

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **03 February 2016**

**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to provide analytical support and strategic advice on design of *e-Parlament* information system

**Project name:** Democracy Programme / Parliament

**Period of assignment/services:** 60 working days within a 4 months assignment (March-June 2016)

Proposals should be submitted online by pressing the "Apply Now" button no later than 17 February 2016

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

In accordance with the strategic objectives set out in the „Strategic development plan of the integrated information space of the Parliament of the Republic of Moldova for 2011-2015” approved by Decision no. 19 of 18.11.2015 of the PRM’s Standing Bureau, the PRM’s Standing Bureau has approved the Concept of the IT System e-Parliament (Decision no. 19 of 18.11.2015).

In order to prepare PRM for the implementation of a complex integrated information system as “e-Parlament”, UNDP Programme “Improving the quality of Moldovan democracy through parliamentary and electoral support” (further referred to as the Programme), will contract a service provider to conduct a complex audit of the current situation for ICT within the PRM in order to analyse PRM’s ICT performance and capacity to implement e-Parlament. As a result, the service provider will present to PRM a clear, detailed and optimized roadmap regarding the transformations required to PRM’s ICT and business processes related to the implementation of the IT System e-Parliament.

Additionally, the analysis and design documentation prepared by the service provider, will offer future ICT developer(s) of the Information System “e-Parlament” sufficient details to understand the operation complexity and mechanisms of PRM and to minimize the time for business analysis required for modelling PRM’s operational processes.

In this context, UNDP is seeking to hire a national consultant to provide monitoring, quality assurance, guidance and support to PRM and the Programme, in overseeing the audit process described above, as well offer substantive advice related to ICT and business processes transformation that PRM will undergo to allow the implementation of the Information System “e-Parlament”.

Additionally, the consultant is expected to provide support to the upgrading of the web-site of People’s Assembly of Gagauzia to become more efficient, user-friendly and less time consuming in accessing data.

### 2. SCOPE OF WORK:

The expected output for the national consultant’s assignment is to assist the Parliament of the Republic of Moldova (PRM) in monitoring the performance of selected service provider to conduct audit and analysis of PRM’s ICT performance and capacity. In addition, the national consultant will provide quality assurance services to UNDP project team and PRM on suggested technical specifications and tender documentation for the procurement of the Information System “e-Parlament”.

The assignment will be carried out in close cooperation with the PRM's Secretary General, the Informational - analytic department, the IT division and other involved departments of PRM Secretariat – owners/publishers of the information.

The national consultant will provide PRM and the Programme with professional assessment of performance of contracted service provider and strategic advice on PRM's audit and analysis of ICT performance and capacity; design of the future state for Parliament ICT, development of the PRM's ICT Transformation Plan, drafting technical specifications and tender documentation for the procurement of the Information System "e-Parlament".

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### Academic background:

- University degree in Informational Technologies. Master's Degree would be an advantage;

#### Work experience:

- Minimum 7 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems.
- Experience of working with Parliament and/or government institutions, NGOs and international organizations (successful experience in working with UN agencies) would represent an advantage;

#### Competencies:

- Knowledge of ICT policies and regulatory framework of the Republic of Moldova and of the Autonomous Territorial Unit of Gagauzia is an asset;
- Knowledge in formulating technical specification for software and hardware products would be an advantage;
- Knowledge in carrying out needs analysis of ICT services of governmental institutions is an asset;
- Extensive research and analytical skills;
- Excellent drafting and communication skills;
- Fluency in Romanian and Russian. Knowledge of English will be a strong 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:

1. Proposal:
  - i.Explaining why they are the most suitable for the work including past experience in similar assignments;
  - ii.Providing a brief information on each of the above qualifications, item by item and a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;

3. Duly filled in and signed Personal History Form (P11) and at least 3 names for a reference check.

## 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 in Informational Technologies. Master's Degree would be an advantage;
- Minimum 7 years of progressively responsible experience in planning, design, development, implementation and maintenance of information 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
<b>Technical</b>		
University degree in Informational Technologies. Master's Degree would be an advantage;	<i>University degree – 10 pts., MA– 15 pts.</i>	15
Minimum 7 years of progressively responsible experience in planning, design, development, implementation	<i>7 years – 30 pts., each additional year of experience – 5 pts. up to a maximum of 55 points;</i>	55

and maintenance of information systems;		
Experience of working with Parliament and/or government institutions, NGOs and international organizations (successful experience in working with UN agencies) would represent an advantage;	<i>Yes – up to 25 pts., No – 0 pts.</i>	25
<u>Interview</u>	<ul style="list-style-type: none"> <li>• Knowledge of ICT policies and regulatory framework of the Republic of Moldova and of the Autonomous Territorial Unit of Gagauzia is an asset (<i>up to 40 pts.</i>);</li> <li>• Knowledge in formulating technical specification for software and hardware products would be an advantage (<i>up to 40 pts.</i>);</li> <li>• Knowledge in carrying out needs analysis of ICT services of governmental institutions is an asset (<i>up to 40 pts.</i>);</li> <li>• Extensive research and analytical skills (<i>up to 30 pts.</i>);</li> <li>• Excellent drafting and communication skills (<i>up to 30 pts.</i>);</li> <li>• Fluency in Romanian and Russian. Knowledge of English will be a strong asset (<i>Romanian and Russian - 10 pts. each, English – additional 5 pts., up to max 25 pts.</i>)</li> </ul>	205
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
<p>Evaluation of submitted financial offers will be done based on the following formula:</p> <p><b><u><math>S = F_{min} / F * 200</math></u></b></p> <p>S – score received on financial evaluation;</p> <p>F<sub>min</sub> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;</p> <p>F – financial offer under consideration.</p>		<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**