

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 3 May 2017

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**Country:** Thailand

**Description of the assignment:** Application Developer

**Duty Station:** Bangkok, Thailand

**Project name:** UNDP- Bangkok Regional Hub, Thailand

**Period of assignment/services (if applicable):** 5 June 2017- 31 December 2017 (Up to 131 working days)

To apply this position, please click the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=72123](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=72123)

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### 1. BACKGROUND

Over the years, UNDP's Bangkok Regional Hub (BRH) developed web-based applications for use in BRH and Country Offices. Business process automation is a key to enable BRH to meet its challenging delivery targets. With increased demand for software development, coupled with requirements for enhancing existing applications, a short-term contractor is required to develop the software.

The development platforms shall have the following characteristics:

- ) On-premises .net and SharePoint applications
- ) Cloud-based .net and SharePoint applications
- ) SharePoint Online and SharePoint Add-in

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

### Objective:

The Application Developer will develop the application software based on the business requirements and scope of work described below.

### Scope of Work:

The Developer will gather requirements, design, and develop application software based on the below scope of work.

### Software Development

- ) Enhancement of Service Centre on Demand (SCOD) application.
- ) Enhancement of Asset Management/Tracking application.
- ) Development of Account Provisioning System to replace current one.
- ) Development of Internal Staff Movement to replace current one.
- )

### Application Migration to Cloud

- ) Migration of SCOD (.net and SharePoint) to cloud-based platform.
- ) Deployment of Asset Management application (SharePoint Add-in) on cloud-based platform.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Education:

- ) Bachelor's Degree, preferably in Computer Science or related fields;

### Experience:

- ) Minimum 3 years web development experience;
- ) Advanced proficient programming experience in C# .Net, JavaScript, and JQuery;
- ) Good understanding of .Net Framework and XML Web Services;
- ) Experience in application and webpart development on SharePoint will be an advantage;
- ) Experience in managing DNS server, IIS web servers, and Active Directory;
- ) Experience with designing and using SQL Server databases for web applications;

- ) Advanced proficiency with HTML, including style sheets, templates, complex tables, and frames;

**Language:**

- ) Fair command of written and spoken English;

**Core Competencies:**

- ) Be innovative and possess good problem solving skills;
- ) A team-player and self-starter, able to work with minimum supervision, with sound judgment;
- ) Willing to learn new development environments and technology;
- ) Good communication and interpersonal skills and experience in working effectively in a multicultural environment;
- ) Professionalism: flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours;

**4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

**Contract Duration:** 5 June 2017- 31 December 2017 (Up to 131 working days)

**Duty Station:** Bangkok, Thailand

**5. FINAL PRODUCTS**

The expected outputs from this assignment are;

- ) Enhancement of Service Centre on Demand (SCOD) application.
- ) Enhancement of Asset Management/Tracking application.
- ) Development of Account Provisioning System to replace current one.
- ) Development of Internal Staff Movement to replace current one.
- ) Migration of SCOD to cloud-based platform.
- ) Deployment of Asset Management application on cloud-based platform

**6. PROVISION OF MONITORING AND PROGRESS CONTROLS**

The developer will report to the ICT Manager. Weekly report on work progress will be required.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- ) **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- ) **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- ) **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- ) **Financial proposal**, as per template provided in Annex 2.

Incomplete proposals may not be considered.

## 8. FINANCIAL PROPOSAL

### **Price Proposal and Schedule of Payments:**

#### **The contract will be based on Daily Fee.**

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period. [Remove this paragraph if Lump sum is selected]

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including

tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

## 9. EVALUATION METHOD AND CRITERIA

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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### **Technical Criteria for Evaluation (Maximum 70 points)**

- ) Criteria 1: Experience in similar and relevant skill or expertise
- ) Criteria 2: Qualifications in terms of Education, Specialization & other relevant requirement
- ) Criteria 3: Key Technical Skills relevant to project scope
- ) Criteria 4: Availability

Only candidates obtaining a minimum of 70 points (70% of the total 100 technical points) would be considered for the Financial Evaluation.