



Invitation to Submit an Offer for National Consultant to act as Digital Transformation Advisor to support the Ministry of Labour and Social Protection under Vacancy no. Qu24/02908

The United Nations Development Programme (UNDP) is currently implementing the **Digitalization in Support of the Ministry of Labour and Social Protection's 'Restart' Reform Programme** that requires the services of a **National Consultant to act as Digital Transformation Advisor to support the Ministry of Labour and Social Protection** as described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP;
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system.

Offers must be submitted directly in the Quantum Supplier Portal following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal (please log in using your username and password).

Follow the instructions in the user guide to search for the competition using search filters, namely **Negotiation ID: UNDP-MDA-00420** and subscribe to the competition in order to get notifications in case of amendments of the competition document and requirements.

In case you have never registered before, follow this link to register a profile: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127714247> based on the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>.

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.



Computer firewall could block oracle or undp.org extension and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Notice, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online supplier portal will be final. The portal will not accept submission of any offer after that date and time. It is the responsibility of the applicant to make sure that the offer is submitted prior to this deadline for submission.

Applicants are advised to upload offer documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Applicant faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favourable response and thank you in advance for your interest in working with UNDP.

Sincerely,

UNDP Moldova





Table of Contents

1 Overview.....	5
1.1 General Information.....	5
1.2 Tender Timeline.....	7
1.3 Response Rules.....	7
1.4 Terms.....	7
2 Requirements.....	9
2.1 Section 1. Overview of the assignment.....	9
2.2 Section 2. Documents to be included with the proposal.....	10
2.3 Section 3. Evaluation - Minimum Qualification Stage.....	10
2.4 Section 4. Evaluation - Technical and Interview Stage.....	11
2.5 Section 5. Evaluation - Financial Stage.....	13
2.6 Section 6. Offer form.....	13
2.7 Section 7. Annexes and attachments.....	16
2.8 Section I-1.	16
3 Lines.....	17
3.1 Line Information.....	17



1 Overview

1.1 General Information

Title	Qu24/02908: DTMLSP/Digital Transformation Advisor to support Ministry of Labour
Contact Point	Procurement Unit
Outcome	
E-Mail	sc.md@undp.org
Reference Number	Qu24/02908
Beneficiary Country	MDA

Introduction

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Sincerely,

UNDP Moldova

1.2 Tender Timeline

Preview Date
Open Date 07/03/24 23:24 PM
Close Date 22/03/24 14:30 PM
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms



Negotiation Currency USD



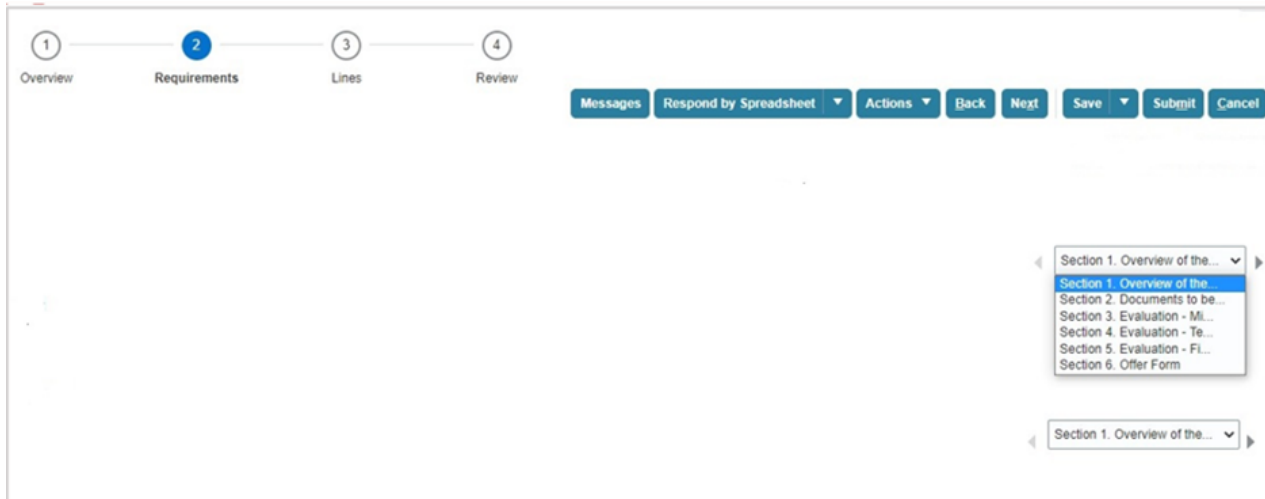
2 Requirements

**Response is required*

Please review carefully the requirements and questions in this section.

Provide answers where required (marked with *asterisk symbol) and upload supporting documents when requested so (marked with *asterisk symbol).

Please note that there are several Sections to be filled in, under the "Requirements" step on the right side the page.



2.1 Section 1. Overview of the assignment

1. Background

The United Nations Development Programme (UNDP) requires the services of an individual to perform the work described in this document.

2. Scope of Work, Responsibilities and Description of Work



For detailed information on the Scope of Work, responsibilities and description of work, please refer to hereby attached Terms of Reference.

2.2 Section 2. Documents to be included with the proposal

***1. Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, including Financial Proposal (USD) in Annex 2**

Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal.

The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.

***2. Proposal, including Motivation Letter**

Upload a Proposal/Motivation Letter explaining why you 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, including information, links to previous similar projects/engagements.

***3. CV and other documents**

Provide your personal CV including education/qualifications, professional certifications, and employment records/experience in similar projects, including at least 3 references.

2.3 Section 3. Evaluation - Minimum Qualification Stage

1. Screening against Minimum Qualification Requirements

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

- University degree in IT, engineering, product management, economy or another relevant area.
- At least 7 (seven) years in project management, consultancy, or technical advisory preferably with a focus on IT or digital transformation projects.
- Citizen of the Republic of Moldova

The screening shall be a desk review of application packages. Therefore, applicants are advised to highlight their compliance to notice requirements through including relevant information in the supporting documentation (CV, motivation letter, etc.).

***2. Compliance to Minimum Qualification Requirements**

Please indicate whether you meet the below requirements:

- University degree in IT, engineering, product management, economy or another relevant area.



- At least 7 (seven) years in project management, consultancy, or technical advisory preferably with a focus on IT or digital transformation projects.
- Citizen of the Republic of Moldova

2.4 Section 4. Evaluation - Technical and Interview Stage

1. Cumulative analysis

The short-listed individual consultants will be 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.

*2. Evaluation criteria - Technical Stage

Criteria	Scoring	Points Obtainable
Technical		
University degree in IT, engineering, product management, economy or another relevant area	<i>Bachelor's degree – 5 pts. Master's degree – 10 pts.</i>	10
Minimum experience of 7 (seven) in project management, consultancy, or technical advisory preferably with a focus on IT or digital transformation projects	<i>7 years of experience – 20 pts; each additional year – 10 pts, up to a total of 50 points;</i>	50
Minimum experience of 2 (two) years in project management methodologies (such as Agile, Scrum,) and tools (such as JIRA, Asana etc)	<i>2 years – 10 pts; each additional year of experience – 10 pts., up to a maximum of 30 pts.</i>	30
Minimum experience of 2 (two) years in leading cross-functional teams and working collaboratively with diverse	<i>2 years – 10 pts; each additional experience – 5 pts. up</i>	30

stakeholder groups for delivery of IT products	<i>to a maximum of 30 pts.</i>	
Minimum 2 (two) previous assignment in managing and delivering IT projects, in the public or private sector	<i>2 project/assignment – 10 pts; each additional experience – 5 pts. up to a maximum of 25 pts.</i>	25
Trainings and certifications in ITC and/or Project Management	<i>no – 0 pts. each training and/or certification – 5 pts. up to a maximum of 10 pts.</i>	10
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>· No – 0 pts., to one group – 1,5 pts., to two or more groups – 5 pts.</i>	5
Maximum Technical Scoring		160

Response attachments are optional.

***3. Evaluation criteria - Interview Stage**

Criteria	Scoring	Points Obtainable
<p><u>Interview</u></p> <p>Please note that only the top 5 ranked (that accumulated the highest technical score) applicants shall be invited for the interview</p>	<ul style="list-style-type: none"> · Ability to perform and deliver expected results in a fast-paced working environment (<i>none – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts</i>) · Strong sense of initiative and ability to work independently (<i>none – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts</i>) · Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders (<i>none – 0 pts, limited – 10 pts, good – 20 pts, strong – 25 pts</i>) · Excellent understanding of digital 	140



	<p>transformation methodologies and tool (none – 0 pts, limited – 5 pts, good – 10 pts, strong – 15 pts)</p> <ul style="list-style-type: none"> · Proven experience in developing digital transformation programs and products for public sector (none – 0 pts, limited – 10 pts, good – 20 pts, strong – 30 pts) · Strong knowledge of the English and Romanian languages– 5 pts each. (10 pts total) 	
Maximum Interview Scoring		140

Response attachments are optional.

2.5 Section 5. Evaluation - Financial Stage

1. Financial Evaluation

Evaluation of submitted financial offers will be done based on the following formula:

$$S = F_{min} / F * 200$$

S – score received on financial evaluation;

F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration

2.6 Section 6. Offer form

***1. Offeror's Declaration**

I hereby declare that:

-- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment;

-- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;

-- I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto;

-- In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto [delete this item if the TOR does not require



submission of this document];

***2. Payment Type and Rates**

I hereby propose to complete the services based on the following payment rate:

(Please select the applicable option)

***3. Payment Certification Procedures**

I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.

*4. Please confirm your offer remains valid for a total of [minimum 90 days] after the submission deadline.

***5. Contract Type**

Select the contract type that you will sign if selected, from the two options below:

1. Sign an Individual Contract with UNDP;
2. Request my employer to sign with UNDP a Reimbursable Loan Agreement (RLA) for and on my behalf. Provide contact persons and details of employer in the comments box or as an attachment.

***6. Other Engagements**

Please indicate whether you have any other engagements at the time of submission. If yes, provide details using the template attached.

***7. Acceptance and cost for the proposal**

I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

*8. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member

***9. Former UN Staff Member**

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

***10. Relatives employed with UN**

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.



If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship. Use the comments box or add an attachment if necessary.

***11. Relatives employed by UN or other Organizations**

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

***12. Enquiries with present employer**

Do you have any objections to us making inquiries of your present employer?

***13. REFERENCES**

List three persons not related to you who are familiar with your character and qualifications. Use template attached and upload.

*14. Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box

***15. Criminal Records**

Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, give full particulars of each case in an attached statement.

***16. Statement of Health**

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

Target: I will be able to provide proof of medical insurance coverage if selected

***17. Conflict of Interest**

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

***18. Prohibitions and Sanctions**

I/We hereby declare that neither myself nor our firm, ultimate beneficial owners, representatives, agents, affiliates or subsidiaries or employees, or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended,



debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.

***19. Sexual Harassment / Sexual Exploitation and Abuse**

UNDP has a zero-tolerance policy towards sexual exploitation and misconduct, sexual harassment, and abuse of authority. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Please explain if you have been sanctioned/found guilty in any Sexual Harassment or Sexual Exploitation and Abuse case. If yes, provide more information in the comments box.

*20. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

2.7 Section 7. Annexes and attachments

1. Terms of Reference

Please see attached the Terms of Reference for this requirement.

Attachments:

File Name or URL	Type	Description
Terms of Reference	File	

2. General Terms and Conditions of Contract

Please see the GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.

Attachments:

File Name or URL	Type	Description
UNDP GCCs for ICs	File	

2.8 Section I-1.



3 Lines

Instructions

Please add the price for each deliverable listed below, in accordance to Terms of Reference. Please upload breakdown of financial proposal (in USD) using template provided (Annex 2). Make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverable 1: Developed digital transformation action plan for a 3 year period aligned with objectives of the Ministry of Labour, outlining the approach, technologies, and initiatives needed to modernize and improve the informational syste	80111620						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
2-Deliverable 2: Designed Agile methodology task management system tailored to the needs of the Ministry of Labour, with established sprint cycles, roles and responsibilities, and defined processes for iteration planning, daily stand-ups, and	80111620						
3-Deliverable 3.1: Established data governance framework for the informational system of the Ministry with defined policies, standards, and processes for data management, quality assurance, security, and compliance to ensure data integrity an	80111620						
4-Deliverable 3.2: Integrated data visualization platform for key indicators required by the Ministry	80111620						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
5-Deliverable 4.1: Develop a change management plan to facilitate the adoption of digital technologies and Agile practices within the Ministry of Labour	80111620						
6-Deliverable 4.2: Organize up to 7 capacity building sessions to the staff of the Ministry of Labour and subordinated Agencies on adoption of digital technologies and Agile task management system	80111620						