*Kosovo Youth Development Project II*

*Project Implementation Unit – PIU*

*Ministria e Kulturës, Rinisë dhe Sportit/Departamenti i Rinisë*

*Ministarstvo Kulture, Omladine i Sporta/Departament Omladine*

*Ministry of Culture, Youth and Sports/Department of Youth*

*Qeveria e Republikës së Kosovës/Vlada Republike Kosova/Republic of Kosova Government*

REQUEST FOR EXPRESSIONS OF INTEREST

**Kosovo**

**Kosovo Youth Development Project 2**

Grant No.:TF098547

**Assignment: Consultant to develop the Project Management and Information System (PMIS) as a specialized database system**

## Reference No. as procurement plan: 25.1

The Ministry of Culture, Youth and Sports (MCYS)/Department of Youth has received financing from the World Bank toward the cost of the Second Kosovo Youth Development Project, being implemented by the Project Implementation Unit, and intends to apply part of the proceeds for consulting services.

* The primary objective of the assignment is to establish a specialized database system to receive, archive, process and disseminate KYDP data with the aim of providing useful information to the MCYS, PIU and other involved stakeholders
* Track and manage project activities, monitoring of project implementation progress and outputs/ outcomes achieved

**Specific tasks for the consultant will be as follows:**

* Production, customization operation and maintenance of the database application according to KYDP needs.
* Deployment and PMIS implementation support to the PIU
* Insert and integrate the backlog contractors data and information into the PMIS
* Adjustment of detailed project management and tracking indicators
* Undertake training and capacity-building for PIU and the Ministry staff on effective PMIS use and/or implementation
* Maintain the PMIS on daily basis, and take corrective and improvement measures to the system, once such a need occurs
* PMIS preparation and fully adapted to the project’s operational needs where simplicity of design is important and being user friendly.
* The primary function of a database is to generate useful summary based on input data on project beneficiaries and component activities under project

**The selected consultant is expected to deliver the following:**

* Production, customization operation and maintenance of the database application according to KYDP needs.
* Deployment and PMIS implementation support to the PIU
* Insert and integrate the backlog contractors data and information into the PMIS
* Adjustment of detailed project management and tracking indicators
* Undertake training and capacity-building for PIU and the Ministry staff on effective PMIS use and/or implementation
* Maintain the PMIS on daily basis, and take corrective and improvement measures to the system, once such a need occurs
* PMIS preparation and fully adapted to the project’s operational needs where simplicity of design is important and being user friendly.
* The primary function of a database is to generate useful summary based on input data on project beneficiaries and component activities under project

## Duration of Assignment

The estimated level of efforts for the assignment is 65 working days, and the assignment is expected to be conducted within 12 months period after contract signature. The anticipated timeframe for the consultancy is between March 2013 to March 1st, 2014

The KYDP 2 Project Implementation Unit – PIU now invites the interested consultants (“Consultants”) to indicate their interest in providing the Services.

**Qualification requirements and evaluation criteria:**

* The consultant should have prior experience in designing, developing and supporting implementation of a computerized and PMIS system
* The consultants must have considerable experience in design and operationalization of MIS system in similar projects.
* Should have undertaken at least one assignment of a similar nature in the last two years;

## Evaluation Criteria

"An individual consultant will be selected in accordance with the procedures set out in the “Guidelines: Selection and Employment of Consultants by World Bank Borrowers” published by IDA in May 2010, Section V. Selection of Individual Consultants."

Evaluation criteria will be as follows:

|  |  |
| --- | --- |
| Extensive experience in setting up/customization of management and information system for similar organization; | 60 points |
| Consultants qualifications | 30 points |
| References from previous assignments | 10 points |

## Procedures for application

Interested applicants should email their CVs and references with similar services, by close of business **1st of March, 2013**. The emails should send to [arton.citaku@rks-gov.net](mailto:arton.citaku@rks-gov.net) and addressed to:

The Ministry of Culture, Youth and Sports/Department of Youth

Project Implementation Unit – PIU

Mother Theresa Square #35; Office #25;

10000, Prishtina, Republic of Kosova

Attn: Arton Çitaku – Procurement and Administration Specialist

Tel: +381 (0)38 200 213 347;

Further information can be obtained at the above address during office hours: 08:00 to 16:00.