United Nations Development Programme

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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 June 2017**

Country: Republic of Moldova

Description of the assignment: National IT Developer for the e-systems on elections

Project name: Enhancing Democracy in Moldova through Inclusive and Transparent Elections

Period of assignment/services: July 2017 – December 2019

Proposals should be submitted online by pressing the "Apply Now" button no later than **30 June 2017**

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

"Enhancing Democracy in Moldova through Inclusive and Transparent Elections" is a newly approved project that sets the overall goal to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

The State Automated Information System "Elections", approved by the Parliament in May 2008 under the Law No. 101, is a comprehensive election management IT system which integrates key IT tools and functions, needed by an Election Management Body to conduct elections. SAISE enables the Central Electoral Commission (CEC) to administer several tasks of the electoral process electronically.

The current version of SAISE contains various inter-related IT applications (developed specifically on the basis of .NET framework) meant to ensure transparency, accuracy and trust in the electoral process, such as:

1. The State Register of Voters Module;
2. Electoral Candidates Module;
3. Candidate's Rotation Module;
4. Signatory Lists Module;
5. Preliminary Registration Module;
6. Ballot Papers Printing Module;
7. Elections Day Module.

Following a newly re-engineered SAISE Admin, developed with the scope to technically adapt to the requirements of the interoperability platform MConnect, the existent SAISE Modules will also need to be adjusted.

Additionally, the Project will support the CEC in the development of an accessible IT module for electronic voting and its piloting, which will also be made in an accessible and usable format for persons with different types of disabilities and linguistic minorities.

2. SCOPE OF WORK:

The Programme is looking to contract a national consultant (further referred as "Consultant") to the Central Electoral Commission of Moldova in SAISE programming.
For detailed information, please refer to Annex 1 – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Bachelor in ICT, system analysis or related field of information technology.

Experience:

- At least five (5) years of experience in ICT Programming area;

- At least three (3) years of experience in .NET Programming;
- At least three (3) years of experience in development of databases (MSSQL);
- Specific experience in building ICT infrastructure, proven through the development of at least 3 information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV);
- Proven experience of working in ICT based electoral systems, particularly with WSO2 Technology (DSS, ESB);
- Experience in working with other central government authorities will be an advantage.

Competencies:

- Knowledge about i-voting and/ or remote voting tools and examples;
- Understanding of the web/ software accessibility issues and ways to insure web/ software accessibility for persons with different type of disabilities, linguistic minorities, vulnerable and targeted groups;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Knowledge of English, Romanian and Russian languages for the purposes of the assignment;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is 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 and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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 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 in ICT, system analysis or related field of information technology.
- At least three (5) years of experience in ICT Programming area.

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 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
Technical		
Bachelor in ICT, system analysis or related field of information technology;	Bachelors' degree – *8 pts.*, Master's Degree– *10 pts.*	10
At least five (5) years of experience in ICT Programming area	5 years – *25 pts.*, each additional year of experience – *5 pts.* up to a maximum of 35 points.	35
At least three (3) years of experience in .NET Programming	No experience – *0 pts.* Less than 3 years – *10 pts.* 3 years - *25 pts.*, each additional year – *5 pts.* up to a maximum of 35 points;	35
At least three (3) years of experience in development of databases (MSSQL);	No experience – *0 pts.* Less than 3 years – *5 pts.* 3 years - *15 pts.*, each additional year – *5 pts.* up to a maximum of 25 points.	25
Specific experience in building ICT infrastructure, proven through the development of at least 3 information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV);	No information systems – *0 pts*; Less than 3 Information Systems - *10 pts.*, 3 Information Systems - *20 pts.*, each additional information system – *5 pts.* up to a maximum of 30 points.	30
Proven experience of working in ICT based electoral systems, particularly with WSO2 Technology (DSS, ESB);	Yes - *15 pts.*, No – *0 pts.*	15
Experience in working with other central government authorities will be an advantage.	Yes - *5 pts.*, No – *0 pts.*	5
Belonging to the group(s) under-represented in the IT industry and/or in the UN Moldova*	Yes – *5 pts.*, No – *0 pts.*	5
Interview	• Knowledge about i-voting and/ or remote voting tools and examples - *up to 50 pts.*; • Understanding of the web/ software accessibility issues and ways to insure web/ software accessibility for persons with different type of disabilities, linguistic minorities, vulnerable and targeted groups - *up to 50 pts.*; • Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social - *up to 25 pts.*; • Knowledge of Romanian, Russian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, and Romani, Russian, Ukrainian or sign language will be a strong advantage *(Romanian, Russian and English – 3 pts. each, any of the mentioned languages – 2 pts. each, max – 15 pts.)*	140
Maximum Total Technical Scoring		300
Financial		
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		200

| evaluation round;
F – financial offer under consideration | |

<u>Winning candidate</u>

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

* Under-represented group in the IT industry are women. Under-represented groups in UN Moldova are persons with disabilities, LGBT, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

ANNEXES:
ANNEX 1 – TERMS OF REFERENCES (TOR)
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS