Post Title:	Individual Contractor (IC) – Drupal Expert
Starting Date	Upon contract signature
Duration:	Long Term Agreement for one year to be extended for another 2 years (1+1)
Location:	Home based consultancy
Project:	Arab Development Portal (ADP)
Requisition Number:	R4710-0000003335
Is this a LTA (yes/no)?	Yes

I.   CONTEXT/BACKGROUND

The data revolution is an essential cornerstone of the 2030 Agenda for Sustainable Development with data considered to be one of the fundamental pillars of the accountability framework of the 2030 Agenda. However, online access to quality data in the Arab region remains difficult. Data and knowledge resources on development issues in the Arab region are often outdated, unreliable, and fragmented across multiple international, regional and local sources. When available, access to credible and official data is burdensome. By having access to and effectively using data, individuals, firms and communities in the Arab region can become more actively and meaningfully engaged in rethinking development policies, taking fact-based positions, or leading on entrepreneurial initiatives, thereby contributing to the sustainable development of their countries and regions.

The **Arab Development Portal (ADP)** is an initiative of the Coordination Group of Arab, National and Regional Development Institutions (CG) to create a knowledge platform to promote timely and high-quality knowledge and advance data-driven analysis and debates, advocacy and policy-making in the Arab region.

The United Nations Development Program (UNDP), Regional Bureau for Arab States (RBAS) launched the ADP http://arabdevelopmentportal.com online on 25 April 2016, as a bilingual data warehouse and knowledge platform offering data and knowledge on key development topics in the Arab region based on national and international sources. The primary target audiences for the ADP include decision-makers in the public sector, private sector, academia, media and civil society with an active interest in development efforts in the Arab region.

Leveraging on big data technology, the ADP data portal was revamped in March 2018 to enhance the research experience of users enabling them to search for, visualize, extract, share and therefore analyze and create content based on official statistics. The ADP has also expanded its database to enhance its thematic coverage of the Sustainable Development Goals (SDGs) and launched the first regional SDGs

[Tracking Tool](#)[1] in the Arab region, offering a multi-level SDG monitoring framework based on the global indicators, but also on national indicators and targets identified in national development plans of Arab countries. ADP currently offers data users a multi-source and bilingual database hosting 15 thematic topics and more than 7,000 unique indicators accessible through advanced data browsing and visualization options.

Within the scope of this project, UNDP-RBAS is seeking to engage the services of a Drupal Expert to resolve any technical issue related to the ADP backend and frontend website pages, ensure smooth and bug free software, develop any new module/widget for the website, code the current website version and make it responsive/mobile friendly.

II.   SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The Drupal Expert will report directly to the ADP IT manager and ADP project manager, is required to exhibit his or her commitment to the ADP Project and is expected to:

- Update and maintain the website's backend and frontend code, ensure smooth and bug free software.
- Update and maintain Drupal version.
- Update the UX/UI and implement new designs received from the project team.
- Maintain the hosting environment/server, backups of website and database, ensure minimum down time.
- Ensure swift responsiveness in fixing any issue, ensure minimum down time of the website.
- Develop any new module/widget for the website.
- Develop and code new pages for the website.
- Enhance the security of the website.
- Code the current website version and make it responsive/mobile friendly.
- Any other development task required by the team.

III.   EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Target Due Dates	Expected number of working days for each deliverable	Review and Approvals Required
Output: - Update and maintain the website's backend and frontend code, ensure smooth and bug free software. - Update and maintain Drupal version. - Update the UX/UI and implement new designs	Since this is an LTA contract, tasks are not pre-determined, and each task assigned will have its own timeframe.	Since this is an LTA contract, tasks are not pre-determined, and each task assigned will have its own timeframe.	ADP Project Manager

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[1] The ADP SDGs Tracking Tool is a regional platform that attempts to simplify the seemingly complex nature of the SDGs monitoring framework, it offers (1) a quantitative analysis facility and data visualization tool that offers multi-country comparison and automatically show benchmark and target values/years (if available) and (2) a report builder that generates two types of automated reports.

received from the project team. • Maintain the hosting environment/server, backups of website and database, ensure minimum down time. • Ensure swift responsiveness in fixing any issue, ensure minimum down time of the website. • Develop any new module/widget for the website. • Develop and code new pages for the website. • Enhance the security of the website. • Code the current website version and make it responsive/mobile friendly. • Any other development task required by the team.			

IV.   INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the ICT Coordinator and the direct supervision of the Arab Development Portal (ADP) project manager. The supervision of the (ADP) project manager will include approvals/acceptance of the outputs as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment in order to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

V.   DURATION OF THE WORK

Long term agreement for one year (10 days/month, hence 120 days per year) to be extended for another two years (1+1) based on availability of Fund and consultant performance

DUTY STATION

This is a home-based assignment.

VI.   TRAVEL PLAN

If unforeseen travel outside the consultant home based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

VII.   QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualifications:
- Bachelor's degree or equivalent in Computer Science, Programming, or IT.

II. Years of experience:
- Minimum 3 years of previous working experience in content management systems, particularly in Drupal operating system.
- Excellent computer skills in Drupal, My SQL, PHP and Unix servers
- Previous experience with UN or any international organization

IV. Language Requirements:
- Language proficiency in both English and Arabic written and oral is required. Knowledge of French is an asset.

III. Competencies:
- *Functional*
  - Good teamwork and interpersonal skills;
  - Flexibility and ability to handle multiple tasks and work under pressure;

- *Knowledge Management and Learning*
  - Ability to strongly promote and build knowledge products;
  - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
  - Demonstrates strong oral and written communication skills;

- *Judgment/Decision-Making*
  - Mature judgment and initiative;

VIII.   FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be "all-inclusive". Please note that the terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder.

Milestone	Estimated due date	Expected number of working days for each deliverable	Payment
Output: • Update and maintain the website's backend and frontend code, ensure smooth and bug free software. • Update and maintain Drupal version. • Update the UX/UI and implement new designs received from the project team. • Maintain the hosting environment/server, backups of website and database, ensure minimum down time. • Ensure swift responsiveness in fixing any issue, ensure minimum down time of the website. • Develop any new module/widget for the website. • Develop and code new pages for the website. • Enhance the security of the website. • Code the current website version and make it responsive/mobile friendly. • Any other development task required by the team.	Since this is an LTA contract, tasks are not pre-determined, and each task assigned will have its own timeframe.	Since this is an LTA contract, tasks are not pre-determined, and each task assigned will have its own timeframe.	The unit price for the service will be based on the working days per task.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
b) **Personal CV**, 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) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, including references to how she/he will approach and complete the assignment.

Interested candidates shall submit above documents to the Job Advertisement Website:
https://jobs.undp.org/cj_view_jobs.cfm as one document not later than 16 November 2019.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 http://procurement-notices.undp.org/

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Bachelor's degree or equivalent in Computer Science, Programming, or IT.
- **Criteria B:** Minimum 3 years of previous working experience in content management systems, particularly in Drupal operating system.
- **Criteria C:** Language proficiency in both English and Arabic written and oral is required

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation Criteria max 100 points (Weighted 70):

- **Criteria A** Bachelor's degree or equivalent in Computer Science, Programming, or IT.
- (20 points);
- **Criteria B:** Minimum 3 years of previous working experience in content management systems, particularly in Drupal operating system (30 points);
- **Criteria C:** Excellent computer skills in Drupal, My SQL, PHP and Unix servers (25 points);
- **Criteria D:** *Previous experience with UNDP_RBAS* (25 points)

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points.
The other offers will receive points in relation to the lowest offer, based on the following formula:
(PI / Pn)* 30 where Pn is the financial offer being evaluated and Pl is the lowest financial offer received.

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

    Technical Criteria weight: [70%]
    Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.