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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 April 2013

Country: Republic of Moldova

Description of the assignment: National Consultant - IT specialist to review the Parliament of Moldova information management system maintenance

Project name: "Improving the quality of Moldovan democracy through parliamentary and electoral support"

Period of assignment/services: 6 months starting with May, 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than 13 May 2013.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: 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

In 2011, in the framework of UNDP Project, a national IT consultant has developed the Report on Needs Assessment of the Parliament ICT system. Based on the report's findings and recommendations, the Parliament of Moldova developed the ICT Strategy 2011-2015. In July, 2011 the Parliament of Moldova Standing Bureau approved the ICT Strategy.

The Parliament of Moldova ICT Strategy contains for 2013 a range of activities necessary to implement further development of Parliament information management system. The existing information system offers the document workflow for legislative process and serves as data base for the official web site. The mentioned informational system is based on multiple software products and solutions, including Microsoft based and custom developed solutions. However, parliament's information system has multiply gaps, is underperforming and needs assistance of a software engineer who would provide specific expertise and advice on how to manage the whole range of required services and maintenance tasks within the framework of the ICT Strategy 2011-2015.

In this regards UNDP Democracy programme is seeking to hire a part-time qualified professional for a period up to six months, who will analyse parliament's information management system and advice on how to improve it.

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

The activity of the IT specialist will consist in providing technical assistance and expertise in order to improve the Parliament of Moldova information management system maintenance in order to ensure

continuous and efficient operation of the systems and services involved in the functioning of parliament's information management system.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I.   <u>Academic Qualifications:</u>
   – University degree in the field of Information Engineering (Automation and Computer Science, Informatics, Information Technology);

II.   <u>Years of experience:</u>
   – Minimum 3 years of experience in working with software engineer/software developer, using the above-named technologies;
   – In-depth knowledge of Windows Server, MS SQL, SharePoint, ASP.NET, C#, VB.Net, DNN, WCF, HTML, CSS, XML;
   – Knowledge of T-SQL query language;

III.   <u>Competencies:</u>
   - Ability to use the following tools: Visual Studio, SQL Server Management Studio, SQL Profiler, NUnit UI, SharePoint Designer;
   - MCTS Certifications: Sharepoint 2010, Application Development (70-573), Web Applications Development with Microsoft .NET Framework 4 (70-515), Microsoft SQL Server 2008 - Database Development (70-433);
   - Availability to work with UNDP and Parliament during the indicated/approved period;
   - Proficiency in Romanian and Russian. Working knowledge of English (intermediate level/technical vocabulary).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Financial proposal in USD;

2. Personal CV or Personal History Form (P11) up to date.

5. FINANCIAL PROPOSAL

The financial proposal shall be aggregated ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be disbursed in six instalments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

Travel

<u>No travels are envisaged under present assignment.</u>

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 were short-listed based on the following minimum qualification criteria:

- University degree in the field of Information Engineering (Automation and Computer Science, Informatics, Information Technology);
- Minimum 3 years of experience in working with software engineer/software developer, using the above-named technologies.

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		
• University degree in the field of Information Engineering (Automation and Computer Science, Informatics, Information Technology)	(under-Master's – 40 pts, Master's – 50 pts)	50
• Minimum 3 years of experience in working with software engineer/software developer, using the above-named technologies;	(3 years – 40 pts, >3 years – up to 60 pts)	60
• MCTS Certifications: Sharepoint 2010, Application Development (70-573), Web Applications Development with Microsoft .NET Framework 4 (70-515), Microsoft SQL Server 2008 - Database Development (70-433);	(no – 0, yes – up to 60 pts)	60
• Proficiency in Romanian and Russian. Working knowledge of English (intermediate level/technical vocabulary).	(Romanian and Russian – 20 pts; English – 10 pts)	30

• Interview
  – (In-depth knowledge of Windows Server, MS SQL, SharePoint, ASP.NET, C#, VB.Net, DNN, WCF, HTML, CSS, XML;
  – Knowledge of T-SQL query language;
  – Ability to use the following tools: Visual Studio, SQL Server Management Studio, SQL Profiler, NUnit UI, SharePoint Designer;
  – Availability to work with UNDP and
	(30 pts – In-depth knowledge of Windows Server, MS SQL, SharePoint, ASP.NET, C#, VB.Net, DNN, WCF, HTML, CSS, XML; 30 pts – Knowledge of T-SQL query language; 20 pts – Ability to use the following tools: Visual Studio, SQL Server Management Studio, SQL Profiler, NUnit UI, SharePoint Designer; 20 pts – Availability to work with UNDP and Parliament during the indicated/approved period)	100

Parliament during the indicated/approved period.)		
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**

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