



MONTENEGRO
Ministry of Sustainable Development and Tourism
and
Real Estate Administration Department
Request for Expressions of Interest
for
Training Assistant

Consulting Services: Individual Consultant
Loan No. 7647-ME
Reference No: MNE-LAMP-7647-IC-CS-13-B.2.4.1

This request for expressions of interest follows the general procurement notice for this project that appeared in *Development Business* on February 17, 2009. Montenegro has received a loan from the International Bank for Reconstruction and Development (IBRD) for a Land Administration and Management Project (LAMP). The Ministry of Sustainable Development and Tourism (MSDT) and Real Estate Administration Department (READ) intends to apply part of the proceeds of this loan towards payment for consulting services under a contract **MNE-LAMP-7647-IC-CS-13-B.2.4.1** for **Training Assistant** for LAMP Project Coordination Unit (PCU).

The Technical Training Assistant main activities will be assistance in the preparation of the annual training plan; Technical and administration support in the monitoring, evaluation and training process; assist in the preparation of pre & post training activities; assist in day-to-day activities related to project administration, meeting coordination (including taking minutes at meetings, distribution of minutes, etc); assist in organization of study tours, workshops including travel and other logistics, etc.

MSDT and READ, through Technical Service Unit now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, brochures, description of similar assignments performed, experience in similar conditions, etc.). Individual consultants may be offered through firms or other organizations, but the qualifications of the individual consultant will be the basis of selection.

Criteria for selection of the consultant will be:

- University degree in education, law, social sciences or related field;
- At least 2 year experience in participation and event management;
- Excellent communication skills, both written and oral;

- Experience with the use of MS software (Word, Excel, Outlook, Power Point);
- Fluency in English (spoken and written) is required;
- Skills: responsibility, good coordination, communication and team player;
- Experience with World Bank or other international projects preferred.

Services are required on a full time basis (eight hours per day) for a period of one year, but can be extended until the project closing date.

A consultant will be selected in accordance with the selection of Individual Consultants-IC procedures set out in the World Bank's [*Guidelines: Selection and Employment of Consultants by World Bank Borrowers*](#) (May 2004, revised in October 2006).

Interested consultants may obtain further information at the address below, from 09:00 to 17:00 hours.

Expressions of interest must be delivered to the address below by **22 of March, 2013, 17,00h local time**

Expression of interest submitted Via E-mail should be followed with envelope and must clearly indicate project name, subject number and sender details.

Ministry of Finance
Technical Services Unit
Address: Jovana Tomasevica b.b.
81000 Podgorica,
Montenegro
Att: Mr. Mirko Ljesevic
Tel: +382 20 201-695
Fax: +382 20 201-698
e-mail mirko.ljesevic@mif.gov.me
(Subject: MNE-LAMP-7647-IC-CS-13-B.2.4.1.)