



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 31 July 2020

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**Country:** Republic of Moldova

**Description of the assignment:** National IT Developer for the E-Systems on elections

**Project name:** Enhancing democracy in Moldova through inclusive and transparent elections (phase II)

**Period of assignment/ services:** September 2020 – September 2021

**Proposals should be submitted online**, by pressing the "Apply Online" button, no later than **14 August 2020, 16:30 EST**

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

[eva.bounegru@undp.org](mailto:eva.bounegru@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.

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### 1. BACKGROUND

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide, through which UNDP helps nations build democratic frameworks to improve representation, accountability and transparency for the benefit of citizens.

UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Center for Continuous Electoral Training (CCET) aiming at advancing the democratic electoral processes in Moldova by consolidating the transparency and efficiency of elections' management, modernization of electoral IT solutions and enhancing the inclusiveness and participation of voters. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), the enhancement of the State Register of Voters' accuracy and the design and implementation of effective long-term civic and voter education instruments.

Throughout the last electoral cycles, CEC and CCET demonstrated a high level of capacity in adjusting the electoral system to the mixed electoral system in a very short period of time and organizing the 2019 Parliamentary Elections and General Local Elections. Despite the challenges and persistent financial limitations faced by the institutions, due to the continuous UNDP's support, the CEC and the CCET delivered "well-administered elections" as attested by OSCE/ODIHR Observation Missions.

Since 2017, the Project "Enhancing democracy in Moldova through inclusive and transparent elections" supports the Central Electoral Commission to enhance the transparency and inclusiveness of the electoral process in Moldova by ensuring a more independent and credible electoral administration and better informed and pro-active citizens. Building on the sustainable results achieved during its first phase of implementation (2017 – 2020), the objectives of the current Project phase (2020 – 2023) are:

- Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE);
- Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes;
- Strengthen the capacity for effective and coherent oversight and monitoring on political party financing;
- Improve the legal and regulatory framework to respond to the EOM recommendations.

In this context, the Project shall offer further specialized support to the CEC for enhancing IT structures and processes to consolidate capacity and improve the governance and independence of the electoral administration. Moreover, the implementation of the SAISE Development Roadmap, shall lead to a complete IT architecture, sustainable across all electoral cycles and fully compliant with international standards.

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

UNDP intends to contract an experienced national IT developer (hereinafter “the Consultant”) to offer specialized IT development support and advisory to the IT and Management of Voters’ Lists Department of the Central Electoral Commission. More specifically, the Consultant is expected to contribute with the update and enhancement of the existing SAISE modules, considering the lessons learned of the previous electoral cycles. Namely, the Consultant shall focus on improving the functionalities of the following modules:

- a) SAISE Admin;
- b) Check your name in the State Register of Voters;
- c) Preliminary registration;
- d) Electoral candidates;
- e) Subscription lists;
- f) Rotation of candidates;
- g) Ballot paper;
- h) Documentation;
- i) E-Day.

Additionally, the Consultant shall design and develop, in close collaboration with the CEC Departments, new SAISE functionalities and applications that will allow a more efficient, accessible and transparent electoral process. She/he shall re-program and adjust the relevant SAISE modules in the context of the 2020 Presidential Elections, ensuring an adequate collection of disaggregated data between and during elections, as well as full accessibility to the public of the SAISE applications on the CEC website.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Bachelor’s degree or higher in information technologies / ICT or another relevant field.

### II. Experience:

- At least 6 (six) years of professional experience in ICT programming;
- At least 4 (four) years of professional experience in .NET programming;
- At least 4 (four) years of professional experience in database development (MS SQL);
- Specific experience in the area of ICT infrastructure and development of at least 3 (three) information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV);
- Proven experience of developing ICT-based electoral management systems will be a strong advantage;
- Previous professional experience in working with the Central Electoral Commission will be an advantage.
- Previous professional experience in working with international organizations, including UN Agencies, will be an advantage.

### III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly;
- Excellent analytical and presentation skills;
- Understanding of the web/software accessibility issues and ways to insure web/software accessibility for persons with different type of disabilities and linguistic minorities;
- Knowledge of Romanian and English (verbal and written) is a must. Knowledge of Russian will be considered as an advantage.

### IV. Personal qualities:

- 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;
- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

*The 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:

- Offeror's Letter confirming interest and availability;

- Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous 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 Personal History Form (P11), personal CV and at least 3 references.

## 5. FINANCIAL PROPOSAL

The financial proposal shall include a breakdown of the lump sum amount (daily rate and number of anticipated working days).

### Travel

Travel is not envisaged in the framework of the current assignment.

## 6. EVALUATION

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

- Bachelor's degree or higher in information technologies / ICT or another relevant field;
- At least 6 (six) years of professional experience in ICT programming;
- At least 4 (four) years of professional experience in .NET programming;
- At least 4 (four) years of professional experience in database development (MS SQL);
- Specific experience in the area of ICT infrastructure and development of at least 3 (three) information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV).

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:

- responsive/ compliant/ acceptable, and
- 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
<b><u>Technical</u></b>		
Bachelor's degree or higher in information technologies / ICT or another relevant field	Bachelor's degree – 5 pts., Master's degree – 10 pts.	10
At least 6 (six) years of professional experience in ICT programming	6 years – 25 pts., each additional year of experience – 5 pts. up to a maximum of 35 pts.	35
At least 4 (four) years of professional experience in .NET programming	4 years – 15 pts., each additional year of experience – 5 pts. up to a maximum of 30 pts.	30
At least 4 (four) years of professional experience in database development (MS SQL);	4 years – 15 pts., each additional year of experience – 5 pts. up to a maximum of 30 pts.	30
Specific experience in the area of ICT infrastructure and development of at least 3 (three) information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV);	3 information systems – 20 pts., each additional developed system – 5 pts. up to a maximum of 35 pts.	30
Proven experience of developing ICT-based electoral management systems will be a strong advantage;	Yes/ No - 15 pts;	15

Previous professional experience in working with the Central Electoral Commission will be an advantage;	<i>Yes/ No - 10 pts;</i>	10
Previous professional experience in working with international organizations, including UN Agencies, will be an advantage.	<i>Yes/ No - 10 pts;</i>	10
<u>Interview</u>	<ul style="list-style-type: none"> <li>• Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly – <i>up to 30 pts;</i></li> <li>• Good knowledge of the Moldovan electoral system – <i>up to 25 pts;</i></li> <li>• <i>Strong analytical and organizational skills – up to 20 pts</i></li> <li>• Understanding of the web/software accessibility issues and ways to insure web/software accessibility for persons with different type of disabilities and linguistic minorities – <i>up to 30 pts;</i></li> <li>• Knowledge of Romanian and English – 10 pts each. Knowledge of Russian will be considered as an advantage – 5 pts;</li> </ul>	120
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(no – 0 pts., to one group – 5 pts., to two or more groups – 10 pts.).	10
<b>Maximum Total Technical Scoring</b>		<b>300</b>

\* 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.

<b><u>Financial</u></b>	
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation; <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – financial offer under consideration	<b>200</b>

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**