ЈАВНОТО ПРЕТПРИЈАТИЕ ЗА ДРЖАВНИ ПАТИШТА – СКОПЈЕ објавува оглас за консултантски услуги – покана за изразување на интерес

Project name	Regional and Local Roads Programme
Country	FYR Macedonia
Business sector	Transport
Project ID	39311
Funding source	EBRD
Type of contract	Goods, works, and services
Type of notice	Expression of Interest
Issue date	22/05/2015
Closing date	12/06/2015

CONSULTANCY SERVICES
INVITATION FOR EXPRESSIONS OF INTEREST

The Invitation for Expressions of Interest follows the General Procurement Notice for this project published in *Procurement Opportunities*, on the EBRD website: 6 May 2015.

Public Enterprise For State Roads (PESR) intends using the proceeds of the loan towards the cost of Information and technology strategy and Study for Digital Archive.

The main objective of the assignment shall be:

- Preparation of IT strategy for Public Enterprise for State Roads (PESR)
    - Analyse current IT systems, processes and responsibilities
    - Defining vision and objectives of the system
    - Defining concepts of IT
    - Defining subsystems, role in the IT development strategy, and responsibilities
    - Activities of IT development Strategy implementation with timeline and budget

- Digital archive study that would be the foundation of the planned efforts to transform Public enterprise for state roads into a trusted, modern and highly efficient institution
    - Perform Business Analysis/Information Audit
    - Determine detailed digital archive requirements of future procurement and implementation of PESR
    - Analyse current Records Management Plan and Archiving Policy
    - Analyse the business processes and systems which currently create and use information in the institution, identify records and documents
    - Identify current electronic data that needs to be included as Electronic Records
    - Audit of the information content
    - Review and update Functional Classification
    - Review and update Retention Schedule, safekeeping practice and controlled destruction process
    - Gather data on current practices including how records/documents are:
        - captured/created
        - indexed/organized/managed
        - stored and copied/backed-up and archived
        - assigned retention schedules
        - provided with security and access controls
        - routed/distributed across the organization
        - retrieved and viewed and copied/printed

- reused, annotated and edited
- delivered, published on web sites, via digital media, in printed publications
- reviewed and disposed of
  - Gather volumetric data on all existing paper-based, electronic and hybrid document and records and content management systems
  - Review existing IT infrastructure including applications used to create documents/content and existing electronic document, records and content management systems and paper records management software
  - Validate findings with senior management
- Prepare gap analysis and expert recommendations

The assignment is expected to start in July 2015 and last about three months.
The contract will be financed from *loan savings* and consulting firms from any countries are eligible for shortlisting and selection.

In order to determine the capability and experience of consulting firms seeking to be shortlisted, the information submitted shall include the following:

- Company profile, organisation and staffing;
- Details of experience or similar assignments undertaken in the previous five years, including their locations;
- CVs of staff who could be available to work on the assignment

The above information should not exceed 25 pages.

Three [3] copies (electronically and hardcopy) of the above information in [*English*] should be submitted to the address below in an envelope marked "Expression of Interest for Information and Technology strategy and Study for Digital Archive", for delivery not later than 12 June 2015 at 12.00 hrs Skopje time.

Further information may be obtained from:

Gligor Ralev
Public Enterprise for State Roads
Dame Gruev 14
1000 Skopje
email : *contact@roads.org.mk*
Tel: +389 2 3118044
Fax: +389 2 3220535