



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 July 2019**

Country: Republic of Moldova

Description of the assignment: National consultant to develop the Concept and supervise the implementation of UNDP Moldova GIS Map of all projects and field interventions

Project name: UNDP Moldova

Period of assignment/services: 110 working days, in the period August-December 2019

Proposals should be submitted online by pressing the "Apply Online" button, no later than 01 August 2019.

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

UNDP Moldova has a presence in the country since 1992 and covers two-thirds of the communities, including in ATU Gagauzia and in Transnistrian Regions. All projects results are communicated via transparency portal open.undp.org and on corporate webpage. To visualize the field intervention of UNDP deployed through its partnerships with central and local authorities, development partners, public sectors, an interactive map is envisaged to be produced. The map shall encompass a Millennium Development Goals (2000-2015)/Sustainable Development Goals (2015-2030) tracker. The platforms shall be integrated on a web interface.

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

To achieve the envisaged objectives, in collaboration with UNDP, under the overall supervision of the Communications Analyst, the consultant will have the following major responsibilities and perform the following activities:

- I. **Development of the ToR for the GIS interactive map and the embedding web platform UNDP Moldova projects**
 1. **Desk review of sources of data about UNDP projects and interviews with Cluster Leads/Project Managers**

It will be done through review of available materials on open.undp.org, corporate webpage, and interview with UNDP staff. The consultant will develop and consult a generic spreadsheet for data entry.

- 2. Undertake a mapping of available tools and platforms** which operate GIS data;
- 3. Develop ToR, that shall encompass the concept (including technical requirements)** of the GIS Map of UNDP Moldova projects. The ToR shall include adjustment of platform in case of territorial-administrative reform or merging of localities/any changes.
- 4. Development of web platform for GIS Map integration requirements:**
 - Specification of the technology requirements for the web platform;
 - Document the recommended service providing and licensing model of the used software (open source, closed source, commercial, software as a service, etc.);
 - Develop the requirements for the tools and possibilities of the administrative panel of the web platform;
 - Document the front-end development requirements for the GIS map embedding platform;
 - Specify the security and administrative access policies and measures for the GIS map embedding platform;
 - Specify recommended the server-side software environment requirements for the platform and for the GIS map;
 - Develop the Web platform's hierarchical structure and graphical sitemap of the future compartments.
- 5. Other activities:**
 - Present the ToR to UNDP Moldova and integrate valid comments and suggestions;
 - Develop selection criteria for the company to be selected via competitive process to develop and deploy the GIS solution and GIS Maps embedding platform;
 - Develop cost estimate of all project: development, hosting, GIS software or services acquisition, domain and advise on hosting and domain requirements;
 - Participate in the evaluation committee of the company that will develop and deploy the GIS solution; develop evaluation report/minutes/recommendations;
 - Develop the activity report on undertaken consultancy. The report will include stages passed, inventory of resources used, results obtained versus expected, impact of obtained results, issues faced, lessons learned, recommendations etc.
 - Seek solutions to ensure GIS data for left bank of Nistru river.

II. Monitoring of the implementation of the project and quality assurance

1. Regularly monitor the work and processes carried out by the company in respect to the delivery of the planned results.

This involves the observance of the development process and intervention in that process if Functional Requirements and Technical Specifications are being violated or ignored. Thus, the monitoring will cover all the steps to be passed by developers and products to be produced which be compliant with Project's requirements

- 2. Supervise the activity of developers** through certifying the validity of all steps in development process and the quality of products under development at each stage of programming and web design
- 3. Provide support** upon the request of UNDP or the selected company, identify emerging issues/risks and measures to address them, prepare quality assurance reports and answers to questions as they arise
- 4. Work in close liaison with the UNDP** regarding:
 - Validity of steps undertaken by the developers and quality of products delivered – to be endorsed by UNDP;
 - Clearness of the visual content of web application – to be cleared UNDP;
 - their feedback and recommendations for improvement.

5. **Ensure good communication and facilitate cooperation with the company contracted and UNDP.**
Thus, regular meetings with the team of developers on weekly basis and with UNDP once in two weeks will be organised in order to oversee the deadlines to be followed by executors and inputs and/or endorsements to be provided by the counterparts.
6. **Assist the hand-over** of the GIS solution, web application and the related documentation, including the instructions/manual on further exploitation of the product.
7. **Undertake other related tasks** for the purposes of the assignment:
 - Ensure a high level of own work;
 - Provide guidance to UNDP throughout the stages of assignment;
 - Develop an activity report on consultancy undertaken, including stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and follow-up recommendations.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree in computer science, statistics, public administration, governance, economics and/or other science related to areas of assignment;

II. Years of experience:

- At least 5 years of overall professional experience (executing, advising, managing, consulting, etc.) in institutional development, business organisation, service provision, etc. with the involvement of Information & Communication Technologies;
- Minimum of 5 years of proven experience in designing and/or implementation of software applications and/or complex IT systems, including those based on contemporary web/mobile technologies or other relevant experience;
- Minimum of 3 years of experience in GIS concept, algorithm, using GIS software and coding based on GIS modules;
- Experience related to development (or participation at) of at least 2 analytical and/or conceptualizing works (concepts, visions, technical requirements, assessments, evaluations, market analysis, reviews, policy advise, legislation adjustments, etc.) in the field of Information Technologies;
- Experience of collaboration with Government, preferably in area/s relevant for the present assignment;
- Experience in working with development partners and UN agencies in particular;
- Proved practical experience of work with statistical data, evidences and informative materials, on-line web-based applications as well as data/database modelling and optimizations (would be an asset);

III. Competencies:

- Familiarity with the national context (legal, policy, institutional framework, electronic tools/applications/platforms) related to use of statistical data through modern information technologies, as well as international practice;
- Knowledge of security/confidentiality standards related to data management and exchange, as well as virtualization, network or workflow technologies, open source concepts and interoperability platforms;
- Understanding of evidence-based decision making and the ICT role in administrative and management processes;
- Familiarity with UNDP/UN mandate;

- Strong analytical and writing skills;
- Excellent communications skills in Romanian and Russian; Good knowledge of English;

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.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic 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:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work;
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable);
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

- Contracts based on daily fee – please delete once the mechanism has been selected

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

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:

- Master degree in computer science, statistics, public administration, governance, economics and/or other science related to areas of assignment;
- At least 5 years of **overall professional experience** (executing, advising, managing, consulting, etc.) in institutional development, business organisation, service provision, etc. with the involvement of Information & Communication Technologies;
- Minimum of **3 years of experience in GIS concept, algorithm, using GIS software and coding based on GIS modules;**

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
<u>Technical</u>		
Master’s degree in computer science, statistics, public administration, governance, economics and/or other science related to areas of assignment;	Master’s Degree – 10 pts., PhD – 20 pts.	20
At least 5 years of overall professional experience (executing, advising, managing, consulting, etc.) in institutional development, business organisation, service provision, etc. with the involvement of Information & Communication Technologies;	5 years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 40 pts.	40
Minimum of 3 years of experience in GIS concept, algorithm, using GIS software and coding based on GIS modules;	Yes/ No - 20 pts;	20
Experience related to development (or participation at) of at least 2 analytical and/or conceptualizing works (concepts, visions, technical requirements, assessments, evaluations, market analysis, reviews, policy advise, legislation adjustments, etc.) in the field of Information Technologies;	2 presented works – 20 pts., each project – 10 pts	20
<u>Interview</u>	<ul style="list-style-type: none"> • Minimum of 5 years of proven experience in designing and/or implementation of software applications and/or complex IT systems, including those based on contemporary web/mobile technologies or other relevant experience;- 5 years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 50 pts. • Experience of collaboration with Government, preferably in area/s relevant for the present assignment & experience in 	150

	<p>working with development partners and UN agencies in particular; - up to 20 pts</p> <ul style="list-style-type: none"> • Proved practical experience of work with statistical data, evidences and informative materials, on-line web-based applications as well as data/database modelling and optimizations – up to 20 pts • Familiarity with the national context (legal, policy, institutional framework, electronic tools/applications/platforms) related to use of statistical data through modern information technologies, as well as international practice - <i>up to 45 pts.</i>; • Knowledge of security/confidentiality standards related to data management and exchange, as well as virtualization, network or workflow technologies, open source concepts and interoperability platforms – up to 20 pts • Understanding of evidence-based decision making and the ICT role in administrative and management processes - <i>up to 30 pts.</i>; • Knowledge of English – <i>5 pts.</i> Romanian and Russian will be considered an advantage - <i>each language 5 pts.</i> 	
Maximum Total Technical Scoring		300

* Under-represented group in the area of assignment (IT industry) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, 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.

Financial	
<p>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</p>	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