

## **Request for Expressions of Interest for**

### **Functional review of the Pension and Disability Insurance Fund of North Macedonia and proposal for it's modernization**

**Ref.no. MK/SIAP # 1.2.1**

Republic of North Macedonia  
Social Insurance Administration Project (SIAP)  
IBRD Loan No. 9036-MK  
Project ID No. P170343

Consulting Services: Functional review of the Pension and Disability Insurance Fund of North Macedonia and proposal for it's modernization

#### Expressions of Interest

Republic of North Macedonia has received loan from the International Bank for Reconstruction and Development (IBRD), and intends to apply part of the proceeds of this loan to payments under the contract no.: MK/SIAP # 1.2.1 for Functional review of the Pension and Disability Insurance Fund of North Macedonia and proposal for it's modernization.

The scope of work of this subcomponent will be streamline to the functional analysis of the PDIF and its processes to detect the areas, paths and dynamics for institutional upgrade. Areas of engagement are expected to include functional review of the current pension administration system, and recommendations for: (a) business process modernization, (b) information and communication technology (ICT) capacity building, (c) human resource strengthening and training. Recommendations should be based on the identify weaknesses from functional review and initiated reforms for the establishment of Central Registry of Socially Insured Individuals (SURS) and Central Disability Certification Coordination Unit (CDCCU).

The detailed TOR (Terms of reference) for the assignment is posted on the website of the Ministry at [www.mtsp.gov.mk](http://www.mtsp.gov.mk) (<http://mtsp.gov.mk/siap-proekt-za-administriranje-na-socijalnoto-osiguruvanje.nspj>)

The consultant firm shall possess the following relevant qualification

- Proven experience and verifiable track-record in providing services in the public sector at national level in the past five years
- Proven expertise in at least two assignments in preparation of functional analysis, in the past five years. Assignment with state institutions with more than 100 employees for preparation of functional analysis will be considered as advantage

- Proven expertise in at least two assignments in design and modernization of business processes in the past five years. Assignment with state institutions with more than 100 employees for design and modernization of business processes will be considered as advantage
- ISO 9001 valid certificate
- Human capacity-at least 10 number of employees on a regular basis

The Ministry of Labor and Social Policy of the Republic of North Macedonia (MLSP) now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (company portfolio, description of similar assignments, experience in similar conditions, etc.).

Consultants may associate to enhance their qualifications. The “association” may take the form of a Joint Venture or a sub consultancy. 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. The qualifications of the sub-consultant shall not be taken into consideration. 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 EOI in 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.

Selection method and contract: The selection method is QCBS- Quality and Cost Based Selection and the contract shall be Lump Sum according to the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers – Procurement in IPF of Goods, Works, Non-Consulting and Consulting Services, (Regulations) issued in July 2016, revised November 2017 and August 2018, [www.worldbank.org](http://www.worldbank.org).

Interested consultants may obtain further information from 08.30 to 16.30 hours at the following contact details: Maja Bundaleski, Procurement officer; E-mail: [maja.bundaleski@mtsp.gov.mk](mailto:maja.bundaleski@mtsp.gov.mk).

Expressions of interest should be delivered by mail on the following mail address: [maja.bundaleski@mtsp.gov.mk](mailto:maja.bundaleski@mtsp.gov.mk).

**Final date for submission of expression of interest is February 10, 2022 at 16:00 hrs.**