



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14.09.2020

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**REF No.:** IC/011/20

**Country:** Uzbekistan

**Description of the assignment:** International consultant on Application of Blockchain Technology in Public Service Delivery

**Project name:** Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan

**Period of assignment/services (if applicable):** 25 working days upon signing a contract by both sides

**Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents in Part 4 of Procurement Notice **no later than end of September 25, 2020** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

Link to application at the UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=94002](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94002) (cut and paste into browser address bar if the link does not work).

Please upload requested documents **no later than end of 25 September, 2020** (New York time). **Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document.** Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

**You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=70117](http://procurement-notices.undp.org/view_notice.cfm?notice_id=70117).** (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (September 25, 2020) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://www.uz.undp.org) UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

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## 1. BACKGROUND

Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan" is a joint project conducted by the Ministry of Justice of the Republic of Uzbekistan and the United Nations Development Programme (UNDP), funded by the European Union. The overall goal of the project is to improve the quality of life of vulnerable sectors of the population in rural areas – such as women, youth and children, the elderly and people with disabilities – by enhancing their access to public services, and the quality of their provision. Equally, the project aims to strengthen citizen participation in the decision-making processes at the local level and increase their access to information, effectively increasing the transparency of the local governance system.

In accordance with the Activity 1.7 of project: "Prototyping blockchain-based solutions in public service delivery. A policy paper will be produced on how to introduce blockchain technologies to public service delivery. Research will be conducted to explore the opportunities for distributed ledger technologies in the transformation of selected public services, to be provided in pilot regions, for ensuring integrity, trust and transparency of service-related data and associated transactions; for example, in land registries, business registries, notary services, etc. This policy paper is expected to provide real life insights into the viability of such technologies, as well as to identify the legal and policy implications of rolling out distributed-ledger technologies in the country. In addition to research and feasibility studies, analysis, prototyping blockchain-based solution in public service delivery will be undertaken. To this end, local and international consultants (technical writers, business analysts and blockchain experts) will be recruited, servers & IT equipment for piloting blockchain solutions will be procured."

The UN in Uzbekistan (namely, UNDP, UNICEF and UNODC) joined forces, with support from the UN Development Coordination Office, to explore how blockchain can limit corruption in national public and private sectors and chose two areas of focus: School certificates and Land cadaster. The UN team created a web service for the Ministry of Public Education (MPE) to create digital records of the issued certificates and a private blockchain to make sure that the records in the data based are not manipulated through the publicly accessible service for online certification. At the moment, the web service is integrated with the private blockchain deployed on the MPE servers and running preliminary tests within the agency itself. UN team along with the state cadaster committee, developed a demo blockchain application that prevents the unauthorized manipulation of the real estate data in the central government database. Citizens are also able to verify their property records online through a public portal making the agency's activity more transparent. The blockchain app is being deployed in the committee's servers and is undergoing internal tests. The next is to pilot the implementation of the blockchain system with real data. To advance these applications beyond the pilot stage, UN team is working with national partners to establish an enabling institutional and regulatory framework.

Government and policy makers in public service delivery require a deep understanding of blockchain

technology in order to develop policy and regulatory frameworks. Dissemination of information between government and innovators is crucial to determining the most appropriate regulatory framework and supporting innovation in public service delivery. This should include: government consultation with the blockchain industry (particularly start-ups) to ensure that they understand and adhere to regulations in Public service delivery system; blockchain industry members communicating the regulatory challenges that are preventing them from succeeding; and, educating government and the broader community so that they may understand the blockchain industry.

According to a Presidential Decree signed July 3, 2018 “On measures to develop the digital economy in the Republic of Uzbekistan”, from 2021 blockchain will be incorporated into Uzbekistan’s government transactions to improve public services and ensure transparency and accountability, blockchain technologies and platforms were identified as key factors in the development of the digital economy, and the government was instructed to create an enabling environment for the implementation of blockchain solutions.

The International consultant on Application of Blockchain Technology will support the Project Team in the development of Analytical paper on the introduction of blockchain technology to Public Services Delivery system of Uzbekistan.

The project provides its support in the formation of the “Unified Electronic Archive of Civil Status Records” IS based on the use of blockchain technology. Also, due to the creation and implementation of a single electronic archive of civil status records, it will be possible to control the actions of civil registry offices, coordination of work and informational exchange between them, as well as simplify the mechanism of interaction between government bodies.

Under the overall supervision of the Project Manager and in close cooperation with the Task manager on Public Services Delivery Legislation and ICT Associate the International consultant will perform the following functions in order to produce the expected outputs. He/she will support the project team in all aspects of the introduction of blockchain technology to public services and public administration reform, sequencing of interventions, monitoring and evaluation.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- Master’s Degree in Digital Economy, ICT Technology and/or Project Management.

### II. Years of experience:

- Minimum 3 years of experience in Blockchain market landscape and ability to conceptualize business strategies;
- Strong understanding of Blockchain/DLTs as a concept, including a deep understanding of the underlying technology and architecture and an ability to define future state architectures.

### III. Competencies:

- Understanding of the public services delivery system;
- Conceptualizing solutions using Blockchain/DLT in public services;
- Deep understanding distributed ledger systems such as Corda, Ethereum, Hyperledger, Multichain, Openchain, etc.;
- supporting business development teams to conceptualize and develop relevant use cases, proof-of-concepts (POC), and proof-of-value (POV) and support proposal writing activities;
- The right candidate for this assignment will be innovative thinkers, well-versed in developing solutions that improves the public service delivery system;
- Excellent analytical and interpersonal skills including oral and written communication;
- Demonstrated programme management skills including; results-based orientation, preparation of work plans, monitoring and evaluation and leading cross-cultural teams;
- Previous experience in performing a similar role in UNDP would be an advantage.

### IV. Language requirements:

- Fluency in written and spoken English. Knowledge of Russian or Uzbek will be an advantage.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

### 1. Proposal:

(i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);

(ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a **Personal History Form (P11 form)** before contract issuance

(iii) Provide a brief methodology on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters )

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

## 5. FINANCIAL PROPOSAL

### Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

#	Deliverables	Timeframe	Payment
1	Report of research on preparing a new approach for Uzbekistan to applying the blockchain technology in public service delivery system prepared and accepted by Supervisor	Not later than 2 <sup>nd</sup> of November, 2020	50%
2	Report on the opportunities for distributed ledger technologies in the transformation of selected public services prepared and accepted by Supervisor	Not later than 18 <sup>th</sup> of November, 2020	
3	Prepare draft version of Analytical paper describing the introduction of blockchain technologies to Public Service delivery system prepared and accepted by Supervisor	Not later than 28 <sup>th</sup> November, 2020	50%
4	Final version of Analytical paper describing the introduction of blockchain technologies to Public Service delivery system with addressed comments and feedbacks received from the Project Team and experts of key stakeholders prepared and accepted by Supervisor	Not later than 28 <sup>th</sup> December, 2020	

### Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

## 6. EVALUATION

### 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 points]

\* Financial Criteria weight; [30 points]

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"> <li>• Minimum 3 years of experience in Blockchain market landscape and ability to conceptualize business strategies Familiar and experience of PPP (work experience in years):               <ul style="list-style-type: none"> <li>- 3 year - 10;</li> <li>- 4 years – 12;</li> <li>- 5 and more years – 15</li> </ul> </li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• Strong understanding of Blockchain/DLTs as a concept, including a deep understanding of the underlying technology and architecture and an ability to define future state architectures (number of projects):               <ul style="list-style-type: none"> <li>- 3 project - 10;</li> <li>- 4 projects – 12;</li> <li>- 5 and more projects – 15</li> </ul> </li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• Work experience in the Central Asian countries (number of projects):               <ul style="list-style-type: none"> <li>- 1 project - 10;</li> <li>- 2 project – 12;</li> <li>- 3 and more projects – 15</li> </ul> </li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• Brief methodology (based on concept, idea and clear steps)               <ul style="list-style-type: none"> <li>- Excellent – 25;</li> <li>- Good – 22;</li> <li>- Satisfactory – 20.</li> </ul> </li> </ul>	25%	25
<u>Financial</u>	30%	30

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at [https://popp.undp.org/\\_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/AC\\_Anti-Fraud\\_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default) )**

**ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)**