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TERMS OF REFERENCE

Assignment Title	National ICT and IM for Parliament Consultant
Type of Contract	2 Individual Contracts (National)
Start/End Dates	10 December 2018 – 10 December 2019
Scope of Work	12 months
Supervisor(s)	Sub-national Parliament Specialist
Duty Station	Home-based, with extensive travel to Yangon, Nay Pyi Taw to 14 Regions and States

1) Background

ICT infrastructure& software solutions and sound information management (IM) are critical for the work of the modern parliament. Good ICT systems, information management systems, and websites are critical tools for parliaments in conducting their business effectively and in communicating with and involving the public in parliament work.

UNDP has supported the development of Myanmar's Union-level and 14 Region and State Hluttaws since 2012. UNDP's programme is aligned with the Myanmar Parliaments' development agenda, expressed in their strategic plans and in the decisions of the Myanmar Parliamentary Union (MPU). It is implemented in close coordination with the Union-level Hluttaws' Joint Coordination Committee (JCC), which coordinates implementation of the Myanmar Hluttaw Strategic Plan and development partner support.

ICT and IM in the R/S Hluttaws
In 2018, the Union-level Hluttaws offered to share experience and provide support to Region and State Hluttaws in ICT development and information management. Speakers and Deputy Speakers of Region and State Hluttaws requested that UNDP conduct a comprehensive ICT assessment of Region and State Hluttaws to explore opportunities for common ICT development activities and for support by the Union Hluttaw.
The ICT assessment was conducted in 2018 at the 14 Region and State Hluttaws, and resulted in a detailed report on: The current state of ICT and information management in the Region and State Hluttaws; The proposed ways forward for the Hluttaws in addressing ICT development; Linkages with Union Level ICT development programme and potential synergies to be achieved. The assessment evidenced a clear need for more electronic-based working, and highlighted the absence of centralized shared electronic document management systems as a major limitation for the Hluttaw to be: more efficient internally, in sharing and collaborating on incoming and processed legislative documents; better in the distribution of legislative and other documents to Committees and Members; and, timely in compiling the legislative dossiers and other documents that would be fit for further electronic publication on the Hluttaw public websites, and via social media channels. An improved ICT and information management system will ensure better communication between the Hluttaw and the public and allow public participation in the work of the Hluttaw:
Moving forward the ICT assessment formulated a recommended ICT an IM development roadmap with the following milestones:
- Building the ICT operations unit: First the ICT organization needs to be put into place. Within the Hluttaw administrations there needs to be at least one ICT qualified technical person, starting with the ICT manager position. This person will be the technical counterpart in all ICT planning activity that is done with Hluttaw senior management through the ICT steering committee.

- Establishing ICT Governance & Planning: Once the ICT manager is in place, and the ICT steering committee is formed then the plan of what is to happen in the next 3 years must be formulated. This ICT planning phase results in an ICT strategic plan, an annual workplan, and a multi-year ICT budget
- Foundational ICT and IM implementation activity: Shortly after the planning phase the first ICT implementation activities can begin from policies and guidelines development, to ICT infrastructure to putting into place systems for improved IM and information services delivery.
- Inter-Hluttaw knowledge networking & coordination: At the point when actual systems are being developed and becoming operational in the Hluttaws there is also a need for mutual collaboration and coordination between the Region and State Hluttaws, and also with the Union Hluttaw. For this purpose, the necessary networking and collaboration mechanisms need to be put into place.

UNDP technical support

UNDP's role is integral to the recommended ICT development roadmap at the 14 Region and State Hluttaws and will as such provide relevant technical support through 1) initial infrastructure procurement and installation, 2) dedicated ICT and IM technical advisory and capacity building support, and 3) tailored training opportunities, to get the Hluttaws up to required levels so that these can independently manage and maintain their ICT governance, operations, infrastructure and services. In addition, UNDP will support those Hluttaws that want to explore cloud solutions by means of SharePoint Online for legislative document management, through the establishment of a Hluttaw internal Intranet and the establishment of interactive websites that allow public participation in Hluttaw work.

In light of the, above UNDP shall support the Hluttaws in this ICT and information management process by providing necessary close IC and information management advisory support through a technical team consisting of:

- 1 (one) parliamentary ICT and IM specialist (UNV) based in Sittwe with travel to other Regions and States;
- 2 (two) parliamentary ICT and IM consultants deploying to the 14 Region and State Hluttaws mission-based;

Under the supervision of the UNDP Parliamentary ICT and IM specialist (short: ICT Specialist), the parliamentary ICT and IM consultants (short: ICT consultants) are recruited by UNDP in a technical support role to the 14 R/S Hluttaws in developing ICT and IM systems in line with the agreed recommendations in the ICT roadmap.

2) Objectives of the Assignment

The outcome of the assignment will be:

- Region and State Hluttaws will have an established ICT system and have made significant progress towards IM systems. The administration will deliver ICT services and basic IM services to MPs and staff and increased information to the public;

The specific objectives of the assignment will be:

- 14 Region and State Hluttaws develop ICT governance arrangement, and ICT plans with budgets;
- 14 Region and State Hluttaws develop ICT operations and maintain infrastructure;
- 14 Region and State Hluttaws will make significant progress towards developing parliamentary information management systems;

- Synergies Region and State Hluttaws and the existing Union-level Hluttaw ICT management and information management systems will be realized in the above;

3) Scope of Work

Under the technical supervision of the ICT specialist, the ICT consultants will deliver through regular site visits to the Region and State Hluttaws:

1. Under the supervision of the ICT specialist, develop a delivery schedule for the planned ICT and IM support to the Regions and State Hluttaws against the roadmap in the ICT assessment report;
2. Support installation and set-up of relevant PCs, and local file server systems at the Region and State Hluttaws and advise and train staff on use and maintenance;
3. Organize a first kick-off ICT network meeting with all Region and State Hluttaws to discuss implementation of the ICT roadmap, in particular: ICT planning methodologies and practices; Formation of Network of Hluttaw ICT Managers (ICT managers forum, including Union Hluttaw participation);ICT policies framework models, and management, application; Records management policies for electronic document management;UNDP infrastructure delivery & information systems development planning;
4. Based on the results of the first ICT networking meeting, support Hluttaws in putting in place ICT governance and operations arrangements in line with the recommendations of the ICT roadmap;
5. Based on the results of the first ICT network meeting, support Hluttaws in formulating and implementing ICT plans and budgets, and provide necessary training, advisory and awareness raising support;
6. Support Hluttaws in reviewing and updating (or putting in place) ICT policies in line with the new ICT governance operations frameworks and the ICT plan;
7. Map current information management processes, formulate IM requirements, functional and system design specifications for a future Hluttaw legislative information management, both on-site hosted and cloud based;
8. Support development, configuration and deployment of Hluttaw respective SharePoint Online platforms;
9. Conduct a second ICT network meting to take stock of process and share experience and plan work for 2020;

4) Duration of Assignment and Duty Situation

The assignment will include 12 months of work to be carried out in the period of **10 December 2018 – 10 December 2019**. The work will be carried out home-based with significant travel (estimated 180 days) to Yangon, Nay Pyi Taw and the capital cities of the 14 Regions and States of Myanmar.

5) Institutional Arrangements

5.1) Reporting line:
The Contractor will work under the technical supervision of the ICT specialist, and will report to the Sub-national Parliament Specialist.

5.2) Logistical arrangements:

1. For all in-country travels:
   - When in-country missions are requested by UNDP, UNDP will arrange and cover costs related to all domestic travels – such as transportation(s) between the agreed in-county duty stations and living allowances - in accordance with UNDP's regulations and policies.
   - UNDP will facilitate security clearances required to travel in-country (if applicable).
2. Other logistical matters:
   - The Contractors will arrange for his/her accommodation in the agreed duty stations. In Nay Pyi Taw, UNDP will organize transportation from the contractor's accommodation to the Myanmar Parliament.
   - The Contractor is expected to use their own computers and mobile phones.

6) Deliverables and Schedule of Delivery

1. Delivery schedule for the planned ICT and IM support to the 14 Regions and State Hluttaws against the timeline in the roadmap in the ICT assessment report;
2. Report on installation and set-up of relevant PCs, and local file server systems at Regions and States and progress on training staff;
3. Report on first kick-off ICT network meeting with all Region and State Hluttaws and recommendations on way forward on ICT governance and operations setup and ICT planning and budgets;
4. Report on governance and operations arrangements in place at Hluttaws;
5. Report on ICT plans and budgets, and provision of necessary training, advisory and awareness raising support;
6. Report on ICT policies in place at Hluttaws in line with the new ICT governance operations frameworks and the ICT plan;
7. Mapping report covering all 14 Region and State Hluttaws regarding recommended functional and systems for legislative information management ;
8. Report on development, configuration and deployment of Hluttaw respective SharePoint Online platforms;
9. Report on second ICT network meeting with proposed ICT work plan for 2020;

Deliverables	Deadline	Expected fees and Payments
Signature of contract	10 December 2018	0%
1. Delivery schedule for the planned ICT and IM support to the 14 Regions and State Hluttaws against the timeline in the roadmap in the ICT assessment report;	10 January 2019	1 month

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2.	Report on installation and set-up of relevant PCs, and local file server systems at Regions and States and progress on training staff;	10 February	1 month
3.	Report on first kick-off ICT network meeting with all Region and State Hluttaws and recommendations on way forward on ICT governance and operations setup and ICT planning and budgets;	10 March	1 month
4.	Report on governance and operations arrangements in place at Hluttaws;	10 May	2 months
5.	Report on ICT plans and budgets, and provision of necessary training, advisory and awareness raising support;	10 July	2 months
6.	Report on ICT policies in place at Hluttaws in line with the new ICT governance operations frameworks and the ICT plan;	10 September	2 months
7.	Report on development, configuration and deployment of Hluttaw respective SharePoint Online platforms;	10 November	2 months
8. 9.	Report on second ICT network meeting with proposed ICT work plan for 2020;	10 December 2019	

6) Qualifications

The consultant will have the following qualifications (points for scoring in selection process in brackets)

- a minimum 5 years of work experience in Microsoft based environment in IT infrastructure / IT operations / IT systems development roles (20 points))
- Excellent knowledge of ICT system implementation stages, including business analysis, requirements for documentation management, system and functional testing and quality assurance; (15)
- Relevant work experience in ICT infrastructure operations management, including network configuration, network security and management (15)
- A minimum 1 year of SharePoint (online / 2016 / 2013) experience, or excellent record of several SharePoint projects (10)

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- Proven ability to work and communicate with groups of technical and non-technical team members and users; (10)
- Work experience with internet/intranet/client-server/database technologies (10)
- Experience with data center management and network administration; (10)
- Previous experience with modern electronic document management systems, enterprise content management and intranet platforms, knowledge management systems, digital archives/institutional repository, and office automation; (10)
- Professional fluency in Myanmar and English languages

7) Presentation of Offer

Candidates should present their offer to UNDP in the following form:
   a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
   b) **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;
   c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror 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.

7) Contracting Method and Payments

The consultant will be selected through a competitive process based on the qualifications and the competitiveness of the financial proposal.

The contract price is a fixed output-based price regardless of extension of the herein specific duration. Payments will be made on a monthly basis, against successful delivery of outputs in accordance with the delivery schedule.

Offers will be evaluated based on the combined scoring methods, whereby the qualifications of the applicants will be weighted 70% and the financial proposal will be weighted 30%: The formula for scoring will be as follows.

Rating the Technical Proposal (TP):
TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for qualifications) x 100
Rating the Financial Proposal (FP):
FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100
Total Combined Score:
(Qualifications Rating) x (Weight of Qualifications, 70%)
        + (FP Rating) x (Weight of FP, 30%)
Total Combined and Final Rating of the Proposal

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Annex. Template for Financial Proposal

Cost Category	Unit Price (MMK)	No. Units	Total
Monthly fee		12	
Living allowance for Missions in Nay Pyi Taw, Yangon Myanmar's Regions and States (calendar days)		180	
Other costs:			
Grand total			