United Nations Development Programme

Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 June 2017**

Country: Republic of Moldova

Description of the assignment: National IT Infrastructure Analyst on the e-systems for 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 and to ensure an inclusive State Register of Voters (SRV).

The IT system is in constant development, designed for and connected to the interoperable platform MConnect which opens up new opportunities to include data for more accurate and more inclusive electoral processes. For the period 2017 – 2019, SAISE will need the development of a Roadmap with the indication of all short and long-term updates or adjustments foreseen for the system and each of the Modules, as well as the timelines for their implementation with the calculation of the estimated risks. Potential new applications that will be later on integrated into SAISE, such as Political Party Finance, or the Remote Voting Module should also be part of the Roadmap.

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 the implementation of the interoperable State Automated Information System "Elections" (SAISE Admin) and in supervising the development of new SAISE Modules.

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 progressively responsible experience in analysis, planning, design, development, implementation and maintenance of information systems or related area;
- Specific experience in building ICT infrastructure, proven through the implementation of at least 2 information systems (the information systems in which the applicant was involved should be detailed explicitly in his/her CV);
- At least 2 years of 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:

- Familiarity with the national context (legal and policy framework) related to the Electoral System in the Republic of Moldova;
- 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 progressively responsible experience in analysis, planning, design, development, implementation and maintenance of information systems or related 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 – *10 pts.*, Master's Degree– *15 pts.*	15
At least five (5) years of progressively responsible experience in analysis, planning, design, development, implementation and maintenance of information systems or related area;	5 years – *25 pts.*, each additional year of experience – *5 pts.* up to a maximum of 40 points.	40
Specific experience in building ICT infrastructure, proven through the implementation of at least 2 information systems (the information systems in which the applicant was involved should be detailed explicitly in his/her CV);	No Information System – *0 pts.*; Less than 2 Information Systems – *10 pts.*; 2 Information Systems - *40 pts.*, each additional information system – *5 pts.* up to a maximum of 50 points.	50
At least 2 years of experience of working in ICT based electoral systems, particularly with WSO2 Technology (DSS, ESB);	No experience – *0 pts*; Less than 2 years - *5 pts.*, 2 years - *20 pts.*, each additional year – *5 pts.* up to a maximum of 30 points.	30
Experience in working with other central government authorities will be an advantage.	*Yes - 15 pts., No – 0 pts.*	15
Interview	• Familiarity with the national context (legal and policy framework) related to the Electoral System in the Republic of Moldova - *up to 45 pts.*; • Knowledge about i-voting and/ or remote voting tools and examples - *up to 45 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 25 pts.*; • Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social - *up to 20 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.)*	150
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 evaluation round; **F –** financial offer under consideration		**200**

<u>Winning candidate</u>

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