United Nations Development Programme

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **16 December 2014**

Country: Republic of Moldova
Description of the assignment: National IT Consultant to assist the Central Electoral Commission of Moldova in expansion of the State Automatized Information System "Elections" and further implementation of the Voters Registration roadmap
Project name: Democracy Programme/Elections
Period of assignment/services: 12 January – 12 August 2015

Proposals should be submitted online by pressing the "Apply Online" no later than **26 December 2014**

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

BACKGROUND
UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that aims to support the institutional consolidation of the Central Electoral Commission (CEC) as well as the modernization of the Moldovan electoral process towards:
- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process of the Republic of Moldova.

In May 2008 the Parliament of Moldova approved Law No. 101 on the Concept of the State Automated Information System "Elections" (SAISE) for the development of an integrated automated system for elections management, including a register of voters. SAISE is a comprehensive election management system which integrates key IT tools and functions needed by an Election Management Body to conduct elections. One of the Programme's objectives is to assist the CEC with further development and deployment of the SAISE.

In May 2013 the Programme completed a feasibility study on development of further modules for the SAISE: (1) the State Register of Voters, (2) module for data import from State Register of Population (SRP), (3) CEC Documents Management module and (4) module on financial control of electoral competitors.

In July 2013 the Programme assisted the CEC to prepare assessment of the voter registration process in Moldova and a roadmap on voters' registration. The road map includes a number of activities that should be implemented to further improve the voter registration process and quality of the voter lists. The implementation of this roadmap started in 2013 and continued throughout 2014, bringing together key state institutions involved, directly or indirectly, in voters' lists preparation process.
During 2014, with the Programme support, two of the key SAISE Modules, State Register of Voters and Importer modules have been successfully developed and tested. This software enabled usage

of voter register data extracted from the state population register. In the next phase, modules for the CEC document management and financial control of electoral competitors will be developed.

Following the use of the "SRV" and "Importer" modules at the recent Parliamentary elections of November 2014 and having in mind the subsequent lessons learned, CEC requested the Programme support in further improvement of the two modules and expansion of SAISE.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK
At this regard, the Programme intends to contract a local IT consultant to support CEC IT department in further expansion of SAISE, development of the remaining modules, such as "Financial controls" and "Document Management System" modules, support with facilitation of the processes related to development of the Address Register and its further integration with other state IT systems relevant to the voters registration.

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

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS
Academic Qualifications:
- Bachelor in IT, system analysis or related field of information technology;

Years of experience:
- At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;
- At least 1 year of experience in working with databases maintained by public authorities and electoral processes;
- Experience in Microsoft SQL Server 2008;
- Experience in Microsoft Visual Studio 2010;
- Experience in ASP.NET;
- Experience in web technologies;

Competencies:
- Familiarity with the national context (legal and policy framework) related to the Electoral System in Republic of Moldova;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Gender sensitivity;
- Fluency in English, Romanian and Russian languages.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS
Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
- 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);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed and signed P11 Form, personal CV and at least 3 references

FINANCIAL PROPOSAL
The financial proposal should specify the daily fee, travel expenses and per diems quoted in separate line items. Payments are made to the Individual Consultant based on the number of days worked.

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. UNDP shall not accept travel costs exceeding those of an economy class ticket.

The financial proposal will specify the daily fee in USD. The timeframe for the work of the Consultant is planned between January and August 2015. During this 8 months period the consultant is expected to work full time, 144 working days (average of 18 working days per month).

EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Bachelor in IT, system analysis or related field of information technology;
- At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;
- At least 1 year of experience in working with public databases and electoral processes.

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 IT, system analysis or related field of information technology;	(Bachelor's – 10 pts, Master's – 20 pts.; PhD – 30 pts.)	30
At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;	(5 years – 30 pts., each additional year– 10 pts, up to max 60 pts.)	60
At least 1 year of experience in working with databases maintained by public authorities shall be considered a strong asset;	(1 to 2 years – 20 pts., each additional year– 10 pts, up to max 50 pts.)	50
Experience in Microsoft SQL Server 2008;	(no – 0, yes – 10 pts.)	10
Experience in Microsoft Visual Studio 2010;	(no – 0, yes – 10 pts.)	10
Experience in ASP.NET;	(no – 0, yes – 10 pts.)	10
Experience in web technologies;	(no – 0, yes – 10 pts.)	10
Fluency in English, Romanian and Russian languages;	Romanian and Russian – 5 pts.; English – 15 pts.	20
Interview: Demonstrated technical knowledge and experience: - Familiarity with the national context (legal and policy framework) related to the	80 pts. – demonstrated technical knowledge and experience;	100

areas of assignment concern; - Ability to analyse, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social); - Communication/ interpersonal skills; creativity/ resourcefulness)	10 – communication/ interpersonal skills; 10 – creativity/resourcefulness)	
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**

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)
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS