



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 March 2014

Country: Republic of Moldova

Description of the assignment: National Consultant to support the development of the Automated Informational System for the Record of Crimes "Register of Forensic and Criminological Data" of the General Prosecutor Office

Project name: Support to Justice Sector Reform in Moldova

Period of assignment/services: 10 April-30 November 2014 (estimated 40 working days)

Application instructions: Proposals should be submitted online by pressing the "Apply Now" button no later than **26 March 2014**.

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

Justice sector reform is one the most complicated and strategic reforms for the Republic of Moldova, and the fulfilment of key Government's objectives on the European integration are heavily depending on the success of this reform. Therefore the project will continue to support national stakeholders in their Justice Sector Reform Strategy implementation and in strengthening their capacities, as well as to ensure that the reforms are on track and the resources are used efficiently. In this respect the project will shift from policy and legislative formulation to focusing on the practical implementation of the reform with the tangible and visible results both for the target groups involved and the broader public. The project will also address activities that are equally important for a steady progress in the implementation of the reform, but had not received a relevant attention yet.

The current phase of the Support to Justice Sector Reform Programme focuses on the following three components:

1. Improving the capacities of law enforcement bodies to manage data, to collect and administer the criminal justice statistics;
2. Strengthening the individual and institutional capacities to prevent and fight torture and impunity
3. Strengthening juvenile prisoners' vocational training for their re-socialisation and employment after their release

The services in line with these Terms of Reference are sought in the framework of programme component 1, mentioned above.

Current systems of criminal statistical data collection are outdated and inefficient: every criminal investigation body collects its own criminal justice statistics, while the possibilities for interfacing and exchanging data are limited. Due to this the statistical data on the same indicator may not be the same in case of different criminal investigation bodies. The potential of existing data analysis systems to identify

trends and solutions for preventing, and not only for reacting to criminal activities, is extremely low.

To address this particular deficiency the Justice Sector Reform Strategy indicates a number of activities meant to change the current situation, including: standardising the procedures for collecting and analysing statistical data related to the criminal justice; modernizing the statistical data collection; implementing a functional electronic system of keeping record of offenses; training of pre-trial actors to use electronic systems and tools. In this respect, activities under this component will contribute to the implementation of the following actions under the Justice Sector Reform Strategy's Action Plan: 2.4.1.1 – Developing the automated information system for the record of crimes "Register of forensic and criminological data". The General Prosecutor's Office will be the main partner for and beneficiary of this activity.¹

The work under this programme component will particularly target the development of electronic tools for the registration, record keeping and management of crime related data to ensure a unified approach of all criminal justice actors to criminal justice statistics and exclude the duplication, overlapping or circulation and use of divergent data.

A number of sub-activities are envisaged, as follows: developing technical specifications for developing the e-system to correspond to the applicable legal norms and standards concerning the protection of personal data; organizing a competitive process for selecting a supplier to develop and deliver the e-system; exposing to the experience of the prosecution service from other country on the use of e-systems and tools in their daily work; providing in-house training for the e-system operators, as well as ensuring interconnectivity with other related databases and software instruments available to the law enforcement bodies.

2. Objective:

The objective of this consultancy service is:

- To provide advice and support in developing the concept and technical specifications/requirements for the automated information system for the record of crimes "Register of forensic and criminological data";
- To assist the Project with technical expertise in the procurement processes to be launched in the framework of this activity.

The General Prosecutor Office will be the main beneficiary of the information system to be developed. The information system's architecture will be built taking into account the functionalities of an "e-file". It will combine, but will not limit to, functionalities required for the proper management of document's flow, organization of business processes in line with the relevant legislative framework, collection and disaggregation of statistics and other reporting functionalities, interconnection/integration with other information system(s) of the law enforcement bodies.

The concept and technical requirements will include the description necessary for developing technical projects/solutions of an informational system, taking into account the needs and expectations of the beneficiary institution. Based on the concept the requirements should include concrete aspects of realization of the system components.

The assignment is estimated to last 40 working days during April-November 2014. The deliverables shall be provided according to the tentative schedule mentioned below.

Scope of work and expected output:

In order to achieve the set objectives, the **Consultant** shall:

¹ http://justice.gov.md/public/files/file/reforma_sectorul_justitiei/srsj_pa_srsj/PA_SRSJ_adoptaten.pdf

- Perform a desk research to identify best practices, lessons learned and examples of similar information systems;
- Meet with the relevant contact/resource persons from the beneficiary institution to identify/clarify their needs and expectations from the information system;
- Produce the concept of the information system, taking into account the draft developed by the General Prosecutor Office, and consult it with the beneficiary institution;
- Develop the technical requirements for the information system and consult it with the beneficiary institution;
- Perform an assessment of the GPO's existing IT infrastructure and its compatibility with the functionalities expected from the information system, taking into account the proposed technical requirements;
- Be member of the evaluation committee, attend the evaluation committee's meetings, and sign the evaluation reports;
- Draft the technical criteria for the evaluation of offers/proposals to be inserted into the procurement documentation;
- Attend all meetings (project meetings, pre-bidding conference, etc.) related to the procurement processes, launched by the Project for the acquisition of the information system;
- Provide prompt answers to the technical questions submitted by the potential offerors in the framework of the procurement processes;
- Assess the technical parts of the submitted offers and provide clear-cut justification for the rejected offers/proposals;
- Assess the functionalities of the information system, delivered by the contracted offeror, against the proposed technical solution;
- Perform other assignment related tasks.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in IT&C, System Analysis and/or other related field of information technology.

II. Years of experience and sphere of experience:

- Proven experience (at least 5 years) in planning, design, development, implementation and maintenance of information systems or related areas with a focus on information systems of public authorities;
- Implementing at least 2 previous similar projects from which at least one project shall contain all the following activities: Business and Technical Analysis (Requirements Engineering), system design, software development.
- Proven experience in working with the international or local organizations on similar assignments (successful experience in working with UN agencies is an asset);

III. Competencies:

- Skills in analysing, generalizing, and systematizing information;
- Strong communication presentation skills, ability to facilitate discussions;
- Proficiency in both written and verbal English, Romanian and Russian.
- Adheres to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

IV. Personal qualities: responsibility, creativity, flexibility and punctuality.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Technical Proposal:
 - a. explaining how applicant responds to each of the qualification requirements (particularly providing details on the previously implemented similar projects) and why he/she is the most suitable for the work;
 - b. describing a short vision on achievement of tasks;
2. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained;
3. Financial proposal (in USD, specifying a total lump sum amount and the number of anticipated working days).

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including fees and taxes, and number of anticipated working days).

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.

No travel costs are envisaged under this assignment.

6. EVALUATION

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

- University degree in IT&C, System Analysis and/or other related field of information technology
- Minimum 5 years of experience in planning, design, development, implementation and maintenance of information systems.

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

A two-stage procedure will be used in evaluating the candidates:

1. Technical evaluation (max 300 points) – 60%;
2. Financial evaluation (max 200 points) – 40%.

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

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.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
University degree in IT&C, System Analysis and/or other related field of information technology	(Bachelor – 20 pts., Master – 30 pts., PhD – 40 pts.)	40
Proven experience (at least 5 years) in planning, design, development, implementation and maintenance of information systems or related areas with a focus on information systems of public authorities	(5 years of experience – 25 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 15 additional points)	40
Implementing at least 2 previous similar projects from which at least one project shall contain all the following activities: Business and Technical Analysis (Requirements Engineering), system design, software development	(two similar project implemented – 30 pts., plus 15 pts. for each additional similar project implemented up to a maximum of 30 additional points)	60
Proven experience in working with the international or local organizations on similar assignments (successful experience in working with UN agencies is an asset)	(no – 0, yes – 20 pts., additional 10 pts. for successful similar experience with UN Agencies)	30
Skills in analysing, generalizing, and systematizing information	(no – 0, to some extent – 10 pts., yes – 20 pts.)	20
Fluency in Romanian, Russian, English and other languages relevant for Moldova	(Romanian and Russian – 10 pts. each, English – 10 pts.)	30
Interview	(50 – demonstrated technical knowledge and experience; 10 - communication/ interpersonal skills; 10 – initiative; 10 – creativity/resourcefulness)	80
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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.		200

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