



TERMS OF REFERENCE

Reference	PN/FJ/074/20
Location	Suva, FIJI
Application deadline	12 th August 2020 (Fiji Time)
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	1 Month

BACKGROUND

The UNDP Pacific Office in Fijis Operations team under the overall guidance of the Operations and Implementation Support Advisor provides operational support to project/programme and other UN agency clients. The operational support ranges from Information and Communication Technology (ICT), Administration, Human Resources, Procurement and Finance which includes a lot of data and information to manage, each having its own deadlines and with potential of effecting the Office performance dashboard. In order to ensure that the UNDP Operations team provides more efficient and timely support to its clients, the office is working on streamlining its business process. This includes frequent monitoring and follow-up with clients on pending issues that need to be addressed in a timely manner. As such the UNDP Pacific Office in Fiji is therefore seeking for an Individual Consultant to develop an in-house database platform that will be used to track and monitor certain functions of the operational aspect.

DUTIES AND RESPONSIBILITIES

Scope of Work

The Individual Contractor (IC) is expected to program, install and setup a database platform in SQL Express that will be utilized by the staff at UNDP. The database will need to have a front-end portal linked to a LAN/WAN IP Address whereby the staff are able to login using their assigned credentials and enter the data as required. The selection of drop-down menu, text fields, date fields are to be available in the front-end portal. The database will be linked to a service email account which will be used to send out notifications and reminders. The database will require an upload feature where the staff can browse and upload as many documents as possible.

The database will be used for multiple purposes by the operational units in UNDP. The Finance unit will use it to track and monitor the Travel Claims , Project Cash Advance (PCA) and Advances. The HR unit will use it to track and monitor completion of mandatory courses, performance reviews and FNPF deposits. The Procurement unit will use it to track and monitor the contract management(local and system Purchase Orders, ICs). The Administrative Unit will use the feature to monitor asset/inventory and lease management. The database needs to also cater for future expansion and add-ons.

Expected Outputs and Deliverables

ICT

- The consultant is expected to install and setup the SQL Express database software on the Windows environment. The IC will then program the SQL as required.
- A front-end portal will be designed by the consultant with individual functions/buttons for each of the units whereby the units will enter the required data relevant to their needs.
- The consultant will program a service email account that will be used to send out notifications and reminders with the options of date duration and text that can be entered/selected as desired.
- The database also needs to provide an additional field to enter the senders email as well so that they are also in the loop of the notification and reminder.
- The database will provide the functionality of exporting reports in .csv, .xls, .xlsx and .pdf formats with the required fields.
- The database is to host a licensed number of 50 users initially and ability to expand when needed. Each user to have their own login credentials assigned. The administrative user and control will be maintained by the ICT staff.
- The database will provide an upload feature to browse and upload documents as required. These documents will be sent to end user as well along with the notification and reminder.
- The database upload feature should also auto-populate the data from the file uploaded onto the fields of the new request.
- Ability to cancel request/notification which are no longer valid
- History log

Finance

- The system is to display relevant fields that will be used by Finance staff to enter data as required based on which notification/reminders shall be sent on a periodic basis or as customized setting.
- Custom designed reports to be generated that is relevant to Finance in .csv, .xls, .xlsx and .pdf formats.

Human Resources

- The system to display relevant fields that will be used by HR staff to enter data as required based on which notification/reminders shall be sent on a periodic basis or as customized setting.
- Custom designed reports to be generated that is relevant to HR in .csv, .xls, .xlsx and .pdf formats.

Procurement

- The system to display relevant fields that will be used by Procurement staff to enter data as required based on which notification/reminders shall be sent on a periodic basis or as customized setting.
- The file extracted from T&E under ATLAS can be uploaded to the database and the data should auto-fill the fields automatically.
- Custom designed reports to be generated that is relevant to Procurement in .csv, .xls, .xlsx and .pdf formats.

Administration

- The system to display relevant fields that will be used by Admin staff to enter data as required based on which notification/reminders shall be sent on a periodic basis or as customized setting.

- Custom designed reports to be generated that is relevant to Procurement in .csv, .xls, .xlsx and .pdf formats.

Institutional Arrangement

- The consultant will be required to work directly under the supervision of the respective Operations unit team leads namely Human Resources, Finance, Administration and Procurement. The final approval on the output and acceptance will be provided by the UNDP Operations and Implementation Support Advisor.
- The consultant will be required to be based in the UNDP office during this assignment period and provide a daily update to the team.
- The consultant will be required to work with the Operations team focal points and other office staff to understand the business process and operationalizing the software. A final presentation will be required to be made during hand-over of the final product.
- The consultant will handover source code of application to ICT staff of UNDP.
- UNDP will have ownership of the final product.
- The consultant will be required to bring his/her own laptop/computer including any other equipment required to complete this assignment. UNDP will provide a workstation and internet connections during the assignment period.

Duration of the Work

- The assignment will be for a maximum period of 1 month from 17th August – 16th September 2020

Duty Station

- The consultant will be based at the UNDP Office in Kadavu House, Level 8 for the duration of the assignment and will be required to report to the respective Team Leads on the days of engagement.

COMPETENCIES

- Proficiency in the use of office IT applications and internet in conducting research;
- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of software development
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Degree in Computer science or equivalent with strong skills in Windows Server Operating System

and SQL Database.

Experience

- Minimum of 5 years work experience working with and/or developing software for client/commercial use.
- Working experience with UN agencies or iNGOs is an asset.

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

100% payment upon completion of the software as per required specification and successful handover following user-testing

The successful consultant will be required to provide proof of medical insurance coverage for the duration of the assignment before commencement of the contract. The cost of such medical insurance can be included as part of the financial proposal and shall be paid as part of the final payment based on actual receipt.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology...

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Degree in Computer science or equivalent **20%**
- Minimum of 5 years work experience working with and/or developing software for client/commercial use. (40%)
- Working experience with UN agencies or NGOs. (10%)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation and/or considered to provide a presentation

Documentation required

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II in FJD

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to Mr. Ronald Kumar on procurement.fj@undp.org. The proposal shall be sent to etenderbox.pacific@undp.org by/before the due date.