



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **04 September 2013**

**Country:** Republic of Moldova

**Description of the assignment:** National IT Consultant to assist the Central Electoral Commission of Moldova in development and expansion of the State Automatized Information System "Elections" and implementation of the Voters Registration roadmap

**Project name:** Democracy Programme/Elections

**Period of assignment/services:** 01 October – 31 May 2013

Proposals should be submitted online by pressing the "Apply Online" no later than 13 September 2013

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [beatricia.revenco@undp.org](mailto:beatricia.revenco@undp.org). UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

### 1. BACKGROUND

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that aims to support the institutional consolidation of the Central Electoral Commission (CEC) as well as the modernization of the Moldovan electoral process towards:

- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process of the Republic of Moldova.

In May 2008 the Parliament of Moldova approved Law No. 101 on the Concept of the State Automated Information System "Elections" (SAISE) for the development of an integrated automated system for elections management, including a register of voters. SAISE is a comprehensive election management system which integrates key IT tools and functions needed by an Election Management Body to conduct elections. One of the Programme's objectives is to assist the CEC with further development and deployment of the SAISE.

In May 2013 the Programme completed feasibility study on development of further modules for the SAISE: (1) the State Register of Voters, (2) module for data import from State Register of Population (SRP), (3) CEC Documents Management module and (4) module on financial control of electoral competitors. The feasibility study, among others, recommends to develop the State Register of Voters (SRV) together with a module for the data import from the State Register of Population (SRP). In the next phase, modules for the CEC document management and financial control of electoral competitors will be developed.

It is also important to take into account that currently the Programme supports the CEC with certification

according to ISO 9001 and ISO 27001 standards.

In July 2013 the Programme assisted the CEC to prepare assessment of the voter registration process in Moldova and a roadmap on voters registration. The road map includes a number of activities that should be implemented to further improve the voter registration process and quality of the voter lists. The roadmap was presented at a round table on the enhancement of Voters List organized with Programme support which brought together key stakeholders in the voter list preparation process – Moldovan Central Public institutions, Local administration, NGOs and International community. Provision of further support to CEC in implementation of the voter's registration roadmap is envisaged.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

The Programme intends to contract a local IT consultant to provide advice and support to the CEC in strengthening its IT capacities, development of further SAISE functionalities with particular attention to modules on data import and State Register of Voters and implementation of the Voter Registration Roadmap developed with Programme support.

For detailed information, please refer to Annex 1 – Terms of Reference.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **I. Academic Qualifications:**

- Bachelor or master's degree in IT, system analysis or related field of information technology.

### **II. Years of experience:**

- At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;

### **III. Competencies:**

- Experience in working with databases maintained by public authorities shall be considered a strong asset (every year of such experience - 10 points);
- Experience in Microsoft SQL Server 2008;
- Experience in Microsoft Visual Studio 2010;
- Experience in ASP.NET;
- Experience in web technologies;
- Experience in working with public databases and/or electoral processes.
- Familiarity with the national context (legal and policy framework) related to the Electoral System in Republic of Moldova
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Fluency in English, Romanian and Russian languages.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

### **1. Proposal:**

- (i) Explaining why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);

### **2. Financial proposal;**

3. Personal CV including past experience in similar projects and at least 3 references and duly completed P11 form.

## 5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee in USD for 144 working days, inclusive of all indirect expenses, such as taxes, communication costs, local transportation costs, etc; payments shall be made to the Individual Consultant based on the number of days worked, certified in writing.

## 6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Bachelor or master's degree in IT, system analysis or related field of information technology;
- At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;

The short-listed individual consultants will be further evaluated based on the following methodology:

### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight – 60% (300 pts);

\* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<b><u>Technical</u></b>		
Bachelor or master's degree in IT, system analysis or related field of information technology	(Bachelor's – 10 pts, Master's – 20 pts; PhD -25)	25
At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;	(5 years – 30 pts, each additional year– 10 pts, up to max 60 pts)	60
Experience in working with databases maintained by public authorities shall be considered a strong asset;	(no – 0 pts, 1 to 2 years – 20 pts, each additional year– 5 pts, up to max 30 pts)	30
Experience in Microsoft SQL Server 2008;	(no – 0, yes – 10 pts.)	10
Experience in Microsoft Visual Studio 2010;	(no – 0, yes – 10 pts.)	10
Experience in ASP.NET;	(no – 0, yes – 10 pts.)	10
Experience in web technologies;	(no – 0, yes – 10 pts.)	10
Experience in working with public databases and/or electoral processes;	(each year of such work – 10 pts, up to max 30 pts)	30
Familiarity with the national context (legal and policy framework) related to the areas of assignment concern;	(no – 0, yes – 10 pts.)	10

Ability to analyse, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);	(no – 0, yes – 10 pts.)	10
Fluency in English, Romanian and Russian languages;	(Romanian and Russian – 5 pts; English – 10 pts)	15
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; creativity/ resourcefulness)	60 – demonstrated technical knowledge and experience; 10 – communication/ interpersonal skills; 10 – creativity/resourcefulness)	80
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		<b>200</b>

#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

#### **ANNEXES:**

##### **ANNEX 1 – TERMS OF REFERENCES (TOR)**

##### **ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**