

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: July 2, 2020

Post Title:	Individual Contract (ICT) LTAs-NodeJS Developer Consultant (2 Positions)
Duration:	12 Months – to be extended for another 1 year based on the needs of the assignment, satisfactory performance and availability of funds.
Location:	Home Based
Project:	Arab Development Portal
Requisition Number:	
Is this a LTA (yes/no)?	Yes

CONTEXT/BACKGROUND

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.

Online since April 2016, the ADP <http://arabdevelopmentportal.com> acts as a bilingual data warehouse and knowledge platform offering data and high-quality content 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 Tool¹ 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

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.

countries. ADP currently offers data users a multi-source and bilingual database hosting 15 thematic topics and more than 7,200 unique indicators accessible through advanced data browsing and visualization options.

The ADP Project at UNDP is looking to recruit a “NodeJS Developer Consultant” to assist the ICT coordinator in developing Information and Communication Technology systems.

SCOPE OF WORK AND DELIVERABLES

The expert is expected to assist the ICT coordinator in internally developing a number of Information and Communication Technology systems required by the ADP (e.g. websites, databases, data visualizations, mobile friendly systems, online knowledge products, newsletters, etc...). After assessing the received requirements from the ADP team, the expert is expected to decide on the most convenient information system to handle and present the data, and convert the design to a functional program along with its related modules (e.g. backend). This will entail a close coordination with the Project CTA, the IT coordinator and the ADP team.

Under the overall supervision of the Project CTA, and under the direct supervision and guidance of the ICT Coordinator, the NodeJS Expert Developer is expected to perform the following tasks:

- Assist the ICT coordinator in the development and delivery of the application/software (website, database, etc...).
- Read and understand the needed software project requirements received from the ICT coordinator and the ADP team.
- 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 and assist the ICT coordinator in proposing the most convenient and latest technology solutions.
- Assist the ICT coordinator in analyzing any given material including all software documents and evaluating the content’s technological needs.
- Analyze, evaluate and draft reports for any received software related to ADP.
- Assist the ICT coordinator in creating the software wireframes.
- Develop, configure and install software databases.
- Develop responsive web interfaces using the 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 a responsive front end for a website/portal (in html and dynamic mode) as per the design received from a designer.
- Develop the CMS for the website/portal.
- 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.
- Development and deliver all necessary relevant software and source codes to insure a final working version of the software.
- Provide technical assessment, feedback and recommendations related to the progress of the work done.
- Perform initial application testing/debugging, this includes but is not limited to unit testing, integration testing and regression testing procedures.
- Perform the database design/modifications and implementation of the various database objects and functionalities that are to support the application development effort and requirements.
- Participate in the launching of the installation of the application and other related meetings.
- Submit 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.
- Work on a testing host server to put the developed version and any new software changes on a daily basis.
- Perform all fixes/new components required by the ICT coordinator and the ADP team during the agreed duration.
- Train staff designated by the ICT coordinator for the use of the final version.
- Perform any other tasks requested by the ICT coordinator or Project CTA 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.

EXPECTED OUTPUTS AND DELIVERABLES

Progress towards achieving each task during the contract will be monitored on a regular basis and with reference to a clear set of deliverables, including, where needed/applicable:

- Initial and final application development detailed plan and evaluation of the start status and final status.
- The detailed application specifications document.
- Weekly progress reports.
- Issues logs.
- Final coding standards and conventions document.
- Database entity-relationship diagram.
- Database.
- Application test plans.
- Application detailed design report.

- End-of-mission report that concludes mission and assesses it.
- Copy of the program/final application (web and windows application if existed and it was compiled).
- The database: including the mdf and the ldf file, filled with the latest version of data.
- Object and class diagram.
- The comments fields for all database tables.
- The source codes.
- All data source.
- The data entry system. (if it exists).
- All related electronic materials (CDs, e-books, etc) acquired as part of the project (originals where applicable)
- The work procedure.
- The documentation about database procedures.
- The functional documentation (cahier de charge).
- The technical documentation including the installation documentation and the detailed application specifications document.
- The Help program: user and administrator manual documentation and any other software training materials related to the developer and the user.
- All necessary documentation (hardware and Software): to maintain the sites where the software has been installed and all related passwords.
- All user profiles and access credentials: including the administrator profile and any related password to the database or source code or online host/website related to the software.
- Procedure of back up and the disaster recovery plan.
- Any other information related to the software.
- Quality assurance and test results.
- Weekly reports on the tasks performed and/or completed.

<i>Deliverables/Outputs</i>	<i>Estimated Duration to Complete</i>	<i>Review and Approvals Required</i>
The final product is an information system which reflects the agreed strategy and criteria and provides a platform which ensures visibility of a large amount of resources, provides easy access to up-to-date information and materials in Arabic, French and English.	Since this is a Long Term Agreement (LTA) contract, tasks are not pre-determined and each task assigned will have its own timeframe which will be agreed between the ICT Coordinator, the ADP CTA and the contractor.	ICT Coordinator and/or ADP CTA

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her commitment to this assignment with UNDP-RBAS;
- S/He shall perform tasks under direct supervision of the ICT Coordinator and/or ADP CTA. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- 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 maintain close communication with the 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. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- 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.
- It should be noted that the LTA does not create a financial obligation or commitment from UNDP, thereby non-exclusive, meaning it does not prohibit UNDP from entering into another framework agreement with another individual or entity. Financial commitments will only be established each time services are requested under the contract, through an agreed triggering action or document that signals the commencement of a given engagement.

DURATION OF THE WORK

The duration of the work is expected to be 1 year from the start of the contract; to be extended for another 1 year based on the needs of the assignment, satisfactory performance and availability of funds

DUTY STATION

The NodeJS Developer Consultant assignment is home based. He/She might be required to attend meetings at the Regional Programme premises in Lazarieh Building - Bloc 02A 2nd Floor, Down Town, Beirut - Lebanon.

The delivery place of the software will be indicated by the ICT Coordinator. He/She may be asked to travel, in such case UNDP will cover the travel expenses according to the United Nations Development Programme rules and regulations.

If any unforeseen travel outside the individual 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 individual shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualification:

- Bachelor's Degree in Information Technology or related field or Master's degree in relevant field.

II. Years of Experience:

- At least 5 years of relevant experience in software-development.
- At least 5 years of practical experience in web application development;
- Proven experience in web development technologies.
- Previous experience with international organizations

III. Language Requirements

- Fluency in written and spoken English is required. Knowledge of French or Arabic is a strong asset.

IV. Technical Expertise

- Proven Experience in Web programming languages, minimum three years of experience in NodeJS and other JavaScript runtime and libraries
- 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/Illustrator) is preferred.
- Experience in Mongo dB database software is required, and 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.
- Experience in Back-End Web development and MVC architecture is desirable.
- Experience in Web frameworks is required.
- Experience in Desktop Application development

V. Key Competencies:

- Corporate
 - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
 - Promotes the vision, mission and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Functional
 - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
 - Strong analytical and synthesis skills;
 - Ability to work independently and achieve quality results with limited supervision and within tight schedules;
 - Strong quantitative and qualitative research skills;
 - Experience in reports production;
 - Ability to write in a clear and concise manner;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent computer skills especially Word, Excel and Power Point.

- Knowledge Management and Learning
- Ability to strongly promote and build knowledge products;
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a fee per hour rate. Unit rate/hourly fees must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.).

The contractor will be paid fee **per hour amount** based on Deliverables/Outputs requested over the LTA period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) for each call. The maximum number of hours for this LTA should not exceed 2088 hours/ year.

<i>Deliverables/Outputs</i>	<i>Estimated Duration to Complete</i>	<i>Payment terms</i>
Support the ADP project in developing a final product which reflects the agreed strategy and criteria and provides a platform which ensures visibility to a large amount of resources, provides easy access to up-to-date information and materials in Arabic, French and English. Consultant may provide most or all required tasks mentioned above as per ICT coordinator or ADP team’s request on call or email bases.	Since this is an LTA contract, tasks are not pre-determined and each task assigned will have its own timeframe. Number of working hours for each task shall be agreed between the ICT Coordinator, the ADP CTA and the contractor.	100% after satisfactory completion each task /assignment during LTA period

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 or P11**, 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 **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. 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. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing

him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

c)

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 15 July 2020.

d) 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

CRITERIA FOR SELECTION OF THE BEST OFFERS

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria:

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
<u>Criteria A:</u> Academic and practical experience and technical capability		100
Academic Qualification		15
<ul style="list-style-type: none"> 8 pts for Bachelor's degree in relevant fields of education. 		
<ul style="list-style-type: none"> 15 pts for Master's degree in relevant fields of education 		
Years of relevant work experience		30
<ul style="list-style-type: none"> 20 pts for 5 years of experience 30 pts for over 5 years of experience 		
A solid experience in the areas of the technical requirements mentioned under section <i>Technical Expertise</i> . Related projects have been developed.		50
Previous experience with international organizations		5
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
Total Score	(Technical Score * 0.7 + Financial Score * 0.3)	

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:

- Bachelor's Degree or equivalent in Information Technology or related field;
- At least 5 years of practical experience in web application development;
- Proven experience in web development technologies.
- Fluency in written and spoken English.

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

Technical evaluation Criteria max 100 points (Weighted 70):

- Bachelor's Degree in Information Technology or related field (8 points);
- Master's Degree in Information Technology or related field (15 points);
- 5 years of practical experience in web development (20 points);
- Above 5 years of practical experience in web development (30 points);
- Proven experience in a professional background in web development (requirements mentioned under section Technical Expertise) (50 points);
- Experience with international organizations (5 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: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI 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.