

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 March 2017**

**Country:** Republic of Moldova

**Description of the assignment:** National ICT Consultant

**Project name:** "Strengthening Parliamentary Governance in Moldova"

**Period of assignment/services:** Up to 160 working days (April – December, 2017)

Proposals should be submitted online by pressing the "Apply Now" button no later than **23 March 2017, 16:00 (local time)**

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

The UNDP project "Strengthening Parliamentary Governance in Moldova" (SPGM) is a multi-year institutional development project 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.

In this context, to increase the level of transparency of legislative process, the Permanent Bureau of Parliament approved the E-Parliament concept in 2015. UNDP provided expert support to the Parliament of Moldova for development of a detailed road map on the implementation of E-Parliament information system. An audit of the current status of ICT within the Moldovan Parliament was performed in 2016. Future ICT Architecture Document of Moldovan Parliament (To Be Vision) was developed. An ICT Transformation Plan as well as the technical specifications for the development of the e-Parliament information system were also developed.

To address the increasing challenges, the Parliament faces in the area of parliamentary documentation and archival services, when in the absence of modern information technology, the registers of recorded documents are solely maintained in paper-based formats, UNDP supported the development of a Concept of the Institutional Repository of the Parliament of Moldova as well as the Implementation Plan.

The goal for 2017 agreed between UNDP and the Parliament is to commence the introduction of the e-Parliament modules across different parliamentary processes. A new information system for electronic evidence of assets, a customised e-voting software system and a digital archive are envisaged to be implemented within the legislative. The Parliament is also working to finalize its new website.

In response to the request expressed by the Secretariat of Parliament, the UNDP Parliament Project seeks to hire a national ICT consultant to provide to the Secretariat of Parliament specialised technical support throughout the process of implementation of the e-Parliament information system

### 2. SCOPE OF WORK:

The Project intends to contract an experienced national ICT consultant (hereinafter referred as "Consultant") to provide expert and management support to the Parliament' Secretariat and ICT department in the context of modernisation of Parliament's ICT services and implementation of e-Parliament information system and related modules.

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

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

#### Academic background:

- Bachelor's Degree or equivalent in IT management, Computer Sciences, computer engineering or other relevant discipline;

#### Work experience:

- At least 5 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems;
- At least 2 years of experience in formulating technical specification for software and hardware products;
- Previous experience of designing and implementing enterprise level ICT systems (SOAP, SAYLT, Open Source, Microsoft Platforms particularly: virtualization, workflow, development eg. Hyper-V, SharePoint, Lync, .NET Framework, etc.) at government or private sector will be an asset;
- Certification in Project management and Security management will be a strong asset;
- Working experience with Parliament and/or government institutions is a strong advantage.

#### Competencies:

- Proven ability to manage ICT projects and programs and deliver within the prescribed time and available resources.
- Knowledge of ICT policies and regulatory framework of the Republic of Moldova will be an advantage;
- Demonstrated ability to manage a team and to foster team spirit and synergy;
- Fluency in Romanian and English. Knowledge of Russian will be 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.

The 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:
  - Explaining why they are the most suitable for the work including past experience in similar assignments;
  - 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:

- Bachelor's Degree or equivalent in IT management, Computer Sciences, computer engineering or other relevant discipline;
- At least 5 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems;
- At least 2 years of experience in formulating technical specification for software and hardware products;

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:

- responsive/compliant/acceptable, and
- 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>		
Bachelor's Degree or equivalent in IT management, Computer Sciences, computer engineering or other relevant discipline;	<i>Bachelor's Degree – 10 pts., MA– 15 pts.</i>	<b>15</b>
At least 5 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems;	<i>5 years – 20 pts., each additional year of experience – 5 pts. up to a maximum of 50 points;</i>	<b>50</b>
At least 2 years of experience in formulating technical specification for software and hardware products;	<i>2 years – 15 pts., each additional year of experience – 5 pts. up to a maximum of 40 points;</i>	<b>40</b>
Previous experience of designing and implementing enterprise level ICT systems (SOAP, SAYLT, Open Source, Microsoft Platforms particularly: virtualization, workflow, development e.g. Hyper-V, SharePoint, Lync, .NET Framework, etc.) at government or private sector will be an asset;	<i>Yes – up to 15 pts., No – 0 pts.</i>	<b>15</b>
Certification in Project management and Security management will be a strong asset;	<i>Yes – 10 pts., No – 0 pts.</i>	<b>10</b>
Working experience with Parliament and/or government institutions is a strong advantage.	<i>Yes – up to 10 pts., No – 0 pts.</i>	<b>10</b>
<u>Interview</u>	<ul style="list-style-type: none"> <li>• Proven ability to manage ICT projects and programs and deliver within the prescribed time and available resources (<i>up to 45 pts.</i>);</li> <li>• Knowledge of ICT policies and regulatory framework of the Republic of Moldova will be an advantage (<i>up to 45 pts.</i>);</li> <li>• Demonstrated ability to manage a team and to foster team spirit and synergy (<i>up to 45 pts.</i>);</li> <li>• Fluency in Romanian and English. Knowledge of Russian will be a strong asset (<i>Romanian and English - 10 pts. each, Russian – additional 5 pts., up to max 25 pts.</i>)</li> </ul>	<b>160</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>
<b>Financial</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)**

