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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 September 2016

**Country:** Republic of Moldova

**Description of the assignment:** Consultant to update the Concept on digital archive

**Project name:** “Strengthening the parliamentary governance in Moldova”

**Period of assignment/services:** October 2016 – December 2016 (up to 30 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **7 October 2016, 14:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [victoria.muntean@undp.org](mailto:victoria.muntean@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 project “Strengthening Parliamentary Governance in Moldova” (SPGM) is designed to address the main needs of the Parliament of Moldova in the areas of legislation making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project is also assisting in making the Parliament’s legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement with the Civil Society, professional associations and general public. Project interventions will offer and encourage equal opportunity for male and female participation.

The World e-Parliament Report noted that Information and Communication Technologies (ICT) have become essential tools in supporting the work of legislative bodies throughout the world. The advantage of automation within parliaments is threefold: more information and documents on the website; increased capacity to disseminate information and documents; and more timely delivery of information and documents to members.

Currently, archiving and preservation of parliamentary documentation in accordance with best practices and international standards is one of areas where the Parliament of Moldova requires support. The damages to the parliamentary building in the 7<sup>th</sup> of April 2009 demonstrations resulted in loss of basically all the parliamentary archive. In 2011, with UNDP support, a draft Concept on Digital Archive of the Parliament of Moldova was developed. However, due to political instability, the Concept was not finally approved. Since the standards and technologies in this area are still very much evolving, the Concept needs to be thoroughly revised and updated.

Therefore, the reasons for creating a digital archive emerge from the need of the Parliament to:

- 1) increase the access to stocks of documents, by providing online access to information held on paper;
- 2) improve searchability of needed documents and records;
- 3) ensure easier and more productive way of using digital documents instead of those held on paper;
- 4) reduce wear and tear on highly important records; and
- 5) reduce the storage space and printing costs.

At the same time, challenges related to long-term preservation of electronic documents, threats of technical obsolescence of the digital environment, uncertainty about both the legal status of electronic documents and future costs of preservation of such documents, copyright and transmission of documents outside the archiving system needs to be overcome.

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

The Project intends to contract an experienced ICT consultant to revise and update the Concept on Digital Archive of the Parliament of Moldova, provide substantive input and strategic advice aiming to support the implementation of a full digital archiving solution within the Parliament of Moldova.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Master's Degree or equivalent (5-year university degree) in IT management, Computer Sciences, computer engineering or other relevant discipline;

## II. Work experience:

- At least 5 years of progressively responsible experience in designing, implementing and embedding electronic records and archive ICT management systems;
- Previous experience of designing and implementing enterprise level ICT systems (SAP, Oracle, SAYLT, Open Source etc.) at government or private sector;
- Proven certifications in IT programming area is an asset;
- Working experience with Parliament and/or government institutions is a strong advantage.

## III. Competencies:

- High level of familiarity with major development trends in ICT, and the ability to innovate electronic systems for the Archives;
- Knowledge of ICT policies and regulatory framework of the Republic of Moldova will be an advantage;
- Knowledge of metadata regimes for discovery, recordkeeping, and data management;
- Fluency in English. Knowledge of Romanian and Russian will be an advantage.

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:

- Cover letter with description of relevant previous experience, as well as of proposed methodology for undertaking the current assignment not exceeding 5 pages;
- Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. DSA, travel, phone calls etc.);
- Duly completed P-11 form with three 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:

- Master's Degree or equivalent (5-year university degree) in IT management, Computer Sciences, computer engineering or other relevant discipline;
- At least 5 years of progressively responsible experience in designing, implementing and embedding electronic records and archive ICT management 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 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>		
Master's Degree or equivalent (5-year university degree) in IT management, Computer Sciences, computer engineering or	<i>Master's or equivalent – 20 pts.</i>	20

other relevant discipline;		
At least 5 years of progressively responsible experience in designing, implementing and embedding electronic records and archive ICT management systems;	<i>5 years – 30 pts., each additional year of experience – 5 pts. up to max. 50 points;</i>	50
Previous experience of designing and implementing enterprise level ICT systems (SAP, Oracle, SAYLT, Open Source etc.) at government or private sector;	<i>1-3 assignments – up to 25 pts., each additional assignment – 5 pts., up to max. 40 pts.;</i>	40
Proven certifications in IT programming area is an asset;	<i>1 certificate – 10 pts., up to max. 30 pts.;</i>	30
Working experience with Parliament and/or government institutions is a strong advantage	<i>1-2 assignments – up to 15 pts., each additional assignment – 5 pts., up to max. 30 pts.;</i>	30
Interview	<ul style="list-style-type: none"> <li>• High level of familiarity with major development trends in ICT, and the ability to innovate electronic systems for the Archives (<i>up to 30 pts.</i>);</li> <li>• Knowledge of ICT policies and regulatory framework of the Republic of Moldova will be an advantage (<i>up to 30 pts.</i>);</li> <li>• Knowledge of metadata regimes for discovery, recordkeeping, and data management (<i>up to 25 pts.</i>);</li> <li>• Fluency in English. Knowledge of Romanian and Russian will be an advantage (<i>10 pts. each, up to max 30 pts.</i>);</li> <li>• Proven commitment to the core values of the United Nations (<i>up to 15 pts.</i>)</li> </ul>	130
<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><math>S = F_{min} / F * 200</math></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**