

Procurement Notice

Country:	Croatia
Project:	Grant for Public Administration Reform Support
Financing:	SIDA - World Bank
Abstract:	Preparation and piloting of standard methodology for job evaluation and preparation of standard methodology for employee appraisal/evaluation
Sector:	HRM Consultant
Loan/Credit Number:	TF 056514
Contract/Bid Number:	Request for Expression of Interest
Deadline:	November 15 th 2007

The Republic of Croatia has received a grant (TF 056514) from SIDA for Public Administration Reform Support, and intends to apply a part of the proceeds for preparation and piloting of standard methodology for job evaluation and preparation of standard methodology for employee appraisal/evaluation.

The services include the following:

The consultant is expected to provide expert advice and recommendations on job evaluation and employee appraisal/evaluation models that are applicable in the given environment and that are consistent with the principles agreed upon for the pay and benefit system in public services.

For standard methodology for job evaluation the consultant should:

1. review the current draft
2. provide comments and recommendations
3. participate in the discussion of the working groups
4. draft chapters depending on recommendations and decisions of MoF representatives
5. work jointly with MoF representatives on preparation of the draft methodology
6. prepare piloting forms, procedures and schedule
7. train a group of analysts who will conduct piloting
8. compile and analyze data collected from piloting and prepare a report on findings
9. prepare the final draft of standard methodology for job evaluation for the pay and benefit system in public services

For standard methodology for employee appraisal/evaluation

1. review the current draft
2. provide comments and recommendations
3. participate in the discussion of the working groups
4. draft chapters depending on recommendations and decisions of MoF representatives
5. work jointly with MoF representatives on preparing of final draft

The consultant is expected to begin the assignment within one week from the date of contract signing (currently estimated as mid-November) and to complete it within a period of three months.

During the assignment, the consultant shall work closely with the Ministry of Finance.

Ministry of Finance now invites eligible consultants to indicate their interest in provision of the above-mentioned services. Interested consultants must provide information indicating their CV, references and any other information for their qualification in providing the services.

Consultant will be awarded a contract in accordance with the procedures set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers](#).

The selection procedure shall follow the Individual consultant method as specified in the above-mentioned World Bank's Guidelines.

The consultants shall be assessed based on the following criteria:

1. Academic degree in the area of Human Resource Management
2. Extensive theoretical and practical knowledge of:
 1. human resource management
 2. job evaluation models and application
 3. employee appraisal/evaluation models and application
3. Familiarity with Croatian
 1. labor legislation
 2. public service structure, governing legislation and collective agreements
 3. pay and benefit system
4. Proven experience in drafting standard methodology

Interested consultants may obtain further information at the address indicated below.

Expressions of interest must be delivered to the below indicated address not later than November 15th 2007.

Contact:

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