consultant. In the event that the Consultant is a joint venture, each reference to “Consultant” in the Beneficial Ownership Disclosure Form (including this Introduction thereto) shall be read to refer to the joint venture member.

\*\* Person signing the Proposal shall have the power of attorney given by the Consultant. The power of attorney shall be attached with the Proposal Schedules.

REQUEST FOR EXPRESSIONS OF INTEREST

CONSULTING SERVICES – INDIVIDUAL CONSULTANT

**Republic of Serbia**

**Serbia National Disaster Risk Management Program: Scaling Up Resilient Infrastructure Project**

Grant No.: GFDDR Grant no: A 7621

**Assignment Title: Project Coordinator**

**Reference No**. (as per Procurement Plan): **S 4.4.**

The Republic of Serbia has received financing in amount of USD 1 020 000,00 from the Japan (“Donor”) that will be administered by the World Bank toward the cost of the Grant: “**Serbia National Disaster Risk Management Program: Scaling Up Resilient Infrastructure Project**”, and intends to apply part of the proceeds for consulting services to be procured under this project.

The scope of the assignment will include: implementation of project activities, ensuring effective and efficient coordination of all activities associated with the project, in full compliance with the requirements and procedures of the World Bank and the Government of Republic of Serbia where it is applicable; planning, organizing and coordination of implementation of project components, activities, and operations; ensuring full compliance with directives of the World Bank (WB); producing six-monthly progress reports, annual reports, mid-term review reports, and project completion reports; working closely with World Bank during project supervision activities, facilitating the preparation of mid-term review (MTR) and project completion report (PCR) by the PMU; proposing possible means of improving implementation where necessary; leading policy dialogue and liaising with relevant in-country and regional programs and projects; recruiting, managing and evaluating support personnel and coordinating all training activities of the project staff; coordinating activities for the development of National Risk - informed planning Platform; coordinating activities for Piloting Risk - informed planning Platform; carrying out any other project related activities that are assigned by the PMU.

The Consultant assignment will last till the June 2020. The Consultant will be engaged full time.

Required qualifications and skills: University degree awarded following the completion of a study of at least four years' duration; At least seven (7) years of professional experience; A minimum of three (3) years of experience as Project Coordinator under projects financed by the World Bank and/or other international development institutions; Good spoken and written English language; Excellent communication, interpersonal, and team working skills; Strong leadership, management, and technical skills with proven project management experience; Knowledge and skills in PC-based office applications is essential; Knowledge and skills in Photoshop and WordPress would be considered as an advantage; License for Disaster Risk Assessment and Emergency Protection and Rescue Plans would be considered as an advantage.

The detailed Terms of Reference for all of the consulting services is posted on the website of the Public Investment Management Office at [www.obnova.gov.rs](file:///C%3A%5CUsers%5CKorisnik%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CPMIX8YPK%5Cwww.obnova.gov.rs) .

The Public Investment Management Office (PIMO) 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 (scanned diplomas to be sent with CV).

The evaluation criteria for assignment:

* **General qualifications (**30 points)
* **Adequacy for the Assignment** (50 Points)
* **Specific experience relevant for the assignment** (20 Points)

The attention of interested Consultants is drawn to paragraph 3.16 and 3.17 of the **World Bank’s Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, World, Non-Consulting and Consulting Services, July 2016, revised November 2017** (“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 e-mail address below, by April 1, 2019, 12:00 hours, local time.

**Public Investment Management Office**

Attn: Sandra Nedeljkovic

E-mail: kabinet@obnova.gov.rs

Cc: biljana.djokic1308@gmail.com; Sandra.nedeljkovic@obnova.gov.rs

Address: Nemanjina 11, Belgrade, Republic of Serbia

Phone : +381 11 3617-737