



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **13.02.2015**

Country: Republic of Moldova

Description of the assignment: Local Short Term Expert on ICT needs to the Ministry of Economy

Project name: EU High Level Policy Advice Mission to the Republic of Moldova

Period of assignment/services: 5 March – 15 June 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than [22 February 2015](#).

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

The EU High Level Policy Advisory Mission (EUHLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and in particular to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalisation Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

EUHLPAM beneficiaries include: the Prime Minister's Office, the Ministry of Foreign Affairs and European Integration; Ministry of Justice, Ministry of Internal Affairs, Bureau for Migration and Asylum, Prosecutor General Office, National Anti-Corruption Centre, Ministry of Agriculture and Food Industry, Ministry of Transport and Road Infrastructure, Ministry of Economy, Ministry of Education, Ministry of Environment, Customs Service, Main State Tax Inspectorate. The main tasks of EU High Level Policy Advisers (EUHLPA) are to provide policy advice to project beneficiaries in order to enhance their ability to design and implement their Europe Integration related reform agenda.

Use of modern ICT systems and services is a crucial productivity factor in public administration. The project is seeking to engage the services of a short-term local expert on assessing ICT needs of the Ministry of Economy (MoE), evaluate its current use of ICT systems and services and propose a roadmap for ICT modernisation, according to its tasks, objectives and processes, in line with overall plans on e-Governance and e-Transformation in Moldova. An important part of the assignment is to contribute to development of such ICT solutions at MoE, which are fully interoperable with other systems used or to be introduced in Moldova's public administration to enable economies of scale.

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

The local expert on assessment of MoE Information and Communication Technology (ICT) needs will deliver a written report assessing ICT needs of the Ministry of Economy (MoE), evaluate its current use of ICT systems and services and propose a roadmap for ICT modernisation at the MoE ensuring full interoperability with other systems used or to be introduced in Moldova's public administration.

The expert will assess ICT needs of the MoE and propose a roadmap for modernisation of ICT use at the MoE, including description of administrative steps, description of desired functionality (technical requirements to form the basis of ToR for procurement) of ICT systems and services and where relevant proposing specific solutions that fit MoE needs and meet interoperability requirements.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A Masters' Degree in computer science, IT system management, engineering or other area relevant to the assignment. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree

II. Years of experience:

- Preferably 7 years of professional experience
- At least 5 years of relevant professional experience in ICT area
- At least 5 years of professional experience linked to the provision of ICT advisory services to public administration in Moldova, e.g. ICT system management, ICT audit, ICT needs assessment, ICT systems integration, enterprise resource management solutions
- Experience working with internationally accepted industry standards of IT needs analysis would be an advantage
- Work experience on ICT management in an international business entity would be an advantage
- Experience with donor funded programs/projects UN, World Bank, USAID and similar procurement procedures and standard bidding documents would be an advantage.

III. Competencies:

- Excellent communication skills
- Proven report writing skills
- Extensive knowledge of ICT management, familiarity with various ICT solutions and products available on the Moldovan and international market, knowledge of standards, internationally policies and legislation related to the ICT field in Republic of Moldova
- Excellent understanding of the regulatory documents in the ICT field
- Excellent understanding of system designing process, business analysis, UML, Rational Unified Process, OOP, OOA, Agile methodology (presentation of certificates and/or projects that confirms knowledge in these areas will be considered as proof)
- Familiarity with specifics of work processes in public administration bodies
- Fluency in written and spoken English
- Fluency in 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;

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references.

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:

- A Masters' Degree in computer science, IT system management, engineering or other area relevant to the assignment. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree
- At least 5 years of professional experience linked to the provision of ICT advisory services to public administration in Moldova, e.g. ICT system management, ICT audit, ICT needs assessment, ICT systems integration, enterprise resource management solutions

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
<u>Technical</u>		
A Masters' Degree in computer science, IT system management, engineering or other area relevant to the assignment. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree	(Master's or equivalent– 25 pts)	25
Preferably 7 years of professional experience	(<7 years – < 10 pts, 7 years - <15 pts, one point for each additional year – max. 20)	20

At least 5 years of relevant professional experience in ICT area	(<5 years – < 10 pts, 5 years - <15 pts, one point for each additional year – max. 20)	20
At least 5 years of professional experience linked to the provision of ICT advisory services to public administration in Moldova, e.g. ICT system management, ICT audit, ICT needs assessment, ICT systems integration, enterprise resource management solutions	(5 years – < 25 pts, one point for each additional year – max. 30)	30
Interview:		
Experience working with internationally accepted industry standards of IT needs analysis would be an advantage	(limited – <10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Work experience on ICT management in an international business entity would be an advantage	(limited – <10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Experience with donor funded programs/projects UN, World Bank, USAID and similar procurement procedures and standard bidding documents would be an advantage	(limited – <10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Excellent communication skills	(limited – <5 pts, satisfactory – <7 pts, extensive – <10 pts.)	10
Proven report writing skills	(limited – <5 pts, satisfactory – <7 pts, extensive – <10 pts.)	10
Extensive knowledge of ICT management, familiarity with various ICT solutions and products available on the Moldovan and international market, knowledge of standards, internationally policies and legislation related to the ICT field in Republic of Moldova	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts.)	30
Excellent understanding of the regulatory documents in the ICT field	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts.)	30
Excellent understanding of system designing process, business analysis, UML, Rational Unified Process, OOP, OOA, Agile methodology (presentation of certificates and/or projects that confirms knowledge in these areas will be considered as proof)	(limited – <10 pts, satisfactory – <20 pts, extensive – <30 pts.)	30
Familiarity with specifics of work processes in public administration bodies	(limited – <10 pts, satisfactory – <15 pts, extensive – <20 pts.)	20
Fluency in written and spoken English	(limited – <5 pts, satisfactory – <7 pts, extensive – <10 pts.)	10
Fluency in Romanian and Russian languages	(limited – <3 pts, satisfactory – <4 pts, extensive – <5 pts.)	5
Maximum Total Technical Scoring		300
Financial		
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