

## TERMS OF REFERENCE

## CERO Waste – APP Developer (National Consultant)

Reference: IC2021/WSM/055

1. Summary of Job Details
<p><b>Project Title:</b> Circular Economy for the Recovery of Waste (CERO Waste)</p> <p><b>Contract Modality:</b> Individual Contractor (IC)</p> <p><b>Position:</b> Application Developer</p> <p><b>Duration:</b> 30 working days within 3 Months. Completion by February 2022</p> <p><b>Duty Station:</b> Home-based</p>
2. Background Information
<p>The United Nations Development Programme (UNDP) Multi-Country Office (MCO) for the Cook Islands, Niue, Samoa and Tokelau, based in Samoa, is seeking the services of one (1) App Developer. The consultant will lead the development of a mobile app that will help the local Ministries and NGOs to:</p> <ul style="list-style-type: none"> <li>i) provide a platform that will connect households to recyclers to contractors to Government Ministries;</li> <li>ii) collect, store and share all data on plastic, paper and glass waste streams, with the option to include other waste streams;</li> <li>iii) provide an interactive platform to educate the public on waste management;</li> <li>iv) provide a platform to share and disseminate information about waste, and</li> <li>v) provide a platform to report on illegal dumping to assist with enforcement.</li> </ul> <p>This project aims to pilot value chain development in waste management in Samoa and Tokelau, pairing climate action with COVID-19 socio-economic recovery to explore and test innovative, scalable, in-country, circular solutions for the recovery of low-value waste streams, namely glass, plastic and paper with the overall aim to divert waste from landfill to address immediate waste management and pollution issues in these contexts.</p>
3. Scope of Work
<p>Under the guidance of the UNDP Assistant Resident Representative (ARR), Governance and Poverty Reduction (GPRU) and the direct supervision of the CERO Waste Project Coordinator, the App Developer will be required to meet with the Project Coordinator to discuss and approve the methodology and execution plan, integrating suggestions, recommendations, and requests where applicable.</p> <p><b>Objective:</b></p> <p>To develop a business-to-public (B2P) and business-to-business (B2B) app that connects waste generators, both commercial and household, and exporters with waste collectors and recyclers</p> <p><b>Duties and Responsibilities:</b></p> <p>The consultant will be responsible for the creation, maintenance and implementation of the source code to develop mobile apps and mobile platform programs that meet the needs and requirements of UNDP and its Implementing Partners under the CERO Waste Project using computer programming languages.</p> <p>The consultant will be responsible for the prototype applications design, provide the unit structure, and help the application development team with the plans.</p>

This person will have an excellent working knowledge of Modern Language Programming Skills. particularly in C++, Java, and trained in web development languages such as HTML 5 and CSS.

The consultant must be familiar with mobile platforms API such as Apple iOS, Android and Windows Mbl, The consultant must have the ability to use the cross platform mobile suites like Antenna and AMP.

**Specific Duties:**

- i. Liaise with Ministries and NGOs to plan features for the app's concept, design, test, release and support for its lifecycle.
- ii. Produce a fully functional mobile applications source code
- iii. Gather specific requirements on how the app should function
- iv. Ensure safeguards are in place to test and identify any malfunctions/cyber attacks
- v. Ensure optimum performance is achieved
- vi. Design interfaces to improve user experience
- vii. Liaise with Ministries and NGOs to plan optional features
- viii. Ensure new and legacy applications meet quality standards
- ix. Ensure applications and protocols are up to date with new technology trends

**4. Expected Deliverables**

- i. An approved methodology and execution plan, including knowledge transfer and timeframe.
- ii. A fully functional app tailored for the Implementing Partners (Relevant Govt Ministries and NGOs) needs and requirements
- iii. User and Maintenance Manual
- iv. App source code
- v. All security and licensing information and timelines for renewal
- vi. Training (Knowledge Transfer) for stakeholders

**5. Reporting**

The successful candidate will administratively be under the overall guidance of the ARR GPRU and report directly to the CERO Waste Project Coordinator and work closely with the Implementing Partners of the Project to deliver the expected deliverables within the required timeframes for this assignment.

**6. Intellectual Property**

All information pertaining to this project (documentary, digital, cyber, project documents, etc.) belonging to UNDP, which the App Developer may come into contact within the performance of the consultant duties under this assignment shall remain the property of UNDP who shall have exclusive rights over their use. Except for the purposes of this assignment, the information shall not be disclosed to the public nor used without the written permission of UNDP in line with the national and International Copyright Laws applicable.

**7. Contractual Arrangements and Supervision**

The App Developer will be hired as an Individual Contractor by signing an Individual Contract with the employer (UNDP).

**8. Institutional Arrangement**

The App Developer will be working in the field where applicable and close collaboration with the abovementioned UNDP personnel. The UNDP MCO shall provide the necessary support to the App Developer to execute the assignment during the duration of the consultancy.

These shall include access to relevant project documents and to meet with relevant Government Ministries and NGOs necessary for the execution of the duties under this consultancy. The App Developer must have own laptop and other appropriate software prior to undertaking the consultancy.

#### **9. Duration**

The consultancy will be for 30 working days over 3 months, to be completed tentatively by February 2022.

#### **10. Payment Schedule**

Payment shall be made in four (4) instalments of:

- 10% upon signing of contract and approval of methodology and execution plan; and,
- 30% Usability and testing of prototype 30%
- No payment milestone – upon successful delivery of training for the use of the App.
- 20% upon successful delivery of User Manual, Maintenance Manuals, Licensing and Security Information.
- 40% Delivery of a fully functional and operational App with Source code.

The candidate is to provide a financial proposal in a lump sum with instalments as per above.

#### **11. Minimum Requirements and Evaluation Criteria**

- A degree in Computer Science or Information Systems (10 marks)
- Minimum 5 years of progressive experience as a software/app development and excellent knowledge of Modern Language Program skills (20 marks)
- Demonstrated UI experience and good understanding of UI designing (10 marks)
- Excellent working knowledge of cross-platform App development such as Androids, iOS and Window phones (10 marks)
- Excellent working knowledge of Backend Computing (Security, Database management, hardware interaction and implementation of memory allocation) (10 marks)
- Demonstrable portfolio of released applications on the App store or the Android market (5 marks)
- Excellent analytical skills with a good problem-solving attitude (10 marks)
- Previous work in the waste management area is desirable (10 marks)
- Strong time-management, organization, and communication skills, with a demonstrated ability to work in close collaboration with other team members. (10 marks)
- Fluency in both written and spoken English is a requirement. (5 marks)

#### **12. Evaluation Method**

The consultancy will be awarded to the candidate with the highest combined weighted scoring from both the Technical and Financial proposals. The proposal is deemed technically compliant only if it achieves 70% (70 marks out of total 100 marks as mentioned above) or more of the total technical score. If it is technically responsive, only then will the financial proposal be considered and to be given a full total of 30%. The financial % calculated as follows;

Rating the Financial Proposal (FP):

$$\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$$

#### **13. Proposal Submission Requirements**

Given below is the recommended format for submitting your proposal. Proposals must include:

- Letter of interest and availability specifying the available date to start and other details (Annex I)
- CV or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to the contract award. (Annex II)
- All-inclusive Financial Proposal specifying the daily rate and other expenses, if any (Annex III)
- A brief methodology on how you will approach and conduct the work (Annex VI)

Kindly note you can upload only ONE document to the UNDP Jobs site link, search for the reference for this procurement on the site.

Proposals must be submitted by 3 December 2021.

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Queries about the consultancy can be directed to the UNDP Procurement Unit via [procurement.ws@undp.org](mailto:procurement.ws@undp.org).

#### **14. TOR Approval**

This TOR has been approved by:

Christina Mualia-Lima  
GPRU Assistant Resident Representative

Date: 19 November 2021