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Resilient nations.*

## TERMS OF REFERENCES

### **National consultant to develop the Concept and supervise the implementation of UNDP Moldova GIS Map of all projects and field interventions**

Sought consultancy:	Consultant
Application deadline:	....
Expected Duration of Assignment:	110 working days, in the period July-December 2019
Reference to Project:	UNDP Moldova
Project Activity:	Communications & Advocacy
Contract type:	Individual Contract

### **BACKGROUND and CONTEXT**

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](http://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.

### **Draft Outline of the GIS MAP for web platform integration:**

**Coverage:** all Moldova, including left bank of Nistru

### **Filters:**

- Year
- SDG, 2016-...
- MDG, 2000-2015
- Domain
- District/National project
- Donor
- Status: finalized or ongoing

### **Categories to be entered in the collection of data spreadsheet:**

1. Name of intervention
2. Short description: results (succinct, bullets points) and beneficiaries
3. Period
4. SDG/MDG
5. Domain

6. District
7. Donor(s): name and amount in USD

**Levels of users of the platforms:**

- Data entry
- Data validation
- Data publishing

**Language**

- English
- Romanian
- Russian

**Technical possibilities:**

- To select more variables from one category (multiple selections)
- To select more villages, districts etc. (multiple selections)
- Embed
- Save as png format
- Share on social media
- Generate maps per filters
- Generate reports
- Mobile friendly interface (adaptive or responsive design)

**OBJECTIVES OF CONSULTANCY**

UNDP Moldova is to hire a consultant to develop the terms of reference for the development of a GIS interactive map of projects, monitoring of the implementation of the project and quality assurance.

**TASKS AND RESPONSIBILITIES**

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.

**Deliverables and Timeframe**

It is expected that the assignment will be conducted during the period July – December 2019, in 2 phases:

- Phase I: Development of the specifications package: July - September 2019
- Phase II Monitoring of the implementation activities: September – December 2019.

Nevertheless, the above-mentioned timeframe is tentative and will be finally agreed once the Contractor is selected.

Performing the mentioned above activities, the Consultant will be responsible for delivering of the following results/outputs:

No.	Deliverables and Outputs	Volume of work
	<b>Phase I: Development of the ToR for the GIS interactive map and the embedding web platform UNDP Moldova projects</b>	<b>Total 65 w days</b>
1.	Detailed approach, working methodology and action plan aimed to achieve the assignment's objectives	2 w/days
2.	Interim report on consultation process undertaken and mapping of available tools and platforms which operate with GIS data	20 w/days
3.	ToR developed and consulted	30 w/days
4.	Evaluation report developed and endorsed	2 w/days
5.	Presentation of outputs to UNDP and narrative report on accomplishment of assignment on the Phase I of the project	1 w/day
	<b>Quality assurance reports</b> by stages of GIS solution development (programming, web design, and primary data embedding) certifying the validity of actions undertaken (in compliance with <i>Functional Requirements and Technical Specifications</i> ) and adherence to the quality of products under development:	10 w/days
	<b>Phase II: Monitoring of the implementation of the project and quality assurance</b>	<b>Total 45 w days</b>
6.	<b>Supervising of the project implementation process</b> , of the development team and providing to UNDP monthly progress reports	20 w/days
7.	<b>Pre-launching GIS Solution and web application testing report</b> for providing quality assurance feedback to development team	10 w/days
8.	<b>Final platform testing report</b> for providing UNDP project development accomplishment	5 w/days
9.	<b>Deployed GIS Solution, web application and documentation research and approval report:</b> <ul style="list-style-type: none"> <li>– <b>Analysis of Finalised</b> (adjusted, tested, configured) <b>GIS solution</b> and related <b>documentation</b></li> <li>– <b>Training</b> of UNDP staff on the use, upgrade and maintenance of the produced application</li> <li>– <b>Synthesis report</b> on the main outputs of assignment</li> </ul>	10 w/days

All the deliverables should be agreed with UNDP and be provided in Romanian, in electronic copy.

The volume of consultancy has been estimated at up to **110 working days** overall per whole assignment (full days of 8 hours) during which all the activities and outputs/results envisaged under the present assignment are expected to be performed.

*Note: The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment, and it can not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project partners and concerned national stakeholders would be the only criteria for the Contractors work being*

## QUALIFICATIONS AND SKILLS REQUIRED

The consultant is expected to comply with the following qualification criteria:

*Education:*

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

*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*);

*Competencies and Skills:*

- 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;

*Personal Qualities and other requirements:*

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to be independent, impartial and credible in a challenging environment;
- Availability to work with UNDP during the indicated/approved period;
- Adherence to UN's values and ethical standards;
- Cultural and gender sensitivity.

**Performance Evaluation**

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

**Travel Requirements**

During the contract period no travel is required.

**Financial Arrangements**

Payments will be disbursed in instalments upon confirmation of UNDP on delivering of the contract obligations, services and products in a satisfactory manner.

**Important note:** UNDP should exclude suppliers, contractors and consultants from tendering for procurement opportunities if they or their affiliates provided consulting services for the preparation and

implementation of a project. To prevent a conflict of interest, the offeror and their affiliates are disqualified from subsequently providing goods and civil works under UNDP financing for the same project.

### **SUBMISSION OF PROPOSAL**

The submission package will consist of:

1. Technical Proposal:
  - explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
  - describing a short vision on achievement of tasks;
  - titles + synopsis of 2 similar products as those expected from the current assignment;
2. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained;
3. Financial proposal (in USD, specifying a total lump sum amount and the number of anticipated working days).