**United Nations Development Programme**

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*Resilient nations.*

**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

Date: 25 July 2016

**Country:** Republic of Moldova

**Description of the assignment:** Two National IT Consultants/ NET Programmers

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

**Period of assignment/services:** August – December 2016 (up to 50 working days for each consultant)

Proposals should be submitted online by pressing the "Apply Now" button no later than **8 August 2016, 14:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: diana.zaharia@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/ Electoral Component (further referred as the 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 to be 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 May 2008 the Parliament of Moldova approved Law No. 101 on the Concept of the State Automated Information System "Elections" (SAISE) for the development of an integrated automated system for elections management, including a register of voters. Nowadays, SAISE is a comprehensive election information management system which integrates key IT tools and functions needed by an Election Management Body to conduct transparent and inclusive elections.

SAISE allows the CEC to automate the process of collecting data about electoral candidates, the preparation of ballot papers, the placement of all complaints and appeals on the CEC website. SAISE permits monitoring in real time of the voting process on Election Day by online registration of the voter turnout.

Currently, SAISE is being reengineered and enlarged with new modules. They will allow for the automation of the allocation of seats in local public administrations councils and checking of the compatibility of their functions, will increase financial transparency in relation to electoral competitors' and political parties' activities and will ensure transparent, inclusive and professional generation of the reports for the Election Day and also for the post-election period.

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

The Programme intends to contract a team of two national IT consultants/ NET Programmers to assist CEC in preparing the SAISE Unified Reporting Interface and related integrations of the internal applications. Currently, the SAISE does not have a mechanism for automatic report generation. Therefore, during the elections the IT Service is overloaded for retrieving different types of reports. To avoid such issues a pre-defined report generation platform shall be developed for CEC competent users.

**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; MA will be an advantage;

II. <u>Years of experience:</u>
- At least 5 years of practical experience in IT programming area, specifically C# (ASP .NET);
- Strong knowledge and experience in/with Microsoft Reporting Services (SSRS, SSRS report builder);
- Proven experience in Microsoft Visual Studio (2008, 2010 etc.);
- Proven experience in Microsoft SQL Server, preferably MSSQL 2012;
- Experience in developing information systems for public authorities and/or electoral processes is a strong asset;
- Proven certifications in IT programming area is an asset.

III. <u>Competencies:</u>
- 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**

<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 in IT, System Programming/ Developer or other related field;
- At least 5 years of practical experience in IT programming area, specifically C# (ASP NET).

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 in IT, System Programming/ Developer or other related field. MA would be an advantage; | *BA level or equivalent – 10 pts; MA – 20 pts.* | 20 |
| At least 5 years of practical experience in IT programming area, specifically C# (ASP .NET); | *5 years – 30 pts., each additional year of experience –5 pts.; up to 40 pts.* | 40 |
| Strong knowledge and experience in/with Microsoft Reporting Services (SSRS, SSRS report builder); | *Yes – up to 30 pts., No – 0 pts.* | 30 |
| Proven experience in Microsoft Visual Studio (2008, 2010 etc.); | *Yes – up to 30 pts., No – 0 pts.* | 30 |
| Proven experience in Microsoft SQL Server, preferably MSSQL 2012; | *Yes – up to 30 pts., No – 0 pts.* | 30 |
| Experience in developing information systems for public authorities and/or electoral processes is a strong asset; | *Yes – up to 20 pts., No – 0 pts.* | 20 |
| Proven certifications in IT programming area is an asset; | *Yes – up to 10 pts., No – 0 pts.* | 10 |
| Interview | • Ability to analyse, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social) *(up to 45 pts.)*;<br>• Excellent communication and networking skills *(up to 45 pts)*;<br>• Proficiency in Romanian and Russian. Knowledge of English is a strong asset *(Romanian and Russian – 10 pts. each, English – 5 pts., total up to 25 pts.)*;<br>• Proven commitment to the core values of the United Nations *(up to 5 pts.)* | 120 |
| **Maximum Total Technical Scoring** | | **300** |
| **Financial** | | |
| Evaluation of submitted financial offers will be done based on the following formula:<br>**S = Fmin / F * 200**<br>S – score received on financial evaluation;<br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br>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**