

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **11 June 2015**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant in semantic interoperability area

**Project name:** Democracy Programme / Elections

**Period of assignment/services:** 105 working days within 6 months assignment

Proposals should be submitted online by pressing the "Apply Now" button no later than 24 June 2015

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [sergiu.galitchi@undp.org](mailto: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.

The Programme shall also provide support to the Government of Moldova and different ministries on the development of special key registers and improvement of data interoperability, enhancing the overall quality of population register data. As part of this activity the Programme intends to support the development of key registers and related interoperability framework which would allow the exchange of data among the Population Register, Register of Civil Status Acts, Official Address Register and other key registers.

The Government of the Republic of Moldova has started the implementation of the Governance e-Transformation Agenda in Moldova. It was designed to increase the efficiency and quality of a selected range of public services to citizens and businesses and improve management of ICT in the public sector. The core enabler of this initiative is the Government data exchange and the Interoperability Framework. One of the main actions established in the Interoperability Framework Program is the implementation of the Interoperability Platform MConnect, which is facilitating data exchange at the technical level.

In this context, the Programme is looking to hire a national consultant who will define the entities and classifiers/dictionaries used in the process of data exchange and interoperability of government/state registries and databases. The defined entities and classifiers will be further integrated in a semantic catalogue to be used by ministries and government agencies in exchanging data through the Government Data Exchange and Interoperability Platform MConnect.

## 2. SCOPE OF WORK:

The expected output for the national consultant's assignment is to provide technical assistance and expertise to the Programme, the e-Government Centre and other governmental institutions in the semantic interoperability area. Specifically, the Consultant will have the following responsibilities:

- Review the legal framework related to national informational resources;
- Organize meetings and interviews with owners of the national informational resources and other relevant stakeholders in order to identify key entities, classifiers/dictionaries and their relationships;
- Develop domain models based on collected information;
- Develop and document XSD schemas for identified entities and relationships;
- Develop and document identified classifiers/dictionaries;
- Publish the definitions in the Semantic Catalogue.

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

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

- Bachelor's degree in ITC, Public Administration, Law or other relevant field;

### II. Knowledge and Experience:

- At least 2 years of experience in dealing with domain modelling and data structure definitions;
- Previous experience in working with Moldovan Central Public Administration institutions would be a strong asset;
- Familiarity with the Government Interoperability Framework Program (Government Decisions No. 404 and No. 656) would be an asset;
- Familiarity with semantic-related technologies and standards, such as ISO/IEC 11179, NIEM, RDF, OWL or others would be an asset;
- Knowledge of the EU Interoperability Framework for Pan-European Services would be an asset;

### III. Competencies:

- Good knowledge of XML and related technologies, especially XSD and good XML validation practice;
- Good analytical skills and experience in domain data modeling;
- Good knowledge of Unified Modeling Language;
- Knowledge of Romanian and Russian (verbal and written) is a must. Knowledge of English will be a strong advantage. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;

### IV. Personal qualities:

- Responsibility;
- Attention to details.

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:

- 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 fee per day, including all related costs, e.g. fees, phone calls etc.);
- c. Duly completed P11 form and personal CV.

## 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:

- Bachelor's degree in ITC, Public Administration, Law or other relevant field;
- At least 2 years of experience in dealing with domain modelling and data structure definitions;

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>Technical</b>		
Bachelor's degree in ITC, Public Administration, Law or other relevant field;	<i>Bachelor's – 15 pts., MA – 20 pts.</i>	20
At least 2 years of experience in dealing with domain modelling and data structure definitions;	<i>2 years – 60 pts., each additional year of experience – 5 pts. up to a maximum of 80 points;</i>	80
Previous experience in working with Moldovan Central Public Administration institutions would be a strong asset;	<i>Yes – up to 20 pts., No – 0 pts. (5 pts. for each year)</i>	20
Familiarity with the Government Interoperability Framework Program (Government Decisions No. 404 and No. 656) would be an asset;	<i>Yes – up to 10 pts., No – 0 pts.</i>	10

Familiarity with semantic-related technologies and standards, such as ISO/IEC 11179, NIEM, RDF, OWL or others would be an asset;	<i>Yes – up to 10 pts., No – 0 pts.</i>	10
Knowledge of the EU Interoperability Framework for Pan-European Services would be an asset;	<i>Yes – up to 10 pts., No – 0 pts.</i>	10
<u>Interview</u>	<ul style="list-style-type: none"> <li>- Good knowledge of XML and related technologies, especially XSD and good XML validation practice (<i>up to 30 pts.</i>)</li> <li>- Good analytical skills and experience in domain data modelling (<i>up to 20 pts.</i>);</li> <li>- Good knowledge of Unified Modeling Language (<i>up to 30 pts.</i>);</li> <li>- Proficiency in Romanian and Russian is a must, English – is an asset, working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language – is an asset (<i>Romanian and Russian – 5 pts. each language; English – 5 pts., other languages – 5 pts., up to max 20 pts.</i>);</li> <li>- Responsibility (<i>up to 30 pts.</i>)</li> <li>- Attention to details (<i>up to 20 pts.</i>)</li> </ul>	150
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> 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.		<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**