



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 September 2015****Country:** Republic of Moldova**Description of the assignment:** National consultant to support development of the concept of the State Register of Civil Status Acts of the Republic of Moldova**Project name:** Democracy Programme / Elections**Period of assignment/services:** 25 working days between October and December 2015Proposals should be submitted online by pressing the "Apply Now" button no later than 29 September 2015Requests 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.

The Programme also shall provide support to the Government of Moldova and different ministries on development of key registers and improvement of data interoperability to improve the overall quality of population register data for the purposes of improving the quality of voter register data. As part of this activity the Programme intends to provide support to the Government and relevant line ministries on development of other key registers and necessary interoperability framework to exchange data among, inter alia, the State Register of Population (SRP), State Register of Civil Status Acts (SRCSA), State Register of Addresses (SRA), State Register of Voters (SRV) and other key registers.

According the Government Decision No. 82 of 31 January 2008 on the Civil Status Service the key tasks of CSS are organization of civil status acts' registration processes and creation and maintenance of the informational systems (registers) on civil status acts.

Currently, the Register of Civil Status Acts is maintained by the State Enterprise "Registru". The CSS is planning to start development of the State Register of Civil Status Acts which shall be established, maintained and updated by the CSS. In line with Moldovan legal framework, the first step in establishment of a new State Register is development of a Concept, which outlines key functional requirements, defines interactions with other registers and presents assessment on required resources for development and maintenance.

The Programme will provide support to the CSS to develop the Concept for the State Register of Civil Status Acts (further referred to as "the Concept") in line with Moldovan legal requirements and in consultation with other institutions (including State Enterprises).

2. SCOPE OF WORK:

The Programme is looking to contract an experienced national consultant (hereinafter called "Consultant") to work closely with the CSS and other institutions to develop the Concept of the State Register of Civil Status Acts. The Concept shall include all required information in line with relevant Moldovan legislation, including, but not limited to, the Law on Registers. In order to achieve the stated objective, the Consultant will work closely with staff of the CSS (including staff of functional departments, IT department and legal department) as well as with other consultants engaged by the Programme in support of CSS, E-Government Center, Ministry of IT and Communications (MITC), SE Registru and other stakeholders.

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 or related field; MA or equivalent in the same fields will be considered an advantage.

II. Knowledge and Experience:

- At least 5 years of professional experience in the working on system analysis, development of concepts and/or functional and technical specifications for complex IT systems;
- At least 2 years of experience in developing Concepts and/or Technical Specifications for State Registers in Moldova in line with Moldovan legislation, including but not limited to the Law on Registers;
- Experience in developing/drafting technical specifications for complex IT systems for international organisations or private sector will be a strong asset;
- Previous experience in developing and implementing complex IT systems will be a strong asset;

III. Competencies:

- Knowledge of interoperability framework of the Republic of Moldova (M-Connect, M-Cloud, M-Sign, M-Pass etc.) would be an advantage;
- 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 of Romanian and English language. Knowledge of Russian will be considered as an asset.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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.);
- 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 or related field;
- At least 5 years of professional experience in the working on system analysis, development of concepts and/or functional and technical specifications for complex IT systems;

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 or related field; MA or equivalent in the same fields will be considered an advantage. | <i>University degree (BA level or equivalent) – 10 pts., Master's Degree – 15 pts.</i> | 15 |
| At least 5 years of professional experience in the working on system analysis, development of concepts and/or functional and technical specifications for complex IT systems; | <i>5 years – 30 pts., each additional year of experience – 10 pts. up to a maximum of 60 points;</i> | 60 |
| At least 2 years of experience in developing Concepts and/or Technical Specifications for State Registers in Moldova in line with Moldovan legislation, including but not limited to the Law on Registers; | <i>Less than 2 years – 10pts., 2 years – 20 pts, each additional year of experience – 5 pts up to a maximum of 40 points;</i> | 40 |
| Experience in developing/drafting technical specifications for complex IT systems for international organisations or private sector will be a strong asset; | <i>Yes – 30 pts., No – 0 pts.</i> | 30 |
| Previous experience in developing and implementing complex IT systems will be a strong asset; | <i>Yes – 30 pts., No – 0 pts.</i> | 30 |
| <u>Interview</u> | <ul style="list-style-type: none"> - Knowledge of interoperability framework of the Republic of Moldova (M-Connect, M-Cloud, M-Sign, M-Pass etc.) would be an advantage. <i>(up to 35 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 35 pts.);</i> - Excellent analytical and writing skills <i>(up to 30 pts.);</i> - Fluency in Romanian and English language. Knowledge of Russian will be considered as an asset <i>(Romanian – 10 pts., English – 10 pts., Russian – 5 pts., up to max 25 pts.)</i> | 125 |
| Maximum Total Technical Scoring | | 300 |
| Financial | | |
| Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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