



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **24 September 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to support the procurement of new modules of the State Automated Information System "Elections"

Project name: Democracy Programme/Elections

Period of assignment/services: 17 October 2013 – 31 December 2014

Proposals should be submitted online by pressing the "Apply Online" no later than 07 October 2013

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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.

Qualified **women** are encouraged to apply.

1. BACKGROUND

The 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 CEC as well as the modernisation of the Moldovan electoral process towards:

- An improved voter register and better handling of electoral information;
- Increased capacity of the Central Electoral Commission to better manage elections;
- Increased transparency of the electoral process; and
- Improved electoral legislation and dispute resolution.

One of the basic tasks of the CEC is the creation and maintenance of the State Registry of Voters (SRV). This Registry is required for all election processes in the Republic of Moldova and should serve as a key tool that would provide a correct answer to questions on identity and voting rights of voters in the required constituency. The creation of an IT system that would allow the automated management of information on the identity and residence of the Moldovan citizens with voting right will ensure the provision of quality services by the CEC.

To assess this real situation prior to further development of the remaining SAISE modules, CEC addressed the Programme with the request for contracting a local consultant that will conduct a feasibility study on the development of the remaining 4 (four) SAISE modules. Following the feasibility study, the procurement of "State Registry of Voters" and "Importer" modules has been initiated, for details please follow the link <http://www.undp.md/tenders/details/711/>.

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

The Programme intends to contract a highly experienced IT National Consultant (hereinafter called

“Consultant”) to:

- Provide the Programme team with support in evaluation of the technical proposals received for the announced bids;
- Participate as member of the Evaluation Committee in evaluation of technical offers;
- Assist the Programme and the CEC with evaluation of the inception report submitted by the selected company;
- Assist the Programme and the CEC with evaluation of the deliverables (iterations) as submitted by the selected company;
- Assist the Programme and the CEC with evaluation of the final product – “Importer” and “SRV” modules of SAISE - as submitted by the selected company;
- Assist the Programme and the CEC with evaluation of the training and maintenance deliverables by the selected company;

Participate in meetings; perform other relevant tasks, as agreed with the counterparts.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master’s Degree in Informational Technologies or other relevant field. Bachelor and at least 7 years of experience will be also acceptable;

II. Years of experience:

- At least 2 years of relevant professional experience related to the assignment;
- Experience in working with Informational Communication Technologies, Data bases, Registries, Document Management systems within a Moldovan public institution will be an asset;
- Experience in working with UNDP or other international organizations will be an advantage;

III. Competencies:

- Knowledge of relevant policies and regulatory framework of the Republic of Moldova;
- Strong analytical, organizational and drafting skills;
- Knowledge of Romanian (verbal and written) is a must. Knowledge of English is an advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
3. Fully completed P11 Form.

5. FINANCIAL PROPOSAL

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

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

- Master's Degree in Informational Technologies or other relevant field. Bachelor and at least 7 years of experience will be also acceptable;
- At least 2 years of relevant professional experience related to the assignment;
- Knowledge of Romanian (verbal and written)

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:

- responsive/compliant/acceptable, and
- 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
<u>Technical</u>		
Master's Degree in Informational Technologies or other relevant field. Bachelor and at least 7 years of experience will be also acceptable;	(Bachelor's and 7 years of experience – 20 pts, Master's – 25 pts; PhD -30)	30
At least 2 years of relevant professional experience related to the assignment;	(2 years – 40 pts, each additional year– 10 pts, up to max 70 pts)	70
Experience in working with Informational Communication Technologies, Data bases, Registries, Document Management systems within a Moldovan public institution will be an asset;	(no – 0 pts.; 3 years – 30 pts.; more than 3 years – 50 pts.)	50
Experience in working with UNDP or other international organizations will be an advantage;	(no – 0 pts., experience in working with international organizations – 10 pts.; experience in working with UNDP – 20 pts.)	20
Knowledge of relevant policies and regulatory framework of the Republic of Moldova;	(no – 0 pts., yes – 20 pts.)	20
Demonstrated analytical, organizational and drafting skills;	(no – 0 pts., yes – 20 pts.)	20
Knowledge of Romanian (verbal and written) is a must. Knowledge of English is an advantage.	(Romanian – 5 pts; English – 10 pts)	15
Interview (demonstrated technical knowledge and experience; communication/ interpersonal skills; creativity/ resourcefulness)	55 – demonstrated technical knowledge and experience; 10 – communication/ interpers. skills; 10 – creativity/resourcefulness)	75
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$		200

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.	
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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