



Invitation to Submit an Offer for *software development*

The United Nations Development Programme (UNDP) is currently implementing a project *National Registration and identification system (NRIS)* that requires the services of three individuals (Malawian National) to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly **submit** directly in the online supplier portal no later than the deadline indicated in the system. If any **discrepancy** between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response, and thank you in advance for your interest in working with UNDP.

Sincerely,

UNDP Malawi Procurement





Tender Overview

The main software is the Biometric Registration System (BRMS), which runs on the biometric registration kits (BRK). There are other systems that are used for generating identity numbers, printing, adjudication and managing biometric services. A need has been identified to re-engineer some of the systems and to develop new ones. The UNDP NRIS Team at UNDP NRIS Project works with the NRB ICT team and the EGPAF team.



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1 Overview

1.1 General Information

Title	Individual Consultant for Software Developer
Contact Point	Procurement Officer
Outcome	
E-Mail	procurement.mw@undp.org
Reference Number	IC/MWI/017-2022
Beneficiary Country	Malawi

Introduction

The UNDP Country Office in Malawi invites potential and experienced **Individuals** (Malawian National) to submit proposals for Software Development for a period of 6 months. UNDP NRIS project provides supports to the NRB ICT team in systems design, development, and deployment. Microsoft C# is the main programming language and Microsoft SQL server is the main database management system that is currently being used.

The main software is the Biometric Registration System (BRMS), which runs on the biometric registration kits (BRK). There are other systems that are used for generating identity numbers, printing, adjudication and managing biometric services. A need has been identified to re-engineer some of the systems and to develop new ones.

Interested individuals must submit their pre-qualification application directly in the system as instructed in the solicitation document, following the instructions in the available user guide. If you have an account, log in in this link: <http://supplier.nextgenerp.partneragencies.org/> using your username and password. Use the forgotten password/username feature if you do not remember them. If you do not have an account already, you can register one following this link: <https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuld=300000127715271>.

Search for the specific tender using search filters and subscribe to the tender in order to get notifications in case of amendments of the tender document. If you need support with the online system, you can contact the contact details of this tender as indicated in the solicitation document.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

UNDP is committed to gender equality in its mandate and equal opportunities for people living with disabilities. Organizations with well qualified candidates particularly women and people living with disabilities in their leadership positions are encouraged to submit their pre-qualification applications.



UNDP looks forward to receiving your proposal and thank you in advance for your interest in UNDP procurement opportunities.

UNDP Office Malawi

Procurement Unit.

1.2 Tender Timeline

Preview Date
Open Date 05/08/22 13:07 PM
Close Date 22/08/22 08:16 AM
Estimated Award Date 2022-08-24T08:16:34.000+00:00
Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to respond to selected lines
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency MWK ()

2 Requirements

**Response is required*

The requirement section of this document includes general instructions and information for individual consultants as well as requirements and sections that individual consultants need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

2.1 Section 1. Overview of the assignment

1. Malawi endures a structural development challenge in the absence of a comprehensive and accurate system of national identification, undermining citizens' right to identity. The consequences are multi-sectoral and deprive citizens' access and entitlement to services. Equally, the absence of a centralized and up-to-date national register has led to a fragile capacity for evidence-based planning, beneficiary and service targeting, and accountable administrative systems. Efforts in various arenas have led to fragmented initiatives, creating costly or unsustainable silos of information, while also imposing institutional and technical obstacles to interlink information. The Malawi National Registration Act (No. 13 of 2010) entered into force in August 2015 requiring all Malawians 16 years of age and older to be registered in a National Registry and to be issued with an identity card. Additionally, through the Civil Registration and Vital Statistics System (CRVS) Malawian children under 16 years of age, are also required to have compulsory birth registration and issued a birth certificate.

Other components of the national registration system include death registration and issuance of death certificate, marriage and divorce registration and certificates. The National Registration Bureau (NRB) Act mandates the National Registration Bureau (NRB) to fulfil these tasks. To support government efforts in improving the national system of registration, the initial results of the Project were to: design, establish and manage the necessary systems, infrastructure and equipment for the National Registration and Identity system, producing biometrically secure Smartcards; supervise the mass national ID registration for all eligible Malawians (an estimated 10 million) within the country between 2017 - 2021; transition the system to a continuous registration model, develop the capacity and systems of NRB to operate then maintain the system; provide an interface to other public and private sector systems that allows for appropriate data sharing within a legal framework that complies with international principles and standards for the right to privacy and data protection; and to ensure the effective management of the Project.

Following successful implementation of the first phase of National ID registration with over 10 million people registered and smartcards distributed, the project has been revised to address the gap of child registration and issuance of birth certificates to those that are below 16 years of age. It is envisioned that by 2023, 8.4 million children will be registered and issued with unique national identification (ID) numbers and Birth Certificates.

2. Objective of the consultancy

The objectives of the consultancy are as follows:



1. Undertake software development in the identified areas in the scope of work
2. Contribute towards the stability and extension of the current NRB software for biometric registration system

Scope of work

UNDP NRIS project provides supports to the NRB ICT team in systems design, development, and deployment. Microsoft C# is the main programming language and Microsoft SQL server is the main database management system that is currently being used.

The main software is the Biometric Registration System (BRMS), which runs on the biometric registration kits (BRK). There are other systems that are used for generating identity numbers, printing, adjudication and managing biometric services. A need has been identified to re-engineer some of the systems and to develop new ones. The UNDP NRIS Team at UNDP NRIS Project works with the NRB ICT team and the EGPAF team.

Under the guidance of the UNDP NRIS Project Manager and the direct supervision of the UNDP Senior Software Developer, the consultants will undertake on the following responsibilities:

- Undertake system and software design and development on a card tracking system.
- Undertake system and software design and development on e-payment system.
- Participate in the review and re-engineering of the BRMS and other modules.
- Collaborate in a team environment to share best practices, implement process improvements, and ensure software quality.
- Solve problems and innovate solutions.
- Deliver developed and tested software applications

Attachments:

File Name or URL	Type	Description
ToR Software Developer 2607202	File	

2.2 Section 2. Qualification and experience requirements

*1.

Academic qualifications

Do you have Bachelor's degree in computer science, Information Systems, Software Engineering, or related discipline or higher qualifications.

*2. **Experience**

Do you meet the requirement of having

- Worked with companies and organizations using ICT systems for at least 2 years.
- Demonstrate at least 3 years' experience of an understanding of software development languages making use of C#, Xamarin, .Net, Java, JavaScript, PHP and Opensource technologies.



- Demonstrate knowledge of software development methodologies
- Demonstrate at least 3 years' experience of an understanding of Database designs and best practices including Microsoft SQL Server.
- Demonstrate understanding of database security.
- At least 3 years of experience in web design and development.
- Demonstrate understanding of database security.

*3. Competencies

- A high level of written and spoken English is essential; report writing skills desirable.
- A high level of written and spoken national languages is essential; report writing skills desirable.
- Demonstrates team working and coordinating skills.
- Provides helpful feedback and advice.
- Plans and produces quality results to meet established goals.
- Generates innovative, practical solutions to challenging situations

I-1. Overall qualification, experience and competences requirements

This is an internal criteria to be used by the evaluation team. 1 -Pass and 0 is fail.

2.3 Section 3. Documents to be included with the proposal;

*1. Proposal - Methodology, Cover page and Approach

Upload a brief proposal highlighting:

1. Why you are the most suitable for the job;
2. a Brief methodology on how you will approach and conduct the work

*2. Financial proposal

Provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable

Attachments:

File Name or URL	Type	Description
Financial proposal.docx	File	

*3. Personal CV

Provide your personal CV including past experience in similar projects at least 3 references including contact details (email addresses)

I-1. Overall - Documents to be included with the proposal

This is an internal criteria to be used by evaluation team. 1 - pass or 0 - fail.

2.4 Section 4. Technical Evaluation



1.

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 49/70 point would be considered for the Financial Evaluation.

***2. Evaluation criteria- Education Qualification**

At least bachelor's degree in computer science, Information Systems, Software Engineering, or related discipline. (5 points)

Response attachments are optional.

***3. Evaluation criteria- Experience**

Worked with companies and organizations using ICT systems for at least 2 years. (5 points)

***4. Evaluation criteria-Experience**

Demonstrate at least 3 years' experience of an understanding of software development languages making use of C#, Xamarin, .Net, Java, JavaScript, PHP and Opensource technologies. (25 points)

Response attachments are optional.

***5. Evaluation criteria-Experience**

Demonstrate knowledge of software development methodologies (5 points)

Response attachments are optional.

***6. Evaluation criteria-Experience**

Demonstrate at least 3 years' experience of an understanding of Database designs and best practices including Microsoft SQL Server. (10 points)

Response attachments are optional.

***7. Evaluation criteria-Experience**

Demonstrate understanding of database security. (5 points)

Response attachments are optional.

***8. Evaluation criteria-Experience**

At least 3 years of experience in web design and development. (10 points)

Response attachments are optional.

***9. Evaluation criteria-Competencies**

A high level of written and spoken English is essential; report writing skills desirable. (5 points)

Response attachments are optional.

I-1. Overall technical evaluation

This is an internal criteria to be used by evaluation team. Manually add the total the score from each of the evaluation criteria above and input manually as a score.

2.5 Section 5. Offer form***1. Offeror's Declaration**

I hereby declare that:

- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment;
- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- 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;
- 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 which I have attached hereto

Attachments:

File Name or URL	Type	Description
General Conditions of Individ	File	

***2. Payment Type and Rates**

I hereby propose to complete the services based on the following payment rate:

A total lump sum payable in the manner described in ToR

***3. Payment Certification Procedures**

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.



*4. Contract Type

Select the contract type that you will sign if selected, from the two options below:

1. Sign an Individual Contract with UNDP;
2. Request my employer to sign with UNDP a Reimbursable Loan Agreement (RLA) for and on my behalf. Provide contact persons and details of employer in the comments box or as an attachment.

*5. Other Engagements

Please indicate whether you have any other engagements at the time of submission. If yes, provide details using the template attached

Attachments:

File Name or URL	Type	Description
Template for IC declaring other	File	

*6. Acceptance and cost for the proposal

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.

- *7. 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

*8. Former UN Staff Member

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

*9. Relatives employed with UN

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship. Use the comments box or add an attachment if necessary.

*10. Relatives employed by UN or other Organizations

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

Attachments:

File Name or URL	Type	Description
Template for IC to	File	

declare rel		
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***11. Enquiries with present employer**

Do you have any objections to us making inquiries of your present employer?

***12. REFERENCES**

List three persons not related to you who are familiar with your character and qualifications. Use template attached and upload.

Attachments:

File Name or URL	Type	Description
Template for IC to provide ref	File	

***13.** Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box

***14. Criminal Records**

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)? If yes, give full particulars of each case in an attached statement.

***15. Statement of Health**

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

Attachments:

File Name or URL	Type	Description
Individual Contract_Statement	File	Template for statement of health

Target: I will be able to provide proof of medical insurance coverage if selected

***16.**

Conflict of Interest

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

***17.** 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.

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.

I-1. Overall - Offer form

This is an internal criteria to be used by evaluation team. 1 - pass or 0 - fail.

2.6 Section 6. Annexes and attachments

***1. CV and other documents**

Have you uploaded your CV including education/qualifications, professional certifications, and employment records/experience?

*2. Have you provided a brief description of the approach to work?

*3. Have you provided breakdown of costs supporting the all inclusive financial proposal, using the attached template herein attached.

Please ensure there are no mathematical errors and that amounts match with your offer in the system

Attachments:

File Name or URL	Type	Description
Template for IC to provide bre	File	

I-1. Overall - Annexes and attachments

This is an internal criteria to be used by evaluation team. 1 - pass or 0 - fail.

2.7 Section I-1.

I-1. Total Amount from the Supplier's Response.

3 Lines

Instructions

Please add the price for each deliverable listed below. Upload breakdown of financial proposal using template provided. make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Payment upon submission and acceptances of first report on the e-payment, BRMS software and card tracking design and development.	80101500						
2-Payment upon submission and acceptances of fifth report on the e-payment, BRMS software and card tracking design and development.	80101500						
3-Payment upon submission and acceptances of sixth report on the e-payment, BRMS software and card tracking design and development.	80101500						



Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
4-Payment upon submission and acceptances of second report on the e-payment, BRMS software and card tracking design and development.	80101500						
5-Payment upon submission and acceptances of third report on the e-payment, BRMS software and card tracking design and development.	80101500						
6-Payment upon submission and acceptances of fourth report on the e-payment, BRMS software and card tracking design and development.	80101500						

