**Terms of Reference**

**Database design for the RRP**

**Project Title: RCO/RRP**

**Duty Station: Home base**

**Period of assignment/services: 3 weeks**

**Estimated Starting Date: 15 November 2018**

##### **1. Project Description:**

The UN Country Team is working on a transition programme that bridges humanitarian and stabilization activities with more long-term impact interventions. This is the Recovery and Resilience Programme (RRP). Based on a series of discussions with key interlocutors in the Government of Iraq (GOI) to identify sectors of significant importance to Iraq in shaping its post-crisis situation, the RRP covers nine inter-connected areas: Preventing Violent Extremism, Revitalizing Communities, Restoring Agriculture and Water Systems, Promoting Sustainable Returns, Decentralizing Basic Services, Supporting Survivors, Expanding Political Participation, Engaging Youth, and Promoting Community Reconciliation.

The RRP seeks to assist GOI to leverage investments in infrastructure, economic reform and reconciliation in service of social and political cohesion, improvement in quality and access to services, and broader economic and livelihood opportunities. Across all nine areas, the critical issues will be strengthening the local level of government and governance, broadening economic and livelihood opportunities with a particular focus on vulnerable families and youth.

To manage the RRP programme, a database has been created that allows for generation of reports of the RRP different projects arranged by the 9 different components.

##### **2. Scope of Work:**

Under the direction of the RRP Coordinator at the Development Coordination Office, the selected consultant will support the design, delivery and implementation of the extended RRP database in Microsoft Access format, under the activities listed in expected outputs and deliverables (section-3)

##### **3. Expected Outputs and Deliverables:**

* Expand the current RRP database ( Microsoft Access) functionalities to allow for queries and reports that describe:
  + Allotment of each of the donor funding by project.
  + Allotment of funding by Pool Fund to projects and discriminated on whether that was earmarked or not (if earmarked then indicating which component)
  + Build at least 5 types of reports that combine and sort information around the following lines
    - Projects Reports (Summary, extended, and checklist)
    - Resource matrix (containing crossed data from Pool Fund (earmarked and not earmarked, donors bilateral contributions, and funding gap total and discriminated by component)
    - Donor Funding report
    - Report by each of the 4 Results Areas
* Expand the current RRP database so that tables and forms contain fields for documentation on:
  + Funding (for the donors table)
  + Steering Committee Decisions/ Legal documents

**4. Institutional Arrangement:**

The RC Office and UNDP will contract the Company/consultant to perform this works; immediate oversight will be provided by the RRP focal person. The contractor will have to schedule at least 1 meeting per week to allow for oversight and discussion of on the development of the database.

**5. Duration of the Work:**

3 weeks.

**6**. **Travel Plan:**

No travel will be required.

**7**. **Reporting**

Reporting will be under the direction of the RRP Coordinator at the Development Coordination Office.

**8. Qualifications of the Successful Contractor:**

**Academic Qualifications**

* Master’s degree in Information and Communication Technologies (ICT) or any other relevant field or Bachelor’s degree with relevant experience.
* Microsoft certification would be an asset.

**Relevance of experience**

* Minimum of 5 years of related work experience in database design or 7 years in lieu of a Master’s degree
* Demonstrated experience in undertaking at least three similar assignments with commendable performance/quality by the end-user.
* Experience working with international organizations
* Ability to communicate ICT technical issues with non - IT staff

**Language proficiency**

* Fluency in written and spoken English is essential.
* Ability to write reports in English

**9**. **Competencies:**

**Corporate Competencies**:

• Demonstrates integrity by modelling the UN’s values and ethical standards (human rights, tolerance, integrity, respect, and impartiality);

• Promotes the vision, mission, and strategic goals of UN;

• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies**:

• Consistently approaches work with energy and a positive, constructive attitude

• Strong interpersonal and written and oral communication skills;

• Has ability to work both independently and in a team, and ability to deliver high quality work on tight timelines.

**10. Recommended Presentation of Proposal:**

* + Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP.
  + Personal CV indicating all related experience in similar projects,
  + Statement of satisfactory performance from three clients with similar scope of work.
  + Technical proposal:
  + Brief description of why the individual considers him/herself as the most suitable for the assignment
* A methodology on how they will approach and complete the assignment. A basic workplan for achieving the deliverables by the defined dates, is required as part of the Offer.
* Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offer is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP

**11. Criteria for Selection Of The Best Offer**

 Individual consultants will be evaluated based on the following methodology:

* 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:

1. responsive/compliant/acceptable, and
2. Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation:

\* Technical Criteria weight; [70]

\* Financial Criteria weight; [30]

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| **Criteria** | | **Max. Point** | **Weight** |
| **Technical** | **Education**   * At least a Master’s degree in Information and Communication Technologies (ICT) or any other relevant field. **10 Points** * Microsoft Access certification. **5 Points**   **Work Experience**   * Minimum of 5 years of work experience in the area of database design (10 pts) plus 2½ points for each additional year up to a maximum of 20 points. **30 Points** * Demonstrated experience in undertaking at least three similar assignments in the past with commendable quality by the end-user (15 pts). Plus 3 points for each additional similar project, up to a maximum of 15 points. **30 Points** * A methodology on how the consultant will approach and complete the assignment. **10 Points** * Experience working with international organizations. **5 Points**   **Language Proficiency**  Excellent written and spoken English is Required. **10 Points** | **100 points** | **70%** |
| **Financial** | **Lowest Offer / Offer\*100** | | **30%** |
| **Total Score = (Technical Score \* 0.7 + Financial Score \* 0.3)** | | | |

Only candidates obtaining a minimum of 70 points of the 100 points in the Technical Evaluation will be considered for the Financial Evaluation.

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| **Criteria** | **Weight** | **Max. Point** |
| Technical | 70% | 70 |
| Financial | 30% | 30 |
| Total | 100% | 100 |

**Total Score**

* The technical score attained at by each proposal will be used in determining the Total score as follows:
* The weights given to the technical and financial proposals are: T= 0.7, F=0.3
* The Total score will be calculated by formula: TS = St x 0.7 + Sf x 0.3
* TS - Is the total score of the proposal under consideration
* St - is technical score of the proposal under consideration.
* Sf - is financial score of the proposal under consideration.