INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **27 June 2012**

Country: Republic of Moldova

Description of the assignment: National IT Consultant for the State Automated Information System at the Central Electoral Commission

Project name: Electoral Support to Moldova

Period of assignment/services: 12 months

Proposals should be submitted by email to vacancies-moldova@undp.org , no later than **19 July 2012**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: elena.verdes@undp.org . Please notice that this address is for information requests only, please do not send or copy your application package to this address.

1. BACKGROUND

The Central Electoral Commission of the Republic of Moldova is a permanent, independent electoral management body. Following a period of political upheaval and three unanticipated national electoral events, the Central Electoral Commission (CEC) has adopted a strategic plan for the period 2012-2015.

The UNDP Electoral Support to Moldova project is a multi-year institutional development programme that began working with the CEC in 2008. With the support of the Government of Sweden, and in cooperation with other international partners, we support the CEC to:
• improve the institutional environment for electoral management bodies to aid the delivery of inclusive and modern electoral processes;
• improve the public registration process for Moldovans and support the modernisation of Moldovan electoral processes; and
• embed gender and human rights concerns in formal political processes.

In April 2008 the Parliament of Moldova approved a law (Law 101) for the development of the State Automated Information System – Elections is known as SIAS. This law established a long term view that SIAS would eventually support a fully electronic voters' register that could be used for electronic voting by all eligible Moldovan citizens. One of ESM's major aims is to assist the CEC in its pursuit of this electoral vision, through the staged development and deployment of the SIAS at all elections in Moldova.

SIAS is a comprehensive Election Management System which integrates all the IT tools and functions needed by an Election Management Body (EMB) to conduct elections. SIAS has been developed in C# .NET Framework 4.0 using Visual Studio 2010 and SQL Server 2008.

In its Strategic Plan, the CEC has set objectives relating to the full implementation of the SIAS vision as set out in Law 101. The project has agreed to support the CEC in its efforts to meet these objectives.

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

ESM wishes to engage a consultant to act as an advisor on the future development and use of the SIAS and, crucially, as a trainer and mentor to the CEC's IT team and other related staff. The consultant will work directly with the CEC IT team on a daily basis to improve their knowledge and capacities. In addition, the consultant will work with the CEC and other ESM project staff to extend and expand the SIAS in response to the upcoming CEC roadmap on meeting the vision of Law 101.

The assignment shall be performed under the direct supervision of the Chief of the Apparatus of the Central Electoral Commission (CEC), in cooperation with the Chief Technical Advisor of the Electoral Support to Moldova (ESM) Project.

The consultant will be engaged full-time. Monthly outcomes and objectives for the consultancy will be agreed in advance and monitored by the consultant, the CEC IT manager and the supervisors.

The tasks to be performed can be divided into two distinct areas of work:

Mentoring and training
- Draft a set of core technical proficiencies for the CEC IT team, for agreement with the Chief of Apparatus and the Chief Technical Advisor;
- Perform an assessment of each IT team member against an agreed set of technical proficiencies;
- Development for each IT team member of a personal IT development plan;
- Planning, development and delivery of SIAS specific training for IT team members, whether in group or individual formats;
- Planning, development and delivery of other IT training for IT team members, whether in group or individual formats;
- Identification of external training needs for the IT team as necessary, for discussion with CEC and ESM management;
- If required and agreed, planning, development and delivery of SIAS specific training for other CEC staff; and
- In conjunction with IT team, development of internal documentation for SIAS tasks and processes.

SIAS development and expansion and voter registration tasks
- Advise the CEC in developing a response to the OSCE-ODIHR report on voter registration;
- Assist the CEC in the development of the roadmap for future SIAS development, in conjunction with other ESM staff;
- Facilitate the use of SIAS system and its integration with the wider work of the CEC;
- In conjunction with CEC IT staff, work with central and local public authorities on IT and related issues (especially voter registration);
- As agreed, undertake, coordinate and supervise development work to finish partial modules or build new modules of the SIAS; and
- As agreed, undertake, coordinate and supervise development work to amend or modify existing modules of the SIAS.

All software-based programming at the CEC must be done under the following conditions:
- be done in C# (ASP.Net Framework 4.0) using Microsoft Visual Studio 2010 ;
- be fully documented;
- Have data stored in the CEC MS SQL SERVER 2008 database;
- Be integrated fluently with the existing Web Based SAISE system;
- Have each function (buttons, text inputs, selection lists, etc.) protected with the existing permission structure of Users have Roles and Roles have Permissions;
- Logged all changes to information against the logged on user with a full history and audit trail;
- Keep history related to a specific election (referendums, local elections as well as parliamentary elections) dynamically in the Database via relational links;

- Follow the standard design Patterns and Practices advocated by Microsoft Developers Network
- Include the compilation of all relevant documentation according to the CEC's needs

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Technical Qualifications:
- Experience in Microsoft Visual Studio 2010;
- Experience in Microsoft SQL Server 2008 and SSRS;
- Experience in development of ASP.NET (ASPX);
- Experience in javascript, php and smarty;
- Knowledge in development of Microsoft WPF and Silverlight Systems;
- Experience in working with public databases and/or electoral processes

II. Years of experience:
- At least five years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;
- Experience in working with public databases and/or electoral processes is a strong asset;

III. Competencies:
- Problem solving skills and result orientation;
- Mentoring skills
- Demonstrated analytical skills (reports, analysis etc);
- Proficiency in Romanian and Russian, English will be considered an asset

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 requirements (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal;
3. Duly completed P11 form and Personal CV including past experience in similar projects and contact details for at least 3 references.

5. FINANCIAL PROPOSAL

The financial proposal should be in USD and shall specify a **total** amount per month (including fees, taxes, mobile phone costs etc). The financial proposal will also include a breakdown of this lump sum amount. Payments are based upon progress on and delivery of the deliverables specified in the ToRs.

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**:
- A minimum of 5 years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;
- Experience in Microsoft Visual Studio 2010 and SQL Server 2008 and SSRS
- Proficiency in Romanian and Russian

The short-listed individual consultants will be interviewed by a panel and 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 – 70% (350 pts);
* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
Progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;	5 years – 40 pts, each additional year – 10 pts (up to 2 years);	70
Experience in Microsoft Visual Studio 2010;	10 points per year of experience;	40
Experience in Microsoft SQL Server 2008 and SSRS;	10 points per year of experience;	40
Proficiency in Romanian and Russian, English will be considered an asset;	Romanian and Russian – 10 pts, English – 5 pts for oral, 5 pts for written;	20
Experience in providing training, mentoring and guidance in IT development and related issues;	One comprehensive assignment / project - 30 pts; for each additional project- 10 pts;	70
Demonstrated experience in working with public databases and/or electoral processes;	Yes - 20 pts, to some extent – 10 pts; no – 0 pts;	20
Demonstrated experience in IT planning and feasibility processes;	30 pts for the first assignment, 10 pts for each additional project/assignment (up to 2 assign);	50
Demonstrated analytical skills;	Yes - 30 pts, to some extent – 20 pts, no - 0 pts;	50
Maximum Total Technical Scoring		**350**
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $$S = F_{min} / F * 150$$ 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.		**150**

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) in English and Romanian languages
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
http://undp.md/employment/UNDP_General_Conditions_of_Contract_IC.pdf