



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 January 2016

Country: Republic of Moldova

Description of the assignment: National IT Consultant

Project name: Migration and Local Development Project (MiDL)

Period of assignment/services: February – December 2016, estimated workload 145 days

Proposals should be submitted **on-line** by pressing “Apply on-line” link, no later than **07 February 2016**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: ghenadie.ivasenco@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 Government of Moldova explicitly acknowledges its commitment to link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of development factors; this is especially true for emigres and their potential support to the home communities through local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Joint Integrated Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Moreover, the project is developed as a replicable approach with potentials for scaling up, with intensive capacity building and strengthening of national and local public authorities to better plan, manage, budget, and implement public service management with participation of community members, including migrants.

Thus, as seen above, integrating migration into local development requires a systematic, tangible and

programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILDP (2007-2015), which has put a series of methodological approaches and strategic frameworks in place. It supports integrated and systematic local development planning and management, by tackling both central and local levels.

The Overall Objective of the Programme is Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for returnees.

Considering the specific local development context, current situation and needs, the project sets two primary outcomes:

Outcome 1: The Ministry of Labour, Social Protection and Family and the National Employment Agency have mandates, capacities and resources to provide qualitative employment reintegration services to all returnees.

Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and to promote know-how transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

Both areas of the project emphasize the national ownership and strengthening capacities at national and local levels to enable a socio-economic environment, secure employment support, reduce disparities and inequalities, provide income generating opportunities, and ensure sustainable local development. The project intervention will apply human rights based and gender equality approaches, including community empowerment and mobilization models with migrants' engagement, and various tools for efficient service provision.

The intervention supports the implementation of national development priorities, while responding to challenges of European Union driven reform. It is built on the priorities of the Government Programme 2015-2018, the National Development Strategy Moldova 2020, the National Decentralization Strategy 2012-2015, the Strategy on Migration and Asylum, the United Partnership Framework (for 2013-2017), and Swiss Cooperation Strategy Republic of Moldova 2014-2017.

In order to ensure impact maximization and tangible results, the project intervention envisages strong synergies with BRD/IOM and NEXUS, as part of the programmatic intervention funded by Swiss Cooperation Office SDC.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

MiDL/UNDP is seeking a qualified and experienced National IT Consultant to strengthen the IT capacities of 25 target LPAs, aiming to facilitate the communication between the local authorities in migrants' communities:

- Assist 20 target LPAs to set up the on-line transmission system;
- Assist 10 target LPAs to develop and launch institutional web pages;
- Assist 25 target LPAs to improve IT capacities and on-going coaching.
- Assist 25 target LPAs to develop, launch and manage pages of HomeTown Associations on social networks (facebook and odnoklassniki) ;

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

- University Degree in IT related fields.

II. Experience:

- At least 5 years of proven professional working experience with substantial recent work experience in web page design
- A professional portfolio of at least 10 web pages designed for public institutions
- Proven experience in working with local public administrations (supporting at least 10 LPAs in various IT related matters).
- Proven availability of 'open-source template' for creating web pages of LPA, as well as availability (in Romanian language) of the 'web administration practical guide'. The web page creation concept should be part of the application dossier.
- Proven knowledge on setting up the on-line transmission systems (simplified versions – with limited investments). The brief implementation concept should be a part of application dossier.
- Experience with delivering capacity building activities (training sessions, on-job teaching, IT coaching, etc.)
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies or international organizations is an asset.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong analytical, communications and writing skills;
- Fluency in Romanian and Russian;
- Sensitivity and respect for human rights and gender equality;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. P11 form;
2. Cover letter, stating their interest in and qualifications for the consultancy
3. Financial offer;
4. Web page creation concept;
5. Brief implementation concept on setting up the on-line transmission systems.

The United Nations Development Programme in 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.

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 will include a breakdown (fee per day * days) of this lump sum amount (including fee, taxes, 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 in IT related fields;
- At least 5 years of proven professional working experience with substantial recent work experience in web page design;
- A professional portfolio of at least 10 web pages designed for public institutions

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
<u>Technical</u>		
University Degree in IT related fields	(university degree – 15 pts, master degree – 20 pts)	20
At least 5 years of proven professional working experience with substantial recent work experience in web page design	(5 years -20 pts; each additional year – 2 pts, up to maximum of 30 pts.)	30
A professional portfolio of at least 10 web pages designed for public institutions	(10 web pages -20 pts; each additional page – 2 pts, up to maximum of 30 pts.)	30

Criteria	Scoring	Maximum Points Obtainable
Proven experience in working with local public administrations (supporting at least 10 LPAs in various IT related matters).	(Up to 5 years -up to 15 pts; each additional year – 2 pts, up to maximum of 30 pts.)	30
Proven availability of ‘open-source template’ for creating web pages of LPA, as well as availability (in Romanian language) of the ‘web administration practical guide’.	(up to 5 related projects – 10 pts., each additional related project – 2 pts, up to maximum 20 points).	20
Proven knowledge on setting up the on-line transmission systems (simplified versions – with limited investments). The brief implementation concept should be a part of application dossier.	(to some extent - 10 pts., extensive knowledge - 20 pts.)	20
Experience with delivering capacity building activities (training sessions, on-job teaching, IT coaching, etc.)	(Up to 5 years -up to 10 pts; each additional year – 2 pts, up to maximum of 20 pts.)	20
Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies or international organizations is an asset.	(up to 5 related projects – 10 pts., each additional related project – 2 pts, up to maximum 20 points).	20
Fluency in Romanian and Russian. English is an advantage.	(Romanian and Russian- 8 pts, English – 2 pts)	10
Interview	<i>(30 – demonstrated technical knowledge and experience; 25 – strong analytical skills; 15 – communication/ interpersonal skills; 15 – initiative; 10 – creativity/ resourcefulness, 5 - proven commitment to the core values of the United Nations)</i>	100
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