



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 April 2015**

Country: Republic of Moldova

Description of the assignment: National IT Consultant to support with CCET website upgrade

Project name: Democracy Programme/Elections

Period of assignment/services: 60 working days within 8 months assignment (May – December 2015)

Proposals should be submitted online by pressing the "Apply Now" button **no later than 29 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) and of the Centre for Continuous Electoral Trainings (CCET) 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.

The CCET website www.cicde.md was created in 2014 using the PHP programming language. The website is in three languages: Romanian, Russian and English. The website contains information related to CCET activities (e.g. training programs, news, training calendar, etc.). CCET website is hosted on APACHE web server and it is regularly updated manually.

Updates to the website content are administered by the website administrator from the CCET communication department. Updates imply adding public documents and materials through creating simple menus within existing static compartments. The following programming language is used: PHP 5.3.8 and MySQL 1.5.55 (database). The website is running on a platform which is created from scratch.

The current CCET website has a number of serious shortcomings that affect its overall functioning.

The Programme plans to support CCET with modernisation of its website, to upgrade it to a more modern, user-friendly, Content Management System (CMS)-based website in three languages, while also improving website design and content.

In this regard, the Programme intends to contract a local experienced IT consultant to undertake a need analysis, redesign and upgrade of CCET website.

2. SCOPE OF WORK:

UNDP is looking for services of a local IT consultant to improve the functionality and upgrade the design of the CCET website.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Bachelor in IT, programming, system analysis or other related field;

II. Experience:

- At least 5 (five) years of practical experience in programming techniques, web design and maintenance of similar websites area;
- Proven experience in at least 20 similar projects (web pages);
- Proficiency in IT programming and web development knowledge: PHP 5 scripting language, HTML5, CSS 2.1, CSS 3, JavaScript, XML Web Services MySQL would be an asset.

III. Competencies:

- Excellent communication and networking skills;
- Proficiency in Romanian. Knowledge of English will be an asset.

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. Fully 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

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, programming, system analysis or other related field;
- At least 5 (five) years of practical experience in programming techniques, web design and maintenance of similar websites 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 in IT, programming, system analysis or other related field	<i>Bachelor – 25 pts., MA – 30 pts.</i>	30
At least 5 (five) years of practical experience in programming techniques, web design and maintenance of similar websites area;	<i>5 years – 40 pts., more than 5 years of experience – 5 pts. for each additional year of experience up to a maximum of 30 additional points;</i>	70
Proven experience in at least 20 similar projects (web pages);	<i>20 Projects – up to 40 pts., more than 20 projects – 5 pts. for each additional project up to a maximum of 25 additional points</i>	65
Proficiency in IT programming and web development knowledge: PHP 5 scripting language, HTML5, CSS 2.1, CSS 3, JavaScript, XML Web Services MySQL would be an asset	<i>Yes – up to 50 pts., No – 0 pts.</i>	50
Technical proposal (justification of being suitable for the work, vision and working approach)	<i>Max 65 pts.</i>	65
Proficiency in Romanian. Knowledge of English will be an asset.	<i>Romanian – 10 pts.; English – 10 pts.;</i>	20
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