

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-3-5		
Bid Description	Consultancy Services for Resources Management System (RMS) Data Migration		
Language of Notice	English		
Deadline for Application Submission Date	15-Oct-2013		
Local Time	16:00		
Selected category codes for product to be procured	No.	Category Code	Description Primary
	1	72000000	Computer and related services. Yes
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) Data Migration*

Reference No. #IBRD4811RO-MoJ/CS-3-5

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 assistance to RMS Beneficiaries (i. Ministry of Justice; ii. National Administration of Penitentiaries; iii. High Court of Cassation and Justice; iv. Prosecutors' Office and v. Superior Council of Magistracy) on Data Migration related to RMS modules. In this regard, the Consultant will ensure the coordination of the entire Data Migration and Conversion process.

The Consultant has to elaborate 5 migration completion reports, one for each of the 5 RMS pillars. Each migration completion report will comprise clean, relevant and reliable data related at least to the following: beneficiary personnel professional HR files, payroll related data of the personnel, fixed assets, inventories, trial balances, master stock items, other relevant financial data such as list of suppliers etc., procurement plan, contracts, capital projects, European funded projects.

Each report and related data comprised within will be structured in sections according to the following 4 main RMS related areas: HR & Payroll, Financial, Logistics and Investments.

In order to elaborate the above mentioned reports, the Consultant will provide at least the following services, following consultations with the beneficiary representatives:

- a. Asses the migration related work done so far by the beneficiaries (filled in migration templates etc.);
- b. Elaborate a data migration and conversion plan on the beneficiary side, in line with the RMS implementation project plan and migration plan provided by the Supplier;
- c. Confirm data sources for each module and pillar;
- d. Check the mapping of the necessary data with data sources available, identify the required modifications, conversions or manual interventions necessary;
- e. Validate the consistency of Supplier provided worksheets for data preparation;
- f. Assess the requirements for data cleansing – the data cleansing requirements will be managed on module level, based on specific findings for each module;
- g. Asses the technical process related to running the data extractions, so as to determine and ensure the data quality and accuracy;
- h. Assist the beneficiaries in performing data exports from all systems and from paper based format or from any other available unstructured sources;
- i. Analyze the results of the data reconciliation procedures and identify corrective actions to be taken on the beneficiary side;
- j. Finalize the migration completion reports comprising clean, relevant and reliable data necessary for the RMS to enter into production.

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, needs 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 (i) in ERP implementations or at least experience in data migration tasks related to such implementations and (ii) in conducting migration activities related to IT systems with over 500 users;
- information regarding the Consultant's Authorization to work with personal data (personal data operator under Romanian or EU legislation).

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 **October 15, 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) Data Migration*". Expressions of Interest received by e-mail address are accepted.

Ministry of Justice

Department for Implementation of Externally Financed Projects – DIEFP

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