

Country: Romania
Project Id: P090309
Project Name: JUDICIAL REFORM
Loan Info.: IBRD 48110

General Information	
Notice Type	Request for Expression of Interest
Borrower Bid Reference	CS-3-3
Bid Description	Consultancy Services for Resources Management System (RMS) Change Management
Language of Notice	English
Deadline for Application Submission Date	10-Jul-2013
Local Time	16:00
Selected category codes for product to be procured	No. Category Code Description Primary
Contact Information on Advertisement	
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Detailed Information for Advertisement

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

ROMANIA

JUDICIAL REFORM PROJECT

Loan No. /Credit No. 4811, Project ID No. P090309

Assignment Title: *Consultancy Services for Resources Management System (RMS) Change Management*

Reference No. #IBRD4811RO-MoJ/CS 3-3

The Ministry of Justice has received financing from the World Bank toward the cost of the Judicial Reform Project, and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") consist in providing change management (CM) services in support of the implementation of the RMS solution for managing the resources of the Beneficiaries across the country. The Beneficiaries of RMS are all the five main judiciary organizations, namely: i) the Ministry of Justice (MoJ) and the Romanian court system; ii) the National Administration of Penitentiaries (NAP) and the Romanian penitentiary system; iii) the High Court of Cassation and Justice (HCCJ); iv) the Prosecutors' Office attached to the High Court of Cassation and Justice (Public Ministry); and v) the Superior Council of Magistrates (SCM) and the institutions it coordinates: the National Institute of Magistracy, the National School of Clerks and the Judicial Inspection.

The consulting firm ("Consultant") will assist the Beneficiaries in implementation of the RMS solution by undertaking supporting organizational and personnel change management activities and tasks and/or advising them on these matters, as required, during the RMS implementation period. The Consultant will ultimately be responsible for assisting the Beneficiaries in the implementation of all actions required to institutionalize the RMS solution at their level.

The consulting services will mainly include:

- a. Identifying the nature and level of preparation required of the Beneficiaries for all milestones of RMS, and ensure that the Beneficiaries address the required levels of preparedness accordingly.
- b. Monitoring and reporting on Beneficiaries preparedness to adopt planned changes and identifying corrective actions to achieve the desired goals at all times.
- c. Providing the Beneficiaries team assigned to this consulting assignment with the necessary training in the methods, principles and standards to be adopted for institutionalization of the RMS implementation.
- d. Preparing a comprehensive strategy and work plan for change management that integrates with the implementation plan from the RMS Contractor for configuration, testing, implementation and rollout of the RMS solution.
- e. Identifying key implementation and change management risks, developing an appropriate risk mitigation plan and implementation of the risk mitigation actions.
- f. Implementation and institutionalization of RMS through effective change management and work program.
- g. Ensure that at the end of Change Management process/assignment, RMS beneficiaries have in place the capabilities (*in terms of organizational tailored structures, users assignment for RMS functionalities and any other aspects which do not overlap with the Supplier's responsibilities such as users training*) to effectively use the RMS system, in a range varying from at least a minimum practical exploitation of RMS functionalities (e.g., those functionalities that support the compliance with mandatory legal requirements) – to full exploitation, depending on the organizational and RMS human resources available at the level of the

Beneficiaries, at the date of implementing the current change management tasks.

The duration of the assignment is estimated to fourteen (14) months, including 2 (two) months for Final Report analysis and approval and final payment processing and could be extended based upon satisfactory performance of the Consultant, need of the project, and availability of funds.

The Ministry of Justice now invites eligible consulting firms ("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. The shortlisting criteria are:

- general information: name, status, address, telephone number, fax number, year of establishment, contact person for the project, number of permanent staff and part-timers, fields of expertise;
- specific information: previous experience in ERP implementations (i.e. providing consulting services for at least two ERP implementations); previous experience in conducting change management activities for large organizations (i.e. 100 or more employees) in relation with IT systems' implementation;
- information regarding the Consultant's experience in consulting services aiming to help organizations to better manage change, preferably in public administration.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers*, May 2004, revised October 1, 2006 and May 1, 2010 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment:

Bank policy requires that consultants provide professional, objective, and impartial advice and at all times hold the client's interests paramount, without any consideration for future work, and that in providing advice they avoid conflicts with other assignments and their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of being unable to carry out the assignment in the best interest of the Borrower. Without limitation on the generality of the foregoing, consultants shall not be hired under the circumstances set forth below:

- (a) *Conflict between consulting activities and procurement of goods, works or non-consulting services (i.e., services other than consulting services covered by these Guidelines): A firm that has been engaged by the Borrower to provide goods, works, or non-consulting services for a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from providing consulting services resulting from or directly related to those goods, works or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation (before Loan effectiveness) or implementation of a project, or any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be disqualified from subsequently providing goods, works or services (other than consulting services covered by these Guidelines) resulting from or directly related to the consulting services for such preparation or implementation. This provision does not apply to the various firms (consultants, contractors, or suppliers) which together are performing the contractor's obligations under a turnkey or design and build contract.*
- (b) *Conflict among consulting assignments: Neither consultants (including their personnel*

and sub-consultants), nor any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm, shall be hired for any assignment that, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants assisting a client in the privatization of public assets shall neither purchase, nor advise purchasers of, such assets. Similarly, consultants hired to prepare Terms of Reference (TOR) for an assignment shall not be hired for the assignment in question.

- (c) Relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment, (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.*
- (d) A consultant shall submit only one proposal, either individually or as a joint venture partner in another proposal. If a consultant, including a joint venture partner, submits or participates in more than one proposal, all such proposals shall be disqualified. This does not, however, preclude a consulting firm to participate as a sub-consultant, or an individual to participate as a team member, in more than one proposal when circumstances justify and if permitted by the RFP.*

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications. **In case of a Joint Venture (JV), all members of the JV will be evaluated jointly for the purpose of short listing and shall be jointly and severally liable for the assignment and shall sign the contract in case of award is made to that JV group. Sub-consultant's experience shall not be taken into account at the time of short-listing. Interested consultants should clearly indicate the structure of their "association" and the duties of the partners and sub-consultants in their application. Unclear expression of interests in terms of "in association with" and/or "in affiliation with" and etc. may not be considered for short-listing. Keeping one expression of interest per firm as principle, a consultant firm may decide whether it wishes to participate as a sub consultant or as an individual consultant or as a partner in a joint venture. Please note that a firm shall submit only one Expressions of Interest (EOI) for the same selection process either individually as a consultant or as a partner in a joint venture. No firm can be a sub-consultant while submitting an EOI individually or as a partner of a joint venture in the same selection process. A firm, if acting in the capacity of sub-consultant in any consultant or JV, may participate in more than one consultant, but only in the capacity of a sub-consultant.**

A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours, from Monday to Friday - 09⁰⁰ to 17⁰⁰ hours, local time.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **July 10, 2013, 16⁰⁰ hours, local time**. The Consultant shall submit one original and one copy in the English language in one envelope marked "*Expression of Interest for Consulting Services for Resources Management System (RMS) Change Management*". Expressions of Interest received by e-mail address are accepted.

Ministry of Justice

Department for Implementing the Externally Funded Projects – DIEFP

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