



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 September, 2014**

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**Country:** Republic of Moldova

**Description of the assignment:** National IT Consultant to support Central Electoral Commission in undertaking Programming related tasks

**Project name:** Democracy Programme/Elections

**Period of assignment/services:** 40 working days within 3 months period

Proposals should be submitted online by pressing the "Apply Now" button no later than 10 October, 2014.

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.

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### 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 modernisation 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 (SRV). One of the Programme's objectives is to assist the CEC with further development and deployment of the SAISE, development of two modules (State Register of Voters and Importers) being in process now.

As a result of the programme intervention last year, CEC have developed and launched four IT applications important for voter list preparation and administration of elections. These are (1) web-based application for the compilation of the voters' lists, (2) an application that allows for easy maintenance of information about candidates called "Rotatia", (3) application to design ballot papers for various elections or referenda and (4) application that assists with registration of voters residing abroad Moldova.

In response to the request expressed by the CEC, further, the Programme wishes to contract a national ICT consultant to provide CEC with programming support throughout the electoral period.

### 2. SCOPE OF WORK

The Project will contract an experienced national ICT programmer (hereinafter referred as Consultant”) to provide CEC IT department with support in implementation of a variety of tasks related to preparation of CEC IT systems for upcoming electoral events.

The ICT programmer will assist with integration and improvement the process of the data exchange between SRV and SAISE, optimization of the “Minutes” module; enhancement of the module on “Electoral Competitors” (add/remove etc.) to allow for the possibility to add additional data on the electoral competitors; improvement of the SAISE module: “Management of the users”, including adjusting the module on authentication of the users; provide adjustments to SAISE, ”clean” the web-interface of the SAISE by removing the non-functional modules, change/improve the design of the SAISE for better human readable interface, undertake other programming related tasks as required.

#### **Institutional arrangements:**

The assignment shall be performed under the direct supervision of the UNDP Senior Project Officer/Component Manager and in close cooperation with CEC IT department and other UNDP IT consultants at CEC. Deliverables of the Consultant will be approved by the designated CEC Official.

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

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

#### **Academic Qualification**

- Bachelor in IT, system analysis or related field of information technology. Master’s degree would be an advantage

#### **Experience**

- At least five (5) years of practical experience in IT programming area;
- At least 3 years of experience in development of databases;
- Experience in developing databases maintained by public authorities shall be considered a strong advantage;
- Proven experience in Microsoft SQL Server 2008, 2012 (min 3 years);
- Proven experience in Microsoft Visual Studio 2010 (min 3 years);
- Experience in ASP.NET;
- Experience in web technologies;
- Experience in working with public databases and/or electoral processes;

#### **Competencies**

- Familiarity with the national electoral context (legal and policy framework) will be an asset;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);

#### **Language requirements**

- Fluency in written and spoken Romanian and English.

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

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

- Relevant Technical proposal (justification of being suitable for the work, vision and working approach)
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc. );
- Duly completed and signed P11 Form, personal CV and at least 3 references.

## 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 shall include a breakdown of this lump sum amount (including fee, taxes, travel, per diems, 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.

## 6. EVALUATION

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

- Bachelor in IT, system analysis or related field of information technology.
- At least five (5) years of practical experience in IT programming 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 in IT, system analysis or related field of information technology. Master's degree would be an advantage | University degree - 20 pts, Master's – 40 pts;   | 40                        |
| At least five (5) years of practical experience in IT programming area;   | 5 years – up to 25 pts, more than 5 years of experience – 2 pts, for each additional year of experience up to a maximum of 10 additional points; | 35                        |
| At least 3 years of experience in development of databases;   | 3 years – up to 19 pts, more than 3 years of experience – 2 pts, for each additional year of experience up to a                                  | 45                        |

|   |  |            |
|---|--|------------|
|   | maximum of 6 additional points;<br>Experience in developing databases maintained by public authorities shall be considered a strong advantage - 20 |            |
| Proven experience in Microsoft SQL Server 2008, 2012 (min 3 years);   | 3 years – up to 24 pts, more than 3 years of experience – 2 pts, for each additional year of experience up to a maximum of 6 additional points;    | 30         |
| Proven experience in Microsoft Visual Studio 2010 (min 3 years);  | 3 years – up to 24 pts, more than 3 years of experience – 2 pts, for each additional year of experience up to a maximum of 6 additional points;    | 30         |
| Experience in ASP.NET;  | No- 0 pts, at some extent – 10 pts, yes – 25pts  | 25         |
| Experience in web technologies;   | No- 0 pts, at some extent – 10 pts, yes – 25pts  | 25         |
| Experience in working with public databases and/or electoral processes  | No- 0 pts, at some extent – 10 pts, yes – 25pts  | 25         |
| Relevant Technical proposal (justification of being suitable for the work, vision and working approach). Proven report writing skills.  | Max. 25  | 25         |
| Fluency in written and spoken Romanian and English  | Romanian – 10 pts; English- 10 pts;  | 20         |
| <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:<br><b><math>S = F_{min} / F * 200</math></b><br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>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**