**INDIVIDUAL NATIONAL CONSULTANT PROCUREMENT NOTICE** 

Date: 8th January 2019

**Country: Malawi**

**Place of assignment: Lilongwe**

**Field visits: 36 days**

**Description of the assignment: System Architect for DRIMS**

**Project name: Disaster Risk Reduction for Resilience**

**Period of assignment/services (if applicable): One year/software development for database**

Proposal should be submitted at the following address: <https://jobs-intra.undp.org/cj_view_jobs.cfm> or by email to [procurement.mw@undp.org](mailto:procurement.mw@undp.org) no later than 24th January 2019

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

|  |
| --- |
| United Nations Development Programme is supporting the Department of Disaster Management Affairs (DODMA) which is under the office of the President in its efforts to coordinate the Disaster risk management Sector. Following the adoption of Sustainable Development Goals; Sendai Framework for Disaster Risk Reduction, the World Humanitarian summit and Malawi Growth and Development Strategy III, Malawi has embarked on the development agenda that is linking all these instruments towards resilience. A common denominator in these instruments and other multilateral agreements which Malawi has ratified, is a commitment towards risk informed development.  Malawi continues to experience increasing cases of disasters, with the most frequent being extremes of drought and floods. The key drivers to frequent disasters include environmental degradation and climate change coupled with multi-dimensional poverty and other social-economic factors that affect the adaptive capacity of the vulnerable population to cope with a changing climate. Currently, 15 out of a total of 28 districts is considered as disaster prone, and urban vulnerabilities and new hazards continue to increase the vulnerability of the population. One of the areas where the DRM and humanitarian sector requires urgent attention is management of information for planning, analysing trends and losses of lives and property, as well as reporting to global multilateral agreements which Malawi has ratified.  Malawi has been maintaining a profile of incidents from 1945, however, gaps are still present in the profile to generate important analyses for planning. The absence of a credible system of generating, packaging and analyzing information and data on DRM, resilience and humanitarian work, it is difficult to have risk informed planning to meet the development needs of the country. Absence of credible system of generating timely data affects timely response to affected populations, which is one of the global indicators for humanitarian response. Implementation of a credible disaster risk information management system would strengthen coordination between sectors, increase the speed, accuracy, and reliability of data toward improving disaster risk reduction in the country. Often, however, data is hard to access or doesn’t exist. Therefore, there is a need for the development of the tools and adoption of methodologies to collect and store data for effective decision- making in all phases of disaster management.  As part of strengthening information management system, services of a Consultant to perform functions of System Architect are sought to support work of maintaining the information management system. |

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

|  |
| --- |
| Under the direct supervision of the Component Lead-DRIMS, Programme Analysts for Climate Change and Disaster Risk Reduction and overall coordination of the Portfolio Manager for Resilience and Sustainable Growth, the Software Developer (Visuals and Mobile Technology) will undertake the following tasks:   * Design, develop and execute software solutions to address requirements form information management specialist * Provide architectural blueprints and technical leadership software development team * Evaluate and recommend tools, technologies and processes to ensure the highest quality product platform * Collaborate with peer organizations, quality assurance and end users to produce cutting-edge software solutions * Interpret requirements to articulate the needs to be addressed * Troubleshoot code level problems quickly and efficient * Provide detailed document designs for systems * Provide necessary planning, resources and tools to be used for software development * Develop skeleton structures to be used by software developers as a blue print to makes software   For detailed information, please refer to Annex 2 |

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

|  |
| --- |
| **I. Academic Qualifications:**   * Minimum of O-level certificate, certificate in coding and computer systems will be an added advantage.   **II. Years of experience:**   * A minimum of 4 years’ experience of proven track record of designing and building software applications, * Knowledge of object oriented programs, SQL, web application development, frameworks, scripting languages, USSD commands, Android Applications, security and open source technologies   **III. Competencies:**  **Corporate Competencies:**   * Demonstrates integrity by modelling the UN’s values and ethical standards. * Promotes the vision, mission and strategic goals of the UN. * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.   **Functional (UN) Competencies:**   * Proven experience in the graphic design and technical implementation of user interfaces in a web-based environment. * Ability to implement new systems and affect staff behavioural/ attitudinal change * Excellent IT skills, knowledge of Enterprise Resource Planning   **Behavioural**   * Ability to establish effective working relations in a multicultural team environment. * Resourcefulness, initiative, and maturity of judgment. * Remains calm, in control and good humoured even under pressure. * Proven networking, team-building, organizational and communication skills. * Remains calm, in control and good humoured even under pressure.   **Cultural sensitivity and adaptability**   * Communicates effectively with and relates to people of significant contributions to corporate priorities or initiatives led by other UNDP offices and bureaus. * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. |

**4. 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  (iii) fill annex 1 Offeror’s Letter to UNDP attached  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

|  |
| --- |
| **Contracts based on daily fee**  The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.  **Travel;**  All travel related to this work will be agreed with UNDP. |

**6. EVALUATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Individual consultants will be evaluated based on the following methodologies:  *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%*  *Please note that the Office might choose desk review or/and interview to assess candidates. If interview the committee will draft questions that fall under evaluation criteria below. Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | *Technical* | *70%* | *70 points* | | * ***Criteria A* *(Qualification)***   *Minimum of O-level certificate, certificate in coding and computer systems will be an added advantage.* | *10* | *10 points* | | * ***Criterion B (Experience)***   *A minimum of 4 years’ experience of proven track record of designing and building software applications, and knowledge of object oriented programs, SQL, web application development, frameworks, scripting languages, USSD commands, Android Applications , security and open source technologies* | *10* | *20 points* | | * ***Criteria C(Methodology****)*   *Demonstrated understanding of the assignment, clarity of the methodology and tangible* | *15* | *35 points* | | * ***Criteria E (Proven experience in developing DRIMS)***   *Proven Experience in the application of information management in disaster risk management* | *25* | *70 points* | | *Financial* | *30%* | *30 points* | |

**ANNEX**

**ANNEX 1-OFFEROR’S LETTER TO UNDP**

**Annex 2 - TERMS OF REFERENCES (TOR)**

**ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 1**

**OFFEROR’S LETTER TO UNDP**

**CONFIRMING INTEREST AND AVAILABILITY**

**FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date

Claire Medina

United Nations Development Programme

Lilongwe, Malawi

Dear Sir/Madam:

I hereby declare that:

1. I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of ***System Architect*** under the ***Disaster Risk Reduction for Resilience Programme***;
2. I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;
3. I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
4. In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology
5. I hereby propose to complete the services based on the following payment rate:

* An all-inclusive daily fee of [*state amount in words and in numbers indicating currency]*

1. For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
2. I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
3. This offer shall remain valid for a total period of \_\_\_\_\_\_\_\_\_\_\_ days [*minimum of 90 days*] after the submission deadline;
4. I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*
5. If I am selected for this assignment, I shall*:*

* Sign an Individual Contract with UNDP;

1. I hereby confirm that:

* At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
* I am currently engaged with UNDP and/or other entities for the following work:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **UNDP Business Unit / Name of Institution/Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Contract Type** | **Name of Institution/ Company** | **Contract Duration** | **Contract Amount** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
2. ***If you are a former staff member of the United Nations recently separated, please add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
3. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.
4. Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

C:\Users\jennifer.pareja\Desktop\bpi.PNGYES  NO If the answer is "yes", give the following information:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relationship** | **Name of International Organization** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Do you have any objections to our making enquiries of your present employer?

YES  NO 

1. Are you now, or have you ever been a permanent civil servant in your government’s employ?

YES  NO  If answer is "yes", WHEN?

1. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

|  |  |  |
| --- | --- | --- |
| **Full Name** | **Full Address** | **Business or Occupation** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES  NO  If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: SIGNATURE:

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

**Annexes** *[please check all that applies]***:**

* CV shall include Education/Qualification, Processional Certification, Employment Records /Experience
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* Brief Description of Approach to Work (if required by the TOR)

**ANNEX 2 TERMS OF REFERENCE**

**System Architect and Lead Applications Developer – Disaster Risk Management for Resilience Programme**

|  |  |  |
| --- | --- | --- |
| **Location:** |  | Lilongwe, MALAWI |
| **Application Deadline:** |  | 10 January 2019 |
| **Additional Category:** |  | Resilience and Climate Change |
| **Type of Contract:** |  | Individual Consultant |
| **Post Level:** |  | Consultant |
| **Languages Required:** |  | English |
| **Starting Date:** (date when the selected candidate is expected to start) |  | 21 January 2019 |
| **Duration of Initial Contract:** |  | 1 Year |

##### **Background**

United Nations Development Programme is supporting the Department of Disaster Management Affairs (DODMA) which is under the office of the President in its efforts to coordinate the Disaster risk management Sector. Following the adoption of Sustainable Development Goals; Sendai Framework for Disaster Risk Reduction, the World Humanitarian summit and Malawi Growth and Development Strategy III, Malawi has embarked on the development agenda that is linking all these instruments towards resilience. A common denominator in these instruments and other multilateral agreements which Malawi has ratified, is a commitment towards risk informed development.

Malawi continues to experience increasing cases of disasters, with the most frequent being extremes of drought and floods. The key drivers to frequent disasters include environmental degradation and climate change coupled with multi-dimensional poverty and other social-economic factors that affect the adaptive capacity of the vulnerable population to cope with a changing climate. Currently, 15 out of a total of 28 districts is considered as disaster prone, and urban vulnerabilities and new hazards continue to increase the vulnerability of the population. One of the areas where the DRM and humanitarian sector requires urgent attention is management of information for planning, analysing trends and losses of lives and property, as well as reporting to global multilateral agreements which Malawi has ratified.

Malawi has been maintaining a profile of incidents from 1945, however, gaps are still present in the profile to generate important analyses for planning. The absence of a credible system of generating, packaging and analysing information and data on DRM, resilience and humanitarian work, it is difficult to have risk informed planning to meet the development needs of the country. Absence of credible system of generating timely data affects timely response to affected populations, which is one of the global indicators for humanitarian response. Implementation of a credible disaster risk information management system would strengthen coordination between sectors, increase the speed, accuracy, and reliability of data toward improving disaster risk reduction in the country. Often, however, data is hard to access or doesn’t exist. Therefore, there is a need for the development of the tools and adoption of methodologies to collect and store data for effective decision- making in all phases of disaster management.

As part of strengthening information management system, services of a Systems Architect and lead Applications Developer are sought to coordinate development and maintenance of the information management system.

##### **Duties and Responsibilities**

**Scope of Work:**

Under the direct supervision of the Component Lead-DRIMS, Programme Analysts for Climate Change and Disaster Risk Reduction and overall coordination of the Portfolio Manager for Resilience and Sustainable Growth, the Software Developer (Visuals and Mobile Technology) will undertake the following tasks:

* Design, develop and execute software solutions to address requirements form information management specialist
* Provide architectural blueprints and technical leadership software development team
* Evaluate and recommend tools, technologies and processes to ensure the highest quality product platform
* Collaborate with peer organizations, quality assurance and end users to produce cutting-edge software solutions
* Interpret requirements to articulate the needs to be addressed
* Troubleshoot code level problems quickly and efficient
* Provide detailed document designs for systems
* Provide necessary planning, resources and tools to be used for software development
* Develop skeleton structures to be used by software developers as a blue print to makes software

**Competencies**

**Corporate Competencies:**

**Integrity and fairness**

* Embodies UN values, and promotes the well-being of all individuals regardless of gender, religion, race, nationality, or age.
* Treats all people fairly without favouritism.
* Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.
* Promotes the vision, mission, and strategic goals of UNDP.

**Cultural sensitivity and adaptability**

* Communicates effectively with and relates to people of significant contributions to corporate priorities or initiatives led by other UNDP offices and bureaus.
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional Competencies**

* Proven experience in the graphic design and technical implementation of user interfaces in a web-based environment.
* Ability to implement new systems and affect staff behavioural/ attitudinal change
* Excellent IT skills, knowledge of Enterprise Resource Planning

**Behavioural**

* Ability to establish effective working relations in a multicultural team environment.
* Resourcefulness, initiative, and maturity of judgment.
* Remains calm, in control and good humoured even under pressure.
* Proven networking, team-building, organizational and communication skills.
* Remains calm, in control and good humoured even under pressure.

**Required Skills and Experience**

**Education**

* Minimum of O-level Certificate

.

**Experience**

* A minimum of 4 years’ experience of proven track record of designing and building software applications,
* Knowledge of object oriented programs, SQL, web application development, frameworks, scripting languages , USSD commands , Android Applications , security and open source technologies

**Language:**

* Fluency in English essential;
* Other UN official languages an asset.

**ANNEX 3 GENERAL CONDITIONS OF INDOVIDUAL CONSULTANTS**