



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11 July 2016

**Country:** Republic of Moldova

**Description of the assignment:** National IT Consultant – PHP Programmer

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

**Period of assignment/services:** August – December 2016 (55 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **28 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](mailto: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

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports the 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. This objective is to be reached through support in development of the capacities of electoral administration on central, regional and local levels to deliver inclusive and professional elections using official data and modern IT tools.

In 2011, the Centre for Continuous Electoral Training was created as a public institution by the decision of the Central Electoral Commission No. 1030 as of 09 December 2011, based on article 26 of the Electoral Code of the Republic of Moldova with the objective to organize and deliver trainings and certification of Moldovan electoral officials and other stakeholders.

In line with its main objective, CCET fulfils functions such as preparing and disseminating didactical and informative materials, studies, methodological and scientific researches; proving analysis, consultancy and expertise services; creating partnerships and cooperating with educational institutions in developing training programs in order to deliver the best electoral practices to the people involved in the organization and development of the elections in Moldova.

With the Programme support, a web-based E-learning Platform consisting in online training modules and summative interactive videos has been created with the scope to offer learning opportunities from distance to people interested in getting knowledge and expertise in electoral management area.

Also, after 2014 Parliamentary Elections and 2015 Local General Elections, an IT-based Register of Electoral Officials with a secured access from the CCET website has been created and updated. The Register contains all people trained by CCET in previous elections, as well as people who completed successfully its training modules.

In the light of preparations for the unplanned upcoming Presidential Elections, the IT support for upgrading the E-learning Platform, for integrating the IT based Register of Electoral Officials to the State Register of Voters, as well as for developing new IT modules and functionalities become a priority of the CCET.

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

The Programme intends to contract a local experienced IT consultant - PHP Programmer (further referred as Consultant) to assist CCET in preparing the E-learning Platform and related IT modules as to ensure transparent, inclusive and professional elections.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- University degree in IT, system programming/developer or other related field;

#### II. Knowledge and Experience:

- At least 3 years of practical experience in IT programming area, specifically PHP;
- Proven experience of working in web technologies, HTML5, CSS 2.1, CSS 3, JavaScript, XML Web Services MySQL;
- Experience in design of the load balance of the web applications, using nginx is an asset;
- Experience in developing databases for public authorities and/or electoral processes is a strong asset;

#### III. Competencies:

- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Excellent communication and networking skills;
- Proficiency in Romanian and Russian. Knowledge of English is 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:

- 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

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 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 in IT, system programming/developer or other related field;
- At least 3 years of practical experience in IT programming area, specifically PHP.

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 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
<b><u>Technical</u></b>		
University degree in IT, system programming/developer or other related field;	<i>BA level or equivalent – 15 pts, MA – 20 pts.;</i>	20
At least 3 years of practical experience in IT programming area, specifically PHP;	<i>3 years – 25 pts., each additional year of experience – 5 pts.; up to 40 pts.;</i>	40
Proven experience of working in web technologies, HTML5, CSS 2.1, CSS 3, JavaScript, XML Web Services MySQL;	<i>Yes – up to 40 pts., No – 0 pts.;</i>	40
Previous experience in design of the load balance of the web applications, using nginx is an asset;	<i>Yes – up to 40 pts., No – 0 pts.;</i>	40
Experience in developing databases for public authorities and/or electoral processes is a strong asset;	<i>Yes – up to 50 pts., No – 0 pts.;</i>	50
Interview	<ul style="list-style-type: none"> <li>• Demonstrated ability to analyse, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social) (<i>up to 45 pts</i>);</li> <li>• Excellent communication and networking skills (<i>up to 30 pts</i>);</li> <li>• Proficiency in Romanian and Russian. Knowledge of English is a strong asset (<i>Romanian and Russian – 10 pts. each, English – 5 pts., up to 25 pts.</i>);</li> <li>• Proven commitment to the core values of the United Nations (<i>additional 10 pts.</i>)</li> </ul>	110
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b><u>Financial</u></b>		
Evaluation of submitted financial offers will be done based on the following formula: <b><u><math>S = F_{min} / F * 200</math></u></b> 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.		<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**