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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **8 April 2015**

Country: Republic of Moldova

Description of the assignment: National Consultant to support Central Electoral Commission with data input into SAISE

Project name: Democracy Programme / Elections

Period of assignment/services: 30 working days within 8 months assignment (May – December 2015)

Proposals should be submitted online by pressing the "Apply Now" button no later than **21 April 2015**
Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: sergiu.galitchi@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 supports strategic development of the Central Electoral Commission of Moldova (CEC) with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and efficient electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes, through free and fair elections representing the will of the people and which are fully in line with the international standards and best practices. This objective is to be reached through support in development of the capacities of electoral administration on central, regional and local levels to deliver inclusive and professional elections improved and gender and human rights mainstreamed.

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.

In this regard, the Programme intends to contract a local consultant to support CEC by performing data input into SAISE.

2. SCOPE OF WORK:

UNDP is looking for services of a local IT consultant to support CEC with data input into SAISE and other CEC IT systems and applications.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. <u>Academic Qualifications:</u>
* Bachelor in economics, IT, system analysis or related field of information technology;

II. <u>Experience:</u>
* At least 1 (one) year of practical experience in data entry operator area;
* Knowledge of MS Office and data programs would be an asset;
* Knowledge of correct spelling, grammar and punctuation would be an asset;
* Knowledge of national electoral context (legal and policy framework) will be an asset;

III. <u>Competencies:</u>
* Adequate typing speed and accuracy;
* Good analytical skills;
* Ability to learn quick and fast various applications user interfaces;
* Fluency in Romanian and English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

a. 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)
b. Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.)
c. Dully completed and signed P11 Form and at least 3 reference persons.

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
<u>All envisaged travel costs must be included in the financial proposal.</u> 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 degree in economics, IT, system analysis or related fields of informational technology;
- At least 1 (one) year of practical experience in data entry operator 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
Technical		
Bachelor degree in economics, IT, system analysis or related fields of informational technology;	*Bachelor degree – 30 pts.*	30
At least 1 (one) year of practical experience in data entry operator area;	*1 year – 40 pts., more than 1 year of experience – 5 pts. for each additional year of experience up to a maximum of 20 additional points;*	60
Knowledge of MS Office and data programs would be an asset;	*Yes – up to 30 pts., No – 0 pts.*	30
Knowledge of correct spelling, grammar and punctuation would be an asset;	*Yes – up to 30 pts., No – 0 pts.*	30
Knowledge of national electoral context (legal and policy framework) will be an asset;	*Yes – up to 30 pts., No – 0 pts.*	30
Fluency in Romanian and English languages;	*Romanian –10 pts.; English – 10 pts.;*	20
Interview	• Adequate typing speed and accuracy *(up to 35 pts.)* • Good analytical skills *(up to 35 pts.)* • Ability to learn quick and fast various applications user	100

	interfaces *(up to 30 pts.)*	
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / 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