



Framework Agreement for Microsoft Business Intelligence services Consultant

Duty station (city, country): Home-based

Type of Contract: Individual Contract as Framework Agreement

Post Level : International consultant(s)

Languages required: English

Starting date: 1 March 2020

Application Deadline: 31 January 2020

Duration of contract: Up to 3 years (Max. 600 hours) depending on demand for services and performance

Reporting lines: Under direct supervision of the BI specialist and overall supervision of the IT Chief

1. BACKGROUND

UNV Information and Communications Technology Unit (ICTU), located in Bonn, Germany, is responsible for maintaining and improving multiple corporate applications. One of the critical one is the Business Intelligence (BI) Platform based on Microsoft BI stack (Power BI, Integration Services, Azure Analysis Services, MSSQL).

2. MAIN OBJECTIVES, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK.

UNV have developed considerable Power BI reports, relying on data from UNV on-premises datawarehouse, combined from multiple data sources through Integration Services (SSIS).

The maintenance of these reports in particularly improving the performance through better data models, more efficient DAX formulas, data cleanup routines and overall improvements of the visuals and the user experience are needed.

Additionally, the growth of demand for new reports is to be tackled by the vendor, by providing data modelling, data cleanup, DAX measures and reports/dashboards for the following domains:

- Finance (strong understanding of Financial concepts is necessary)
- Procurement
- HR
- Volunteer Advocacy, Management and administration (experience with volunteering organization is an asset) with quantitative and qualitative data
- Service desk and CRM (systems based on Salesforce)

3. DESCRIPTION OF RESPONSIBILITIES (SCOPE OF THE WORK)

The consultant will provide support in the following areas:

1. Improve accuracy and performance of existing PowerBI DAX formulas
2. Create new DAX formulas in PowerBI
3. ETL changes using PowerQuery and Power BI M language
4. Define data modelling in PowerBI based on the report requirements
5. Create Power BI reports and dashboards following best UI/UX practices
6. Usage of DataFlow to transform the data directly in the cloud
7. Create report from all type of data sources including API calls, JSON or XML
8. Calling REST API by using Power Query and handling pagination
9. Optimizing M queries
10. Review data model of UNV new applications and ensure that they are optimized for BI
11. Develop AI/predictive analysis reports (using Python)
12. Create reports based on data stored in Azure
13. Develop SQL queries to prepare/improve our data to be consumed by PowerBI
14. Automate report refresh and other automations through PowerShell
15. Use Python and Azure functions to call REST API and write results into Azure SQL database
16. Implement mechanism to monitor performance of our report
17. Connect our BI reports to UN Partners/Development organizations source of data using API calls with/without authentication mechanism
18. Public cloud tools with APIs (Clockify, Clickup, Salesforce,...)
19. Forecasting financial and human resources related reports
20. Implement reports based on ArcGis
21. Automated the extraction of Power BI audit logs by writing PowerShell scripts.
22. Document the changes
23. Authoring and delivering trainings
24. Recommends the ideal path for complete cloud migration of our BI platform to Azure

As part of UNV Digital Transformation, UNV has ambitious scope of changes in the BI stack, from implementing the latest trends of innovation (DataFlows, Azure, AI), redesigning the reports with high quality UI and UX, moving the whole BI stack to Azure. Therefore, the consultant should drive the



changes, propose and implement latest BI features, work independently with minimum inputs from UNV and deliver in very short-time due qualitative BI solutions.

4. INSTITUTIONAL ARRANGEMENTS

- Estimated level of effort: approximately 200 hours of BI remote support per year. Maximum hours over the 3-year period would be 600 hours;
- UNV does not guarantee that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs, good performance, and availability of resources;
- IC as a Framework Agreement is non-exclusive (i.e. it does not prohibit UNV from entering into another such framework agreement with other individuals or entities);
- The Framework Agreement will be for a fixed all-inclusive hourly fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person at UNV would contact the Consultant by email informing of the specific deliverables required, and timeline for delivery;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- Given the consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, relevant software, etc.) and must have access to a reliable internet connection;
- The consultant will engage regularly with the supervisor by email and Skype on a weekly and/or as needed daily basis;
- The consultant shall submit to the Supervisor a monthly progress report on the status of the implementation of tasks;



- Payments will be made monthly upon submission of a detailed time sheet (including deliverables and their timely execution) and certification of payment form, and acceptance and confirmation by the supervisor on hours worked and outputs delivered.

5. COMPETENCIES

Corporate

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNV;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

Technical

- Deep understanding of technical and functional BI
- Power BI community contributions (public proof of competency) through Blogs or Books authoring or conference speaker

Professionalism

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Work well in a team to advance the priorities of UNV as a whole;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback
- Ability to work independently.

6. QUALIFICATIONS

Education;

- Degree or certification in Accounting.
- Certification from MCSE: Data Management and Analytics and Certification from MCSA: BI Reporting required.

Experience;

- At least 4 years of experience in Power BI including 15+ Power BI projects delivered, including track record of financial projects.
- Active contributions in Power BI community (blogs, books, trainings)

- Proven expertise in Power BI Data modelling, delivery of visually appealing Power BI reports and Dashboards and creation of PowerBI Dataflows
- Experience in writing efficient and complex DAX formulas, in optimizing efficient and complex DAX formulas
- Expert in Power BI M language
- Expert in Power Query to define ETL
- Expert in creating Power BI reports using API as datasources
- Strong knowledge in Python and expertise in Azure functions
- Proven track of using Powershell to retrieve PowerBI data
- SQL language and SQL Server strong knowledge
- Strong Knowledge in Azure SQL databases
- Proven track of using ArcGIS
- Proven track of data modelling optimization with track record of gained time
- Proven experience in authoring and delivering Power BI trainings is required.

Language requirement. Excellent writing and oral communication skills in English.

7. CRITERIA FOR SELECTION OF THE BEST OFFER

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience [max. 40 points] and interview [max.30 points]) will be based on a maximum 70 points;
- Only the top 3 candidates scoring 28 points or higher from the review of the education, experience and languages will be considered for the interview;
- Candidates obtaining 21 points or higher in the interview will be deemed technically qualified and considered for financial evaluation;
- Financial score (30points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive hourly fee;
- The applicant receiving the highest combined score and that has accepted UNDP's General Terms and Conditions will be awarded the contract.

8. APPLICATION PROCEDURE

Interested individual consultants must apply on the e-tendering system: <https://etendering.partneragencies.org> and they should submit the following documents/information to demonstrate their qualification

Applicants have to provide a **technical and financial proposal**.

The **technical proposal** shall consist of:



- **Motivation Letter** describing their interest in the assignment and why they are the most suitable for the work;
- **Latest personal CV or P11**, including past experience in similar projects and at least three references
- screenshots/link of reports with excellent UI
- proof of accounting certification/diploma
- proof of contributions to Power BI community (books, blogs, trainings)

The **financial proposal** shall consist of

- **Financial Proposal**; The applicants are instructed to submit their financial proposals in USD for this consultancy, using the financial proposal template “Confirmation of Interest”. The financial proposal shall consist of an all-inclusive lump sum for the whole duration of the contract period, which shall include the consultancy fee, costs of living, costs for medical and life insurance, communication etc.
The financial proposal and the technical proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either “Motivation Letter/CV” or “Financial Proposal”, as appropriate. Each document shall include the Proposers’ name and address. **The file with the “Financial Proposal” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNV shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR FURTHER EVALUATION

Only individuals should submit an offer, individuals employed by a company or institution who would like to submit an offer in response to this Procurement Notice for IC must do so in their individual capacity, even if they expect their employers to sign an Reimbursable Loan Agreement (RLA) with UNDP.

Qualified women and members of social minorities are encouraged to apply. Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.

How to Submit the Application:

This procurement process is conducted through UNDP eTendering online system (interested applicants must register in the system in order to access the additional documents). Detailed instruction on how to register in the online system can be found in the Notice of Invitation. **Applications sent by email will not be considered**

Queries should be sent to : procurement@unv.org, clearly marking:94104_ **Framework Agreement for Microsoft Business Intelligence services Consultant**

For your reference, kindly find the link to [Individual Contract template and General Terms and Conditions](#).