

Terms of Reference

Information System Consultant

I Background

The Bosnia and Herzegovina has received financing from the World Bank in the amount of 61.4 million EUR toward the cost of Agricultural Resilience and Competitiveness Project. The goal of the proposed Project is to help to strengthen policies, institutions and investments for resilient and sustainable recovery at the entity level and the level of Bosnia and Herzegovina, enable the economic response to preserve livelihoods and employment, ensure sustainable business growth, and create new jobs and contribute to the acceleration of BiH's eligibility for EU funds in the pre-accession period.

II Scope of Services

Taking into consideration the activities related to the establishment parts of information system planned at the Administration of Bosnia and Herzegovina for Plant Health Protection (hereinafter: APHP) it is necessary to engage an Information System Consultant as part of the APHP 's structure.

Information System Consultant will be directly responsible to the Director of the APHP, and his/her duties will be as follows:

1. IT systems - On the basis of the analysis of the current state of play, needs, and goals of the establishment of new systems, it is necessary to design parts of IT systems in accordance with the needs for the development of the parts Phytosanitary Information System, including some registers in the field of plant health, registers in the field of seed and planting material (variety list of BiH), breeders' rights, plant protection products and mineral fertilizers. Development of own BiH IT system which in turn would connect with CEFTA's SEED+ (*Systematic Exchange of Electronic Data*), but will also contain other elements not planned to be in SEED+. Based on the design of the new Information System, it is necessary to create technical and functional specifications to be used in the procurement as part of the World Bank Project. For the purposes of the Project, it is necessary to record the technical solutions offered, within the created IS design, including a detailed analysis of the offered solutions that must follow good IT practices.
When implementing new IS, monitoring the entire process of developing, installing and testing the new software and accompanying hardware infrastructure is necessary. It is necessary to meet the IT needs of the APHP. Particular attention should be given to the warranty period maintenance and servicing of software and equipment.
2. Communication infrastructure - LAN, WAN, and VPN communication and the security between IT resources of the APHP and other network communication users should be enabled. The Consultant is responsible for the preparation of detailed specifications for the procurement of necessary communication equipment and security layers, as well as the preparation of specifications for the rental of link services installation between the institutions for the establishment of data flow.
3. Data center - It is necessary to plan and implement the necessary hardware purchases for the data center and office computer equipment used by the APHP. These tasks include the analysis of the APHP's needs, market, equipment

specification, equipment installation and configuration, and being put into service.

4. Daily IT activities – It is necessary to administer, control and eliminate downtime in the ICT system of the APHP on a regular daily basis. Maintenance of mail, web and other services of the APHP. Cooperation with the IT staff of other institutions, particularly the Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina.
5. Preparation and delivery of reports and documentation for all necessary IT activities:
 - Preparation of detailed specifications for the procurement of necessary equipment for the functioning and maintenance of information systems, based on the analyzed organizational structure and organization of the workplaces at the state level.
 - Preparation of analyses of the state of play and existing capacities of active and passive equipment for communication and internal connections.
 - Preparation of a working checklist to be used for technical evaluation and approval of contracted works, with estimated timelines.
 - Preparation of appropriate documentation and records on IT equipment, consumables and materials, software, etc.
 - Preparation of organizational documentation for hardware and software management, including detailed instructions for backups, damage recovery, and equipment working continuity.
 - Preparation of a detailed report following the installation of computer networks and other completed activities, with full specifications and descriptions of structure, performance, security, etc.
 - Participation in a tender procedure, e.g. during opening and assessment of offers
 - At least once a year, preparation of detailed reports on installed information networks and related registers and databases.
6. Monthly reports
 - Each month, the report shall be prepared and submitted for approval by director of APHP. The monthly report shall be prepared for the preceding month, but no later than the 10th of the following month.
 - The monthly report shall include information on the completed activities, meetings held in the concerned month, work plan and program for the following month, and all relevant activities as evidence of tasks completed. Each report shall be accompanied by a Financial Report (Engagement Form listed in the Annex).
 - The Client shall provide the Consultant with their comments on each report within seven (7) days of receiving it. The Consultant shall accept the comments on the report and submit a report on the received comments within the following seven (7) days.
 - All reports shall be submitted to the APHP in paper and electronic form in one of the languages in official use in BiH.
 - The Consultant shall provide electronic copies of all working notes and materials drafted during the performance of the tasks in the electronic form (word processor, table, database). The APHP reserves the

copyrights in all work notes. Holder of the copyrights has the right to make the materials and reports public.

III Required Qualifications:

- A university degree (at least bachelor or equivalent) in the field of computer science, engineering, technical sciences, information technology or management
- Excellent Knowledge of Microsoft technologies, operating systems, application software, network solutions and DBMS, demonstrated by relevant certifications and/or professional experience.
- Excellent knowledge and professional experience with computer and network hardware.
- Minimum of five (5) years of relevant professional experience.
- Good knowledge of English, written and spoken
- Relevant experience in information systems management.
- Relevant experience in developing ICT systems.
- Possession of appropriate Microsoft and Cisco certification, is an advantage.
- Experience in preparation of technical specifications and evaluation criteria for purchase of IT Equipment (Software and Hardware)
- Citizenship of Bosnia and Herzegovina
- Knowledge of plant health issues, such as main legislation, organization and operation of relevant administrations, would be an asset;
- Knowledge of certain international IT systems used in the areas of plant health (IMSOC; e-Phyto; RASFF; EUROPHYT; TRACES; etc.) would be an asset;
- Knowledge of the EU plant health / phytosanitary policies would be an asset.

Supporting documents:

- Copy of the university diploma
- CV
- Copy of citizenship

IV Terms and duration of the Assignment

This is a part-time position during the lifetime of the project. The Contract will be the Standard World Bank Time-Based Contract. Monthly remuneration rate will be negotiated with selected Consultant. The Consultant will perform the services under this Contract at the office in APHP premises in Sarajevo, M. Tita 9a, with necessary equipment.

V Selection of Consultant

The Consultant will be selected under the provisions of the World Bank's Procurement Regulations for IPF Borrowers – Procurement in Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016 Revised November 2017 and August 2018) ("the Regulations") based on the method of Individual Consultants Selection (IC), an open competitive approach for a time-based contractual arrangement.

The evaluation criteria for this assignment are:

- | | |
|-------------------------------|-----------|
| • General qualifications | 40 points |
| • Adequacy for the assignment | 50 points |
| • Language | 10 points |

Applicants' qualification requirements will be further evaluated based on the below criteria:

No.	Qualification requirement / Evaluation criteria	Points
1	General Qualifications	40
1.1	A university degree (at least bachelor or equivalent) in the field of computer science, engineering, technical sciences, information technology or management	40
2	Adequacy for the assignment	50
2.1	Knowledge of Microsoft technologies, operating systems, application software, network solutions and DBMS, demonstrated by relevant certifications and/or professional experience	10
2.2	Knowledge and profesional experience with computer and network hardware	10
2.3	Minimum of five (5) years of relevant professional experience	5
2.4	Relevant experience in IS management	5
2.5	Relevant experience in the development of ICT systems	5
2.6	Possession of appropriate Microsoft and Cisco certification, as advantage	10
2.7	Knowledge of EU Plant Health/Phytosanitary policies (is desirable)	5
3	Language	10
3.1	Good knowledge of English, written and spoken	10
	TOTAL points	100

VI Deliverables

Documents and reports are expected in accordance with the activities listed in point 5. A detailed activity plan and deadlines as well as expected results will be prepared for each quarter.

ANNEX

Engagement Form				
Ministry of Foreign Trade and Economic Relations of Bosnia and Herzegovina Administration of Bosnia and Herzegovina for Plant Health Protection				
Contract no:				
Description:		Information System Consultant		
Name:				
Month			Year:	
Day	Working days	Hours from - to	Location	Description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
Total				
Date, Signature				