

TERMS OF REFERENCE

Framework Agreement for Reporting Software Developer

Location: Home-based

Type of Contract: Individual Contract as Framework Agreement

Languages Required: English

Starting Date: 1 July 2018

Duration of Initial Contract: 1 year

Expected Duration of assignment: Up to 3 years (with a maximum of 660 working days in the period) dependent on demand for services and performance

Supervisor: RBM and Evaluation Advisor

Background:

UNDP recognizes that the growing risks and impacts of climate change and the accompanying loss of ecosystem services requires the world to urgently invest in a new green development paradigm. Based in UNDP's Bureau for Policy and Programme Support, the UNDP-Global Environmental Finance Unit helps developing countries make green, low emission and climate resilient development not only possible, but also economically attractive. To achieve this, it works closely with UNDP country offices to help countries develop and implement programmes and projects which advance their capacity to put in place the right mix of regulatory and financial incentives, remove institutional and policy barriers, and create enabling environments that attract and drive private sector investment into green development.

The UNDP-GEF Unit assists partner countries to develop and implement programmes and projects that combine and sequence resources from a wide range of global environment and climate funds, financial mechanisms, and instruments including, but not limited to: the GEF managed family of vertical funds such as the GEF Trust Fund, the Special Climate Change Fund, and the Least Developed Countries Fund; the Adaptation Fund; and the Green Climate Fund.

The portfolio of projects under the UNDP-GEF unit are required to follow standard UNDP monitoring and evaluation policies as well as monitoring and evaluation policies and requirements of the relevant environmental vertical fund from which they receive financing. These requirements are supported through the UNDP-GEF results management approach and cover project-level, portfolio-level and management level results. For example, on an annual basis, UNDP supported Global Environment Facility (GEF) financed projects and Green Climate Fund (GCF) financed projects submit required annual project implementation reports. These reports must be aggregated in various forms (e.g. specific Excel templates, individual Word files) and the data used for various reporting and management purposes. Since 2013, the GEF project-level report has been completed online in a module connected to a web-based project cycle management system, 'PIMS+'. In 2017, PIMS+ was upgraded to connect various server and end-user databases used by the UNDP-GEF team. The 2017 PIR was process was implemented in a reporting platform connected to PIMS+. The annual GCF APR process which UNDP must conduct for the first time in 2018 must also be implemented in the reporting platform connected to PIMS+. Other results management related requirements include mid-term reviews, terminal evaluations, and quality assessments of reports.

In this regard, the UNDP-GEF Directorate is seeking a consultant to develop, maintain, update and improve the reporting system in line with related results management requirements and PIMS+ functions, and

contribute to the development of other, interconnected parts of the PIMS+ system, working closely with the Lead Software Developer for PIMS+.

Description of Responsibilities:

The consultant will report to the UNDP-GEF Results Management and Evaluation Advisor. Delivery of outputs will be overseen by the UNDP-GEF Management Support Specialist and Gender, Results and Reporting Coordinator with support from the PIMS+ Lead Software Developer. The consultant may be expected to present progress updates to the PIMS+ Project Board. The scope of work will vary depending on the specific assignment, but would include one or various of the below tasks:

1. Development, implementation, upgrades and maintenance of online reporting modules:

- Develop reporting modules per specifications provided by UNDP-GEF, including sections, data fields and user options;
- Integrate project-level sub-application with Main application – display requested project-related information under report tabs, enable updates of necessary project properties within the project-level report module;
- Complex updates (such as to ratings options, finance table integration, Word Report, additional milestone dates to be displayed);
- Updated related reporting platform administrative management interface;
- Develop options to generate aggregated reports of data;
- Troubleshooting during live reporting season (logging, responding and resolving tickets in timely fashion, ideally within 24 hours);
- Support reporting UNDP data to GCF Transparency Portal, GEF portal, or other internal and external databases, as needed.

2. Reporting system interface:

- Integrate project-level reports with built-in system mailing features;
- Integrate project-level reports and reporting elements into PIMS+;
- Develop high-level, aggregate reporting and monitoring functions and support relevant integration with UNDP corporate databases (e.g. Evaluation Resource Centre);
- Support reporting to UNDP Transparency Initiative. Support efficient interfacing with UNDP corporate systems (e.g. UNDP project QA system);
- Dynamic reporting interface so that PIMS+ users can build customized aggregated reports pulling GEF PIR, GCF APR, and other project data (for example, to generate a report of overall DO and IP ratings across several years, or to generate report on project extensions);
- Other reporting dashboards and interfaces as needed.

3. Search Functions:

- Options to search text in reporting modules (e.g., PIRs and APRs) including option to limit the search to specific parts of the module (i.e. search only results framework/DO Progress page of PIR);
- Options to search other PIMS+ data fields including dates, Atlas data (gender maker rating, risk rating), milestone status);
- Integrate Elastic search or similar functions;
- Automatic data extraction;
- Intelligent data processing and information retrieval;

- Improved search function for tags and keywords;
- Maintenance of tagging and keywords identifications.

4. Updated PIMS+ modules:

- Updated related results management reports, milestones and functions in PIMS+ system;
- Harmonize results management related reporting with PIMS+ updated system architecture. Coordinate with PIMS+ Lead Developer on integrating, updating, and maintaining relevant elements into PIMS+;
- Updated system user administration system per reporting requirements.

5. Back-end maintenance, coverage, and other related tasks:

- Clean-up production files, remove old, unused, and duplicate versions of files, review production version to determine what functionality is currently still in development, and prioritize completion;
- Utilize UNDP email server for email functions;
- Update PIMS+ reference data functions, maintenance for importing and harmonizing finance tables, and developing new import processes;
- Coordinate with Lead Developer on integrating all back-end development into updated PIMS system architecture elements;
- Backup support/coverage for Lead Software Developer as needed;
- Advise and assist with application server administration as needed;
- Other PIMS+ related tasks as needed.

Information on Working Arrangements:

- The consultant will be home-based;
- Estimated level of effort: approximately 220 days per year (660 days total over 3 years).
- UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- The initial contract would be for 1 year (July 2018 – June 2019) with an option for renewal in subsequent years dependent on demand for services and satisfactory performance evaluation;
- The Framework Agreement to be signed will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNDP-GEF would contact the Consultant by email informing of the specific deliverables and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individual or entities);
- The consultant is expected to be available for skype/phone meetings as needed and be in reliable email contact;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;

- The Consultant will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, specific software if required, etc.) and must have access to reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payment for services will be made upon satisfactory submission of outputs, a detailed time sheet, and certification of payment form, and acceptance and confirmation by the Results Management and Evaluation Advisor.

Competencies:

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional Competencies:

Knowledge Management and Learning:

- Willingly shares knowledge and experience and makes contributions to UNDP practice areas (e.g., documented knowledge, community of practice building initiatives);
- Actively develops substantive understanding and experience in one or more knowledge areas, including process and/or technical knowledge.

Communication:

- Communicates effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism:

- Capable of working in a high-pressure environment with sharp deadlines, managing many tasks simultaneously;
- Able to handle a large volume of data and reports accurately and thoroughly, with great attention to detail;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork:

- Works well in a team to advance the priorities of UNDP-GEF and UNDP as a whole;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Required Skills and Experience:

Education (10 points max.)

- Bachelor's degree in computer sciences, software engineering, programming or other closely related field is required;
- A Master's degree in computer sciences, software engineering, programming or other closely related field is an advantage.

Experience:

- At least 5 years of experience in software architecture design and implementation of robust Web 2.0 information systems (projects of large scale - database model larger than 200 relational entities, more than 200 domain dependent classes, more than 5 different user roles) (20 points max.);
- Excellent knowledge of design and implementation on relational database level, SQL (stored procedures, triggers, data integrity and consistency, transactional safe data manipulation, optimization of SQL queries and time-consuming tasks in general) (10 points max.);
- Experience with integration of autonomous information systems (REST / SOAP web services, integration based on manual import of batch files) (10 points max.);
- Strong experience with any robust modern Web 2.0 PHP Application Framework (e.g. Yii2, Symfony2, Laravel, Zend2 etc.) (10 points max.);
- Experience with migration of undocumented data and features from legacy systems (5 points max.);
- Experience with design and implementation of public APIs (5 points max.);
- Experience with modern software development supportive tools such as distributed Version Control Systems – e.g. Git, or MercurialHg is an advantage (5 points max.);
- Experience with other relevant libraries and web technologies, such as HTML5, CSS3, jQuery, PHPOffice, experience with latest trends in Dependency Injection desirable (5 points max.);
- Experience with test driven development and automated source code testing frameworks are desirable (5 points max.);
- Experience with UNDP or UNDP-GEF databases is an advantage (5 points max.).

Language Requirements:

- Excellent oral and written communication skills in English language (10 points max.).

Evaluation method:

- Only those applications which are responsive and compliant will be considered and evaluated;
- Offers will be evaluated according to the Combined Scoring method where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The review of qualifications (education, experience, language [max 100 points] and interview [max. 30 points]) will be based on maximum 130 points;
- Only the top three candidates that have achieved a minimum of 70 points from the review of education, experience, and language qualifications will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically qualified and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Documentation to be submitted:

Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach). Incomplete applications will not be considered.

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) to be downloaded from the below link.
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

UNDP Personal History form (P11) required of all applicants

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:

http://procurement-notices-admin.undp.org/view_notice.cfm?notice_id=46010