INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(*International or National Competition*)

Date: June 26, 2018

REF NO.:   BBBRSO49636

Job Title: Technical Specialist – Configuration and Installation

Country/Countries: Antigua, Suriname, St. Vincent, Guyana, St. Lucia, St. Kitts and Nevis and Barbados

Description of the assignment: The configuration, installation and support of servers in countries identified above.

Project name: Strengthening Evidenced Based Decision Making for Citizen in the Caribbean

Period of assignment/services (if applicable):   Seventy eight (78) non consecutive days

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ADMINISTRATION -

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), *CV* and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted****: -

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=79736 (*cut and paste into browser address bar if the link does not work*)

*** PLEASE NOTE: The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.*

NOTE: The *Financial Proposal* **should not** be uploaded to "UNDP Jobs"****.

<IMPORTANT>
****Please email the **password-protected** *Financial Proposal* to **procurement.bb@undp.org**. The subject line of your email must contain the following: " *BBBRSO49636 Financial Proposal – Your Name***"

If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.

Any request for clarification must be sent in writing to procurement.bb@undp.org within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses*** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.

*** UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary

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A. BACKGROUND

The United Nations Development Programme (UNDP) - Regional Bureau for Latin America and the Caribbean (RBLAC) in collaboration with the UNDP Caribbean network of offices – Guyana, Jamaica, Trinidad and Tobago, Suriname, Barbados and the OECS undertook the formulation of a first Caribbean-wide Human Development Report (CHDR) on Citizens' Security. Using Global UNDP HDR processes, analysis and methodologies, the Caribbean HDR reviewed crime and security in the Caribbean with data analysis and information from a human development perspective. The report defines short and medium term policy recommendations based on the social aspects of security which impact on citizen safety, youth violence, education, unemployment and inequality, inclusive economic growth, migration, and drug use and alcohol abuse. One of the primary recommendations from the report is the urgent need for the region to shift from traditional concepts of state security to a broader multidimensional concept that focuses on citizen security and safety and wellbeing of Caribbean citizens.

While the CHDR victimization survey points to high levels of fear of violent crime amongst citizens and the failing of existing policies and approaches, stimulating robust public discourse on the topic presented a challenge. Given the region's dependency on tourism as its main foreign exchange earner, enlisting the full and unconditional support of regional parliamentarians on the matter of facilitating rigorous public debate is critical. Reliable crime statistics are critical for measuring changes in crime levels, monitoring of national and regional responses, developing and evaluating effectiveness of citizen security policies, supporting the analysis and understanding of national and regional crime trends. Collection and organization of data into a statistical form is required to produce valuable information for use in decision-making and to allow for comparison of crime statistics across time and between countries. Lack of reliable and comparable national, sub-regional and regional statistics makes it difficult to fully comprehend the impact of crime and violence, and to inform the citizen security policies and strategies needed to effectively respond to these challenges.

The data gaps resulting from these challenges are further aggravated by different definitions of security concepts, non-standardized indicators and inconsistent use of information; dispersion of information and a multiplicity of information sources; sporadic initiatives in the area of information management; lack of unified technical criteria and permanent technical capacities within the national and regional institutions; absence or lack of understanding of a preventive focus in information management; low citizen participation in discussions on citizen security; and absence of mechanisms and capacities to mainstream gender into the analysis and management of citizen security related information and public policies.

Based on this, UNDP seeks to work with countries in the Eastern and Southern Caribbean (Antigua and Barbuda, Barbados, Commonwealth of Dominica, Grenada, Guyana, Saint Lucia, Saint Kitts and Nevis,

Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago) to improve institutional capacity for evidenced based decision making on youth crime and violence policy making and programming. The focus of this project will be in improving data collection, analysis and use of data for decision making on youth crime policy making and programming. The project intends to achieve two components: 1) improving the quality, comparability and reliability of data and information and youth crime and violence; 2) and regional collaboration and networking on youth crime and violence strengthened. These components will be achieved by improving regional and national institutional capacity to collect, monitor, and analyze citizen security and apply it to decision-making and policy formulation at both levels.

In 2017, CARISECURE launched an assessment mission in St. Kitts &Nevis, St. Lucia and Guyana to explore the technological environment (IT) prevailing in these countries and propose specifications for the deployment of a server that could support the to-come Data Management Software.

B. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
   (i) Explaining why they are the most suitable for the work;
   (ii) Provide a brief methodology on how they will approach and conduct the work;
2. Personal CV including past experience in similar projects and at least 3 references; and
3. Financial proposal.

C. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

D. TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the *Inidividual Consultant* wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

E. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

- *Lowest price and technically compliant offer*

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:
  a) responsive/compliant/acceptable*, and
  b) offering the lowest price/cost

responsive/compliant/acceptable" can be defined as fully meeting the TOR provided

- *Cumulative analysis*

When using this weighted scoring method, the award of the contract should 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; [70%]; * Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation –

Criteria	Weight	Max. Point
Technical	**70**	**70**
• Education of the Consultant	10	0
• Methodology, its Appropriateness to the Condition and Timeliness of the Implementation Plan	10	0
• Qualifications/Expertise	50	0
Financial	**30**	**30**

F. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above
ANNEX II – GENERAL TERMS AND CONDITIONS
ANNEX III – OFFEROR'S LETTER
ANNEX IV – FINANCIAL PROPOSAL TEMPLATE
ANNEX V – SAMPLE INDIVIDUAL CONTRACT

G. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

UNDP is seeking to engage a Consultant to install and configure servers in eight (8) countries plus one in RSS (based in Barbados). The Consultant will:

1. **Physical Installation (18 days)**

The consultant will provide all required expertise to install the 9 servers in the identified location and make sure they are installed in respect to international standards with all back up devises required. Additional equipment, if required, will be identified through another consultancy. Tools and fixtures will be provided by the consultant.

2. **Local Network Infrastructure (5 days**)

The Consultant will do a Network Assessment on the best way to access the application server; consult with local ISP and technical counterpart on Internet and public IP addresses and along with local technical counterpart agree on the network design; temporary or permanent.

In addition, the consultant will identify a list of network equipment that might be needed for the present and future, provide specs and will install these. Tools and fixtures will be provided by the Consultant.

3. **Server Configuration (50 days)**

The Consultant will install and configure the server operating system – CentOS; install and configure Web Server services on the server – Apache; install and configure Database Services on the server – MySQL; install of the server on the network and connect the server to the Internet

The Consultant will also configure System Security & Firewall rules on the server, create database and tables for the Police Incidents web application. He will also upload into the server the application files for the Police incidents web application, create Domain Name entry into a DNS server and configure the server to be accessible via a domain name

4. **Training (5 days)**

The Consultant will train three (3) Administrators per country (+ RSS) (27 persons) on how to create security user's groups, on how to create users and assign users a security group, on how to back-up the databases and on how to restore the database.

H. DELIVERABLES

Expected deliverables and deadlines

No.	Deliverable	Due Date	% Payment
1	Submission of Inception Report with Timeline		10
2	Local Network Infrastructure • The Consultant perform a Network Assessment on the best way to access the application server for each countries and RSS. • The Consultant will develop a network design, temporary or permanent, for each countries and RSS;		15

	The Consultant will identify a list of network equipment that might be needed for the present and future; he will provide specs for each equipment and will install these upon reception		
3	Server Configuration: • The Consultant will install and configure CentOS, Apache and MySQL for all servers. He/she will also install on all servers: networkk and connection of the server to the Internet • The Consultant will also configure System Security & Firewall rules on all servers, create database and tables for the Police Incidents web application. He will also upload into the servers the application files for the Police incidents web application, create Domain Name entry into a DNS server and configure the server to be accessible via a domain name		30
4	Physical Installation: • Nine (9) servers installed and fully functional with all security and connectivity devices		25
5	Training: The Consultant will train three (3) Administrators per country on how to create security users groups, on how to create users and assign users a security group, on how to back-up the databases and on how to restore the database		20

I.   REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- Experience in server configuration, installation and network infrastructure;
- Three or more years configuring servers with Linux or Cent OS
- Three or more years configuring switches in a Linux environment

II. Competencies:

- Proven track record of delivering results under tight deadlines;

- Abiliity to work independenty, management competing priorities and perform well under pressure
- Excellent inter personal skills to effectively liaise with key stakeholders;
- Fluency in English.

J. QUALIFICATIONS

Education:

- A bachelor degree in computer science or tertiary equivalent;
- CCNA (Cisco Certified Network Associate) Routing and Switching Certification;
- Linux SysAdmin Certification.