



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Consultant – Technical Lead for Voter Registration Software)

UNDP/PN/29/2016

Date: 16 June 2016

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### Country: Nepal

**Description of the assignment:** UNDP Electoral Support Project (ESP) is supporting Election Commission of Nepal (ECN) for the biometric based voter registration system. The registration process and voters data management is modern and autonomous.

UNDP is in the process of providing a new Biometric Voter Registration (BVR) system to ECN. In this context, UNDP ESP is looking for the individual consultant who can perform as Technical Lead for the software development.

**Number of consultant required:** 1

**Project name:** Electoral Support Project (ESP)

**Period of assignment/services (if applicable):** Total of 120 days from 18 July 2016 to 31 January 2017 (Up to two travels to the Kathmandu and fully Kathmandu based assignment)

**Duty Station:** Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/29/2016: International Consultant – Technical Lead for Biometric Voter Registration Software ESP, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** not later than **1730 hours (Nepal Standard Time) of 26 June 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail: [query.procurement.np@undp.org](mailto:query.procurement.np@undp.org) mentioning Procurement Notice Ref: **UNDP/PN/29/2016: International Consultant: Technical Lead for Biometric Voter Registration Software**, on or before **20 June 2016**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

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## **1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

### **Please refer to the attached ToR (Annex 1)**

Please submit your application at the following email address: [procurement.np@undp.org](mailto:procurement.np@undp.org)

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education & Experience:**

- Bachelor's Degree in computer science or relevant fields.
- The consultant should have minimum 7 years of professional experiences in working under similar assignments, preferably in Asia.
- The expert should have at least 3 years practical experience in large scale digital voter registration system; and knowledge and experience with civil registration processes, preferably in the sub-region. Working experiences with UNDP shall be an additional asset.
- Excellent computer skills with high competence.
- Strong analytical skills, strategic and creative thinking.
- Ability to work in difficult environments, under pressure and within a limited timeframe.
- Excellent and effective communication (verbal and written) skills in English

### **Other competencies:**

#### **Corporate competences:**

- Commitment to UNDP's mission, vision and values;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Demonstrate consistency in upholding and promoting the values of UN in actions and decisions, in line with the UN Code of Conduct.

## **3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

### **Note:**

- Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

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- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

#### 4. 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%

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
<b>Criterion A:</b> <ul style="list-style-type: none"><li>The Consultant should have a relevant First level degree in computer science or related fields. (15)</li></ul>	15%	15
<b>Criterion B:</b> <ul style="list-style-type: none"><li>The consultant should have minimum 7 years of professional experiences in working under similar assignments, preferably in Asia.</li></ul>	30%	30
<b>Criterion C:</b> <ul style="list-style-type: none"><li>The expert should have extensive, practical experience in large scale Biometric voter registration system; and knowledge and experience with civil registration processes, preferably in the sub-region. Working experiences with UNDP shall be an additional asset.</li></ul>	25%	25
<u>Financial</u>		
<input type="checkbox"/> Lowest financial proposal	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered}}{\text{Bid of the Consultant}} \times 30$$

\* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

#### ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT



Empowered lives.  
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## UNITED NATIONS DEVELOPMENT PROGRAMME

### TERMS OF REFERENCE

#### I. Position Information

Title : **International Consultant as Technical Lead for Biometric Voter Registration Software in Nepal**

Department/Unit: Electoral Support Project, Election Commission, Nepal

Reports to : Chief Technical Advisor\International Project Manager

Duty Station : Election Commission Secretariat, Kathmandu,

Expected Places of Travel (if applicable): Travel to Kathmandu Valley and within Nepal as per the requirement.

Duration of Assignment: Total of 120 days from 18 July 2016 to 31 January 2017

(Up to two travels to the Kathmandu and fully Kathmandu based assignment)

☐ partial

☒ Intermittent: The Consultant shall be based in the Electoral Support Project and Election Commission Nepal

☐ full time/office based: ESP administration shall provide her/him with logistic support to the related activities in producing the outputs envisaged under this contract.

Available Budget:

PROVISION OF SUPPORT SERVICES:

Office space Yes ☒ No ☐

Equipment (laptop etc) Yes ☒ No ☐

Secretarial Services Yes ☒ No ☐

#### II. Background Information

UNDP Electoral Support Project (ESP) is supporting Election Commission of Nepal (ECN) for the biometric based voter registration system. The registration process and voters data management is modern and autonomous.

UNDP is in the process of providing a new Biometric Voter Registration (BVR) system to ECN. In this context, UNDP ESP is looking for the individual consultant who can perform as Technical Lead for the software development.

### III. Objectives of Assignment

The objective is to take part as technical lead in the ongoing software development of the VLA system and operationalize the VLA system at Election Commission, Nepal (ECN).

### IV. Scope of work and Deliverables

#### Scope of work

Within limits of delegated authority and under the supervision of the Project manager, the technical lead carries out the following duties:

- Carry out task as technical lead for the BVR software development.
- Analyse and contribute technical inputs to develop the alpha system.
- Develop AAM module for the alpha system
- Create GUI for the AAM module of the VLA system
- Configure ESB application server, Linux, PostgreSQL and virtualized environment as necessary to achieve required performance and high availability
- Develop multi-tier application using Java and other open source technologies
- Enforce code quality through test driven development
- Supports other developers in resolving technical issues.
- Contributes to an atmosphere of cross-functional teamwork within the development group
- Implement final release of production BVR system for Election Commission, Nepal
- Oversee quality assessments of deliverables in Nepali language
- Technical Knowledge transfer to ECN staff
- Participate in team meetings

#### Deliverables:

First Payment Milestone:

- Produce testable alpha Authentication and Authorization Management (AAM) module
- Produce a report

Second Payment Milestone:

- Contribute to the development of testable alpha BVR field and regional applications
- Produce a report

Third Payment Milestone:

- Contribute to the development of a testable alpha BVR central system
- Produce a report

Forth Payment Milestone:

- Deploy the BVR system into the production environment.
- Produce a report

Fifth Payment Milestone:

- Implement BVR system in the region and districts of Nepal.
- Produce a report

## **V. Recruitment Qualifications**

Education:	The Consultant should have a Bachelor's Degree in computer science or relevant fields.
Experience:	<ul style="list-style-type: none"><li>• The consultant should have minimum 7 years of professional experiences in working under similar assignments, preferably in Asia.</li><li>• The expert should have at least 3 years practical experience in large scale digital voter registration system; and knowledge and experience with civil registration processes, preferably in the sub-region. Working experiences with UNDP shall be an additional asset.</li><li>• Excellent computer skills with high competence.</li><li>• Strong analytical skills, strategic and creative thinking.</li><li>• Ability to work in difficult environments, under pressure and within a limited timeframe.</li></ul>
Language Requirements:	Excellent and effective communication (verbal and written) skills in English

## **VIII. QUALITY ASSUARANCE**

- Chief Technical Advisor\International Project Manager will be primarily responsible for monitoring consultant's progress on a regular basis as he/she will work under the direct supervision of the International Project Manager;
- Travel cost and DSA for field visits outside KTM valley will be paid by the project, if any.
- Up to two travels to the Kathmandu during the contract period.
- Payments will be made only after receiving a periodic report as scheduled in the deliverables;
- Overall performance of the consultant will be evaluated towards the end of the contract, following UNDP's standard evaluation form: "UNDP PERFORMACE EVALUATION FORM FOR INDIVIDUALS HIRED UNDER IC.'