United Nations Development Programme

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 June 2016

Country: Republic of Moldova

Description of the assignment: National Consultant to develop an Implementation Roadmap for the new ICT processes of the Civil Status Service

Project name: Improving the Quality of Moldovan Democracy through Parliamentary and Electoral Support/ Electoral Component

Period of assignment/services: July – December, 2016 (up to 65 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **4 July 2016, 16:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: eva.bounegru@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 Programme "Improving the Quality of Moldovan Democracy through Parliamentary and Electoral Support/ Electoral Component" (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 inclusive 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 fully in line with the international standards and best practices.

The Programme also provides 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 and, as a result, to improve the quality of voter register data. As part of this activity, the Programme provides support to the Government and relevant line ministries on development of other key registers and necessary interoperability framework for a more accurate and up-to-date data exchange.

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

In 2015, the Programme assisted the CSS in reengineering its business processes and developing the Strategic Development Plan (2016-2020) by supplying national and international expertise.

For the next four years, one of the main strategic objective of the CSS is to register and storage the civil status acts based on unique integrated IT System – Register of Civil Status Acts (further referred as Register).

As a first step, the Programme offered support in developing the Concept of the Register that is in line with CSS reengineered business processes and based on data exchange and interoperability concept administered by the E-Government Center.

In a second step, the Programme will support CSS in the development and implementation of the Register nationwide, ensuring IT capacity building of the CSS staff, as well as all needed adjustments to fulfill conditions for interoperability.

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

A detailed analysis of the technical infrastructure and ICT (information and communications technologies) architecture at the central, regional and local levels, as well as a Roadmap to ensure the implementation of the Register for an up-to-date registration of the civil status acts and improvement of the quality and accessibility of data shall be provided.

The expected output for the national consultant's assignment is to work closely with the CSS to undertake an objective, detailed and qualified audit of the current CSS ICT architecture in relation to its needs, including capacity

needs assessment and training to fulfil the strategic objectives set.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. <u>Academic Qualifications:</u>

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

II. <u>Knowledge and Experience:</u>

- At least 5 years of professional experience in working on system analysis, development of concepts, roadmaps, strategies and/or functional and technical specifications for complex IT Systems;
- Previous experience in developing concepts, roadmaps and/or technical specifications for State Registers in Moldova in line with Moldovan legislation, including but not limited to the Law on Registers, will be a strong asset;
- Previous professional experience in dealing with data exchange and interoperability framework of the Republic of Moldova (M-Connect, M-Cloud, M-Sign, M-Pass etc.);
- Previous experience in implementing complex IT Systems will be a strong asset;
- Previous experience of working with Civil Status Service, international organizations, including UN agencies and/or private sector will be a strong asset;
- Previous experience in assessing training needs and develop a phased training plan.

III. <u>Competencies:</u>

- 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. 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 (LUMP SUM) in USD, specifying in a total requested amount per day, number of days needed to complete the assignment, including all related costs, travel, phone calls etc.);

c. Duly completed P 11 form, personal CV and at least 3 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 will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel

<u>All envisaged travel costs must be included in the financial proposal.</u> 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 case of unforeseeable travel for the business purpose, 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 other related field;
- A minimum of 5 years of professional experience in working on system analysis, development of concepts, roadmaps, strategies and/or functional and technical specifications for complex IT Systems.

The short-listed individual consultants will be further evaluated based on the following methodology:

<u>Cumulative analysis</u>

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 points);

* Financial Criteria weight – 40% (200 points).

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 other related field; MA or equivalent in the same fields will be considered an advantage;	*BA level or equivalent – 10 pts, MA – 15 pts*	15
At least 5 years of professional experience in working on system analysis, development of concepts, roadmaps, strategies and/or functional and technical specifications for complex IT Systems;	*5 years – 30 pts., each additional year of experience – 5 pts. up to 45 points;*	45
Previous experience in developing concepts, roadmaps and/or technical specifications for State Registers in Moldova in line with Moldovan legislation, including but not limited to the Law on Registers, will be a strong asset;	*Yes – up to 35 pts., No – 0 pts;*	35
Previous professional experience in dealing with data exchange and interoperability framework of the Republic of Moldova (M-Connect, M-Cloud, M-Sign, M-Pass etc.);	*Yes – up to 30 pts., No – 0 pts.;*	30
Previous experience of working with Civil Status Service, international organizations, including UN agencies and/or private sector will be a strong asset;	*Yes – up to 40 pts., No – 0 pts.;*	40
Interview	- Experience in implementing complex IT Systems (*up to 30 pts*); - Experience in assessing training needs and develop a phased training plan *(up to 20 pts)*; - Excellent analytical and writing skills *(up to 30 pts)*; - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively *(up to 25 pts)*; - Knowledge of Romanian and English language. Knowledge of Russian will be considered as an asset	135

	(English and Romanian – 10 pts. each, Russian –5 pts., up to 25 pts.);	
	• Proven commitment to the core values of the United Nations *(additional 5 pts.)*	
Maximum Total Technical Scoring		**300**
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / 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**

<u>Winning candidate</u>

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