INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 April 2016

Reference: LEB/CO IC/87/16

Country: Lebanon

 Description of the assignment: Expert Developer Consultant – Retainer (2 Candidates will be selected).

Project name: Regional Bureau for Arab States – Regional Programme Division

Period of assignment/services: One (1) year from the start of the contract.

Proposals should be submitted to the below e-mail address no later than **13 May 2016 at 11:59 p.m. Beirut Local Time**;

Contact Person:	Procurement Unit
Name of Office:	UNDP Lebanon
	Arab African International Bank Building
	Third Floor, Room # 310
	Riad El Solh Street, Nejmeh, Beirut 2011 5211, Lebanon
Telephone:	+ 961 1 962 500
Fax:	+ 961 1 962 491
E-Mail:	procurement.lb@undp.org

Any request for clarification must be sent in writing to the e-mail indicated above. The UNDP Procurement Unit will respond in writing 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

The Regional Bureau for Arab States (RBAS) based in New York serves as the headquarters for UNDP regional programmes and country offices in 17 Arab countries, with the 18th located in the occupied Palestinian territory.

Region-wide initiatives through the Regional Programme Division complement support to regional projects including: Arab Human Development Report (AHDR), Aid for Trade Initiative for the Arab States (AfTIAS), Anti-corruption and Integrity in the Arab Countries (ACIAC), Arab Development Portal (ADP), Arab Climate Resilience Initiative (ACRI), Arab Knowledge Report (AKR), Disaster Risk Reduction (DRR), Fostering Inclusive Participation and Effective Contribution of Women in the Public Sphere (Mosharaka), Promoting Social Cohesion in the Arab Region (PSCAR), Water Governance Programme for Arab States (WGP-AS).

The services required from the consultant shall meet the needs of any of the projects mentioned above.

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

Two (2) candidates will be selected to perform the following tasks:

The task of each expert developer is to assist the ICT coordinator in internally developing several required Information and communication Technology systems by the regional projects (e.g. Websites, databases, data visualizations, mobile application and mobile friendly systems, online knowledge products, newsletters, etc…). This will be done by assessing the received requirements from the project team, deciding on the most convenient information system to handle and present the data, and transform the design a functional program along with its related modules (such as backend, etc..) . This will entail a close coordination with the Management Support Unit and the Projects CTAs.

Under the overall supervision of the Results and Resource Management Specialist, and under the direct supervision and directions of the ICT Coordinator the Expert Developer shall perform the following tasks and responsibilities:

- Assist the ICT coordinator in the development and delivery of the Application/Software (website, database, mobile application, etc...).

- Read and understand the needed software project requirements received from the ICT coordinator, the management and the CTAs.

- Assist the ICT coordinator in drafting the project technical needs, and the needed terms of reference for any software procurement exercise.

- Review and understand the system detailed design Proposed by the ICT coordinator. Assist the ICT coordinator in proposing the most convenient and latest technology solutions.

- Assist the ICT coordinator in analyzing the existing materials including all software documents and evaluating the content technological needs.

- Analyze, evaluate and draft reports for any received software.

- Assist the ICT coordinator in creating the software wireframes.

- Develop, configure and install software databases.

- Develop, configure and install a mobile application using native language. Publish the mobile application on apple and android stores.

- Develop responsive web interfaces using latest technology needs.

- Develop advanced data visualization tools (for offline and online presence).

- Receive the final graphic web design from a web designer and perform all necessary steps to build the new software in order to achieve a final satisfactory working version.

- Develop responsive front end for a website/portal (in html and dynamic mode) as per the design received from a designer.

- Create HTML5 animation, interactivity of web components.

- Develop the CMS for the website/portal using divers' languages.

- Develop Desktop applications using different technologies.

- Assist the ICT coordinator in the development of the software and any task related to the software development.

- Regularly report to the ICT coordinator on the process of the software development.

- Meeting the project Team/CTAs when requested.

- The development and delivery of all necessary relevant software and source codes to insure a final working version of the software.

- Providing technical assessment, feedback and recommendations related to the progress of work done.

- Performing initial application testing/debugging, in particular unit testing and integration testing procedures in addition to regression testing whenever required.

- Performing the database design/modifications and implementation of the various database objects and functionalities that are to support the application development effort and requirements.

- Participating in the launching of the installation of the application and other related meetings as necessary.

- Preparing and submitting the required technical deliverables, in particular the detailed design reports, the application source codes, the test result log, and other documents and artifacts as detailed in the deliverables section below.

- Being ready to work on a testing host server to put the developed version and any new software changes on a daily basis.

- Performing all fixes/new components required by the ICT coordinator during the agreed duration.

- Training one staff designated by the ICT coordinator for the use of the final version.

- Perform any other tasks requested by the ICT coordinator and related to the development of the software.

- Read to learn any technology proposed by the ICT coordinator for a specific project and apply it

in the development phase.

For additional information, please refer to ANNEX I – Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University Degree in Information Technology or related field.

II. Years of experience:

- At least 7 years of relevant experience in software-development.

III. Language Requirements

- Fluency in English and Arabic is required. Knowledge of French preferable.

IV. Competencies:

- Ability to plan, prioritize, manage a demanding workload and meet the set deadlines.

IT and computer skills:

- Proven Experience in Web programming languages, experience at least in one of the following is required: ASP.net, PHP, and ColdFusion….
- Proven experience in developing responsive web designs. Experience in bootstrap is required.
- Proven experience in developing interactive maps, data visualizations.
- Proven experience in programming software back office.
- Experience in arts and graphics software (Adobe Photoshop or Corel Draw, Adobe animate) is required.
- Experience in database software, experience at least in one of the following is required: Access, MsSQL and MySQL is highly desirable
- Experience at least in one of the following design programs is required: (Visual Studio, Adobe Dreamweaver, HTML, DHTML, XML….).
- Knowledge of Adobe Illustrator and Flash is desirable.
- Experienced in Mobile App development on both iOS and Android platforms.
- Experienced in Network Programming is desirable.
- Experienced in Back-End Web development and MVC architecture is desirable.

- Experienced in Web frameworks is required.

- Experienced in Desktop Application development

- Experienced in the following languages are preferred C/C++, Objective-C, Swift, Python, C#, Java.

- Knowledge of open source CMS such as Drupal, Joomla, etc… are preferred.

- Demonstrated ability to adapt quickly to the working environment. Proven ability to work proactively and as part of a multi-sectoral cross cultural team.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

(I). Technical **Proposal**:

    (i) **Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment**

    (ii) **Explaining why** you are the most suitable for the work

    (iii) Personal **CV** including past experience in **similar projects** and at least **3 references,** mentioning the references' e-mails addresses.

5. FINANCIAL PROPOSAL

All proposals must be expressed in hourly rate. Each task assigned during the contract will have its own timeframe which will be agreed between the ICT Coordinator and the contractor. It will be calculated based on number of hours needed for each task. This hourly rate amount must be "all-inclusive". Please note that the contract hourly rate will be fixed regardless of changes in the cost components. The maximum number of hours for this contract should not exceed 2088 hours.

In this respect, the consultant shall take into consideration the following:

    i. An hourly working fee must be all inclusive;
    ii. An IC time sheet must be submitted by the Contractor.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal shall be presented using the format of Appendix a - Annex III.

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 IC 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.

6. EVALUATION

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:

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 technical score of 70 points would be considered for the Financial

Evaluation

Criteria	Weight	Points	Max. Point
Technical Competence Academic and practical experience and technical capability	70%		100
Academic Qualification			15
• Bachelor's degree in relevant fields of education.		8	

• Master's degree in relevant fields of education		15	
Number years of relevant work experience.			*20*
• Up to 7 years of experience		10	
• Over 7 years of experience		20	
A solid experience in the areas of the technical requirements mentioned under section C and H. Related projects have been developed.			*40*
Previous Experience with international organizations			*25*
• Experience with United Nations		10	
• Experience with Regional Programme for Arab States.		25	
Financial (Lower Offer/Offer*100)	*30%*		100
Total Score	**Technical Score * 0.7 + Financial Score * 0.3**		

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

ANNEXES

ANNEX I - TERMS OF REFERENCE (TOR)

ANNEX II - INDIVIDUAL CONSULTANT CONTRACT AND GENERAL TERMS AND CONDITIONS

ANNEX III - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT