

Procurement Notice

Country:	Croatia
Project:	Grant for Public Administration Reform Support
Financing:	SIDA - World Bank
Abstract:	Development of Job Catalogue and Fiscal Impact Assessment for Salaries in Public Services
Sector:	Consultant
Loan/Credit Number:	TF 056514
Contract/Bid Number:	Request for Expression of Interest
Deadline:	June 16 th 2008

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 development of job catalogue and fiscal impact assessment for salaries in public services.

The services include the following:

The objective of this assignment is to collect analytical data for all employees defined by draft law on public service salaries and design a standard job catalogue for public services. Based on baseline analytical data, model for job classification and salary model the fiscal impact should be assessed. The data collected should include detail needed to analyze the alternatives proposed by draft law. The simulation model should be able to support the calculations needed to provide fiscal impact assessment for predefined alternatives.

The consultants are expected to:

1. support the collection of analytical data for all employees from all institutions defined to be governed by the draft law on salaries in public services.
 - prepare a standard form for data collection
 - Ministry of finance will be responsible for sending the request for data submission
 - design tools for collection
 - support the collection of data
 - review data collected
2. analyze data collected
3. analyze job structure
4. analyze pay structure
5. based on standard methodology for job evaluation and job classification design a standard job catalogue for public services
6. based on analytical data provide an overview of salary level in public services and analysis
7. based on salary model proposed in the draft law on salaries in public services assess fiscal impact
8. design a tool to support simulation for various salary models and different coefficient ranges

The assignment is expected to start by end of June 2008 and be complete by beginning of November 2008.

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

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.

Firms 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 consultants' qualification method as specified in the above-mentioned World Bank's Guidelines.

The consultants shall be assessed based on the following criteria:

The staff should have the following competencies:

2 programmers

- Proven knowledge of programming tools
- Familiarity with
 - job evaluation models and application
 - pay and benefit system
- Proven experience in data collection and database design

6 data collection staff

- experience in data collection
- experience in review of forms for data collection

4 HRM junior consultants

- Academic degree in the area of Human Resource Management
- Practical knowledge of:
 - human resource management
 - job evaluation models and application
- Familiarity with Croatian
 - public service structure, governing legislation and collective agreements
 - pay and benefit system
- Proven experience in job evaluation

1 economist

- Academic degree in economics, finance or mathematics
- Practical knowledge of:
 - Fiscal impact assessment
 - Pay and benefit system
- Familiarity with Croatian
 - public service structure, governing legislation and collective agreements
 - job evaluation models and application
- Proven experience in assessing fiscal impact for salaries

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 6th 2008.

Contact:

Lana Andričević
Ministry of finance
Cabinet of the Minister

Katančićeve 5
10000 Zagreb
Croatia

Phone: +385 1 459 1327
Mobile: +385 99 310 6677
E-mail: ana.andricevic@mfin.hr