

## Procurement Notice

<b>Country:</b>	Croatia
<b>Project:</b>	Grant for Public Administration Reform Support
<b>Financing:</b>	SIDA - World Bank
<b>Abstract:</b>	Design Technical Procedures and Prepare Technical Specification for Process Oriented Implementation of Business Processes in the Centralized Payroll and Human Resource Management System
<b>Sector:</b>	Consultant
<b>Loan/Credit Number:</b>	TF 056514
<b>Contract/Bid Number:</b>	Request for Expression of Interest
<b>Deadline:</b>	June 16 <sup>th</sup> 2008
<p>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 design of technical procedures and preparation of technical specification for process oriented implementation of business processes in the centralized payroll and human resource management system.</p> <p>The services include the following:</p> <p>The objective of this assignment is to Review the standard methodology for job evaluation and standard methodology for employee appraisal/evaluation and outlined business processes and design technical procedures and prepare technical specification for process oriented implementation of business processes in the centralized payroll and human resource management system. Further, recommendations on improvement of business processes should be provided in direction of improvement and alignment for implementation in centralized payroll and human resource management system.</p> <p>The consultants are expected to:</p> <ol style="list-style-type: none"> <li>1. analyze the business processes for job evaluation and employee evaluation,</li> <li>2. give recommendations for improvement,</li> <li>3. prepare technical procedures for implementation in the centralized payroll and human resource management system, and</li> <li>4. prepare technical specification for process oriented implementation in the centralized payroll and human resource management system.</li> </ol> <p>The assignment is expected to start by end of June 2008 and be complete by middle of August 2008.</p> <p>During the assignment, the consultant shall work closely with the Ministry of Finance.</p> <p>Ministry of Finance now invites eligible firms to indicate their interest in provision of the above-mentioned services. Interested firms must provide information indicating their references and any other information for their qualification in providing the services.</p> <p>Firms will be awarded a contract in accordance with the procedures set out in the World Bank's Guidelines: <a href="#">Selection and Employment of Consultants by World Bank Borrowers</a>.</p> <p>The selection procedure shall follow the consultants' qualification method as specified in the above-mentioned World Bank's Guidelines.</p> <p>The consultants shall be assessed based on the following criteria:</p> <p>The experts should have the following competencies:</p>	

- Academic degree in the area of process modeling
- Extensive theoretical and practical knowledge of:
  - business process modeling
  - design of process oriented management systems
  - payroll and human resource management system
- Familiarity with
  - job evaluation models and application
  - employee appraisal/evaluation models and application
  - pay and benefit system
- Proven experience in process modeling

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

Expressions of interest must be delivered to the below indicated address not later than June 6<sup>th</sup> 2008.

Contact:

Lana Andričević  
Ministry of finance  
Cabinet of the Minister  
Katančičeva 5  
10000 Zagreb  
Croatia

Phone: +385 1 459 1327  
Mobile: +385 99 310 6677  
E-mail: [лана.андричевић@mfin.hr](mailto:лана.андричевић@mfin.hr)