

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **24 June 2015**

Country: Republic of Moldova

Description of the assignment: International consultant on developing technical specifications for address register information system

Project name: Democracy Programme / Elections

Period of assignment/services: 35 working days between July – November 2015

Proposals should be submitted online by pressing the "Apply Now" button no later than 06 July 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

The UNDP Moldova Democracy Programme (further referred as Programme) is a multi-year institutional development Programme that aims to support modernisation of the Moldovan electoral process towards, *inter alia*, improved voter register and better handling of electoral information. The electoral process and quality of data of the State Register of Voters (SRV) would be strengthened by improving the quality of data in other official registers that are supplied to the CEC for the establishment of the SRV.

One of the most important datasets for the accuracy and completeness of the SRV is availability of the official address register which would supply data on addresses. At the same time the address register should provide official address data to all public and private institutions to ensure uniformity of the data based on the principle of "single registration (source) – multiple use" of data. The address data from the official address register shall be supplied to the State Register of Population, State Register of Business Entities and to all other users of address data.

Based on the new strategy on address system implementation and legislative framework currently in the development process, the programme aims to support Agency of Land Relations and Cadastre (ALRC) and State Enterprise (SE) Cadastru to develop technical specifications for a complex IT system which shall include the official address register. It is planned that technical specifications will be used to launch an international competitive tender for development of address register information system for the Republic of Moldova. The tender will be administered by UNDP Moldova in line with UNDP procurement procedures.

2. SCOPE OF WORK:

The Programme is looking to contract an experienced international consultant (hereinafter called "Consultant") to assist the ALRC and SE Cadastru to develop technical specifications for address register information IT system (IT system). The IT system shall enable various stakeholders (Local Public Authorities (LPAs), ALRC, SE Cadastru etc.) to add, maintain, edit, remove, and transfer the official address data in the Republic of Moldova. High level design parameters of the IT system shall be outlined in the Law on Address System and Regulation on Official Address Register.

The consultant will be required to work with ALRC, SE Cadastru, LPAs, national consultants and other

stakeholders. He/She will analyze the software requirements, existing hardware infrastructure and develop technical specifications that meet the legal and functional requirements of the future official address register, using the available infrastructure.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (BA level or equivalent) in engineering, Information Technology, Land Management, Geographic Information Systems (GIS) or related field; MA or equivalent in the same fields will be considered an advantage.

II. Knowledge and Experience:

- At least 7 years of professional experience in the working on GIS, land management, address register, cadastral issues and/or other closely related fields;
- At least 2 technical specifications for GIS-based IT systems for international tenders developed/drafted;
- At least 3 years of experience in developing and implementing (either in the capacity of adviser, quality assurance or recipient) complex GIS based IT systems;
- Working experience with UN Agencies, EU structures, other large international organisations would be considered an advantage;
- Previous work experience in South-Eastern European countries or CIS countries will be a strong asset.

III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Excellent analytical and writing skills;
- Knowledge about external tendering and procurement procedures of UN Agencies, EU structures and of other large international organisations would be an asset;
- Knowledge of English language. Knowledge of Romanian and/or Russian will be considered as asset.

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. Cover letter with description of relevant previous experience;
- b. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. DSA, travel, phone calls etc.) quoted in separate line items. UNDP shall not accept travel costs exceeding those of an economy class ticket.
- c. Duly completed P-11 form with three 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:

- University degree (BA level or equivalent) in engineering, Information Technology, Land Management, Geographic Information Systems (GIS) or related field; MA or equivalent in the same fields will be considered an advantage;
- At least 7 years of professional experience in the working on GIS, land management, address register, cadastral issues and/or other closely related fields;
- At least 2 technical specifications for GIS-based IT systems for international tenders developed/drafted;

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		
University degree (BA level or equivalent) in engineering, Information Technology, Land Management, Geographic Information Systems (GIS) or related field; MA or equivalent in the same fields will be considered an advantage;	<i>University degree – 10 pts., MA– 15pts., PhD – 20</i>	20
At least 7 years of professional experience in the working on GIS, land management, address register, cadastral issues and/or other closely related fields;	<i>7 years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 50 points;</i>	50
At least 2 technical specifications for GIS-based IT systems for international tenders developed/drafted	<i>2 years – 25 pts., each additional year of experience – 5 pts., up to a maximum of 40 pts.</i>	40
At least 3 years of experience in developing and implementing (either in the capacity of adviser, quality assurance or recipient) complex GIS based IT systems;	<i>less than 3 years – 10 pts., 3 years – 25 pts., each additional year of experience – 5 pts., up to a maximum of 40 pts.</i>	40

<u>Interview</u>	<ul style="list-style-type: none"> - Knowledge about external tendering and procurement procedures of UN Agencies, EU structures and of other large international organisations (<i>up to 40 pts.</i>) - Working experience with UN Agencies, EU structures, other large international organisations (<i>Yes – up to 20 pts., No – 0 pts.</i>); - Previous work experience in South-Eastern European countries or CIS countries (<i>each year – 5 pts., up to max. 25 pts.</i>); - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively (<i>up to 25 pts.</i>); - Excellent analytical and writing skills (<i>up to 20 pts.</i>); - Knowledge of English language. Knowledge of Romanian and/or Russian will be considered as asset (<i>English – 10 pts., Romanian and Russian – 5 pts. each</i>) 	150
Maximum Total Technical Scoring		300
<u>Financial</u>		
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