TERMS OF REFERENCE

Service Name: Development of Information system to automate the evaluation of Judge Candidates

Project number and title: 123513 – Institutional support for the Astana Public Service Hub

Contract Type: Contract for Services (UNDP Format)

Location: Kazakhstan, at the location of the company (roundtrip for 1 person to Nur-Sultan is envisaged)

Contract Duration: 3 months from the signing of the UNDP-format Contract (expected May-July 2022)

Background:
The Astana Civil Service Hub (hub), an initiative of the Government of Kazakhstan and the United Nations Development Program, was established in 2013 by 25 countries and 5 international organizations, which unanimously adopted the Declaration on the Establishment of the Astana Hub. Currently, the Hub consists of 42 member states. The Hub is a multi-stakeholder platform to promote civil service efficiency by supporting participating governments’ efforts to build institutional and human capacity through its main pillars of partnership and networking; capacity building and peer-to-peer learning; research and knowledge management. In line with its mission, the hub provides technical support to state bodies and organizations of the Republic of Kazakhstan.

In order to improve the impartiality of the judicial candidate selection, the development of an information system is required to encrypt the papers of judicial candidates and to automate the system of their evaluation by the examiners.

The system will improve the fairness of the candidates’ selection, because after the candidates write essays and cases, the system will automatically encrypt the papers and send them to the assessors. The evaluators, in turn, will not even know who they are evaluating.

Currently, candidates write papers manually by signing their work. The Board Office staff then copies the candidate’s work and sends it to the assessors. Thus, there are currently significant risks of violating the principles of meritocracy when selecting future judges.

The new system will be aimed at improving the procedure for the selection of judges.

Objective:
The objective is to develop an information system to automate the judicial candidate evaluation system for the Supreme Judicial Council.

Scope of Work:
- Developing the information system software;
- Installation of the information system on the Customer’s infrastructure that meets technical requirements (the Supreme Judicial Council of the Republic of Kazakhstan);
- Replication of the system and training of the system administrators;
- Pilot operation of the information system.

Methodological Support:
Terms & Abbreviations:
SW - Software;
DB - Database;
IS - Information System;
IT - Information Technology;
OS - Operating System;
The contractor will automate all aspects of activities related to writing and reviewing essays and case studies.

Workstations of the System users shall be designed on “Thin Client” Technology, which does not require installation of application software on users’ personal computers and eliminates the cost of creating workstations for users.

In addition, for users with limited access to the Internet, the application software vendor will need to develop a user workstation organized without access to the Internet.

The vendor shall ensure implementation of all stages of the System, including:

1) Developing the System’s application software;
2) Development of technical working documentation (User’s Guide, Administrator’s Guide);
3) Conducting preliminary tests;
4) Implementation of the System in all facilities specified by the Client:
   • Training of System Administrators (up to 5 Administrators);
   • Introduction into trial operation;
   • Refinement of the System following the trial operation results;
   • Internal acceptance testing;
   • Transfer of open-source codes to the depository of the authorized state body
5) Maintenance of the System,
6) Warranty maintenance of the System and expert review of regulatory and technical documentation of the project.

All work related to the development and implementation of the System shall be carried out in accordance with the standards corresponding to the current GOSTs of the Republic of Kazakhstan:

- GOST 34.003-90. Information technology. Set of standards for automated systems. Automated systems. Terms and definitions;
- GOST 34.601-90. Set of standards for automated systems. Automated systems. Design stages;
- GOST 34.201-89. Set of standards for automated systems. Types, completeness and designation of documents when creating automated systems;
- ST RK 34.015-2002. Set of standards for automated systems. Terms of Reference for the creation of an automated system;
- GOST 34.603-92. Information technologies. Types of automatic systems tests;

**The main purpose of the system:**

- Registration and accounting of candidates for writing essays and solving case problems;
- Providing the opportunity to perform case tasks, simulating the judicial practice;
- Providing the opportunity to write essays;
- Generating the roster of candidates who passed the additional means of competitive selection;
- Automatic generation of analytical reports necessary for decision-making in the performance of the main tasks of the Supreme Judicial Council of the Republic of Kazakhstan.

**General Requirements for the System**

The system shall ensure compliance with system-wide principles, which, in particular, include:

- Comprehensiveness, which shall be implemented by creating the System that is flexibly configurable to run various combinations of software and hardware tools of related information systems;
• Modularity, which shall be implemented by means of consecutive division of the System structure into elements: subsystems and workstations;
• Hierarchy, which shall be implemented through designing a multilevel organizational and functional structure of the System in accordance with its division into elements and in compliance with the delegation of authority to work with them to the appropriate employee in accordance with the assigned role functions;
• Purposefulness, which shall be implemented by shaping the System in accordance with the need to support specific business processes

When developing software and System documentation, state information technology standards shall be used. In the tables below, M means a mandatory requirement.

**Standardization & Unification Requirements**
The Vendor shall develop the System in accordance with the following international standards:

- Record Management ISO 15489
- ISO 26122 Workflow Analysis for Records
- ISO 18128 Risk assessment for accounting processes and systems
- ISO / IEC 16824: 1999 Information technology. 120mm DVD-Rewritable Disc (DVD-RAM)
- ISO / IEC 16448: 2002 Information technology. DVD-ROM
- ISO 12654: 1997 Recommendations on Electronic Imaging for Controlling Electronic Recording Systems for Recording Documents that may be required as Evidence to an Optical Disc WORM
- ISO/IEC TR 9294: 2005 Information technology. Recommendations for the software documentation management
- ISO/IEC 9075: 2003 Information Technologies. Database languages. SQL. Part 1, 2 and 11

**Requirements for technical and functional architecture of the System**

When developing the System, the following technical solutions shall be applied:

| M001 | The repository of meta-information about documents shall be implemented within a relational database. The open-source free object-relational database management system based on SQL language shall be used as this database. Database functions shall be executed on the server, not on the client. The database shall allow the use of functions that return a set of records, which can then be used in the same way as the result of an ordinary query. |
| M002 | In terms of User Interface (UI) implementation, a single-page application shall be developed in a multi-paradigm programming language, using any modern set of UI building libraries. The programming language used shall support object-oriented, imperative, and functional styles. Architecturally used programming language shall support dynamic typing, weak typing, automatic memory management, prototype programming. The programming language shall also support the following features:
  - Objects with the ability to introspect;
  - Features as first-class objects;
  - Automatic type conversion;
  - Automatic trash collection;
  - Anonymous features |
| M003 | To implement the server components of the application it is necessary to use a monolithic architecture or multi-module monolithic architecture. |
| M004 | If the Vendor uses off-the-shelf solutions and libraries, all libraries and solutions offered for use shall come with open-source code (open-source solutions). The only exceptions may be software solutions for text recognition and text translation of media files. |
| M005 | The System shall be developed in an object-oriented language. The applications made in the language used shall be convertible into bite-code, which is executed by a virtual machine, a |
program that processes the byte-code and transmits instructions to the hardware as an interpreter.

Queries to data located in databases shall be performed using the SQL language (SQL queries). Exceptions are queries in the full-text search part.

**System Component Requirements**

| M007 | There shall be two main roles in the system: Administrator and Candidate. |
| M008 | The following features shall be available to the candidate: |
|      | - Signing up as a candidate; |
|      | - Writing an essay on a previously selected topic; |
|      | - Case study problem solving; |
|      | - Getting acquainted with the memo on writing an essay and on solving case problems (depending on the chosen field). |
| M009 | The following features will be available to the administrator: |
|      | - Forming a list of candidates; |
|      | - Monitoring and analysis of conducted exams; |
|      | - Viewing and printing output forms. |
| M010 | The essay shall be typed in the System, using the built-in text editor, not more than 500 words and appropriate formatting. |
| M011 | The system shall generate and assign an individual code to each candidate |
| M012 | The system shall provide the ability to limit the allotted time to write an essay, with a feedback report. |
| M013 | The system shall make it possible to print works to be submitted to the competition committee without giving any names (only with an individual number). |
| M014 | The system shall provide the ability to evaluate the written work according to seven criteria: |
|      | - Ability to identify and analyze problematic issues on a given topic; |
|      | - Criticality and creativity of thinking; |
|      | - Ability to reason and prove the point of view; |
|      | - The validity of opinions; |
|      | - Identification of practical and feasible ways to solve the problem; |
|      | - Knowing strategic and program documents of the state, legal literacy and reference to the legislation; |
|      | - Grammar and vocabulary. |
| M015 | The system shall provide the ability to grade written work on a five-point system. |
| M016 | The system shall enable report generation: the report shall contain the candidates’ names sorted alphabetically and associated code for the candidate. |

**UI Requirements**

In terms of appearance, the System shall provide a user interface that meets the following requirements:

| M017 | The System interface shall provide a similar design style for subsystems. |
| M018 | The system interface shall be developed in the state (Kazakh) and Russian languages. |
| M019 | The requirements to the user interface may be changed and/or supplemented according to the Client’s requirements and comments of the System users. |

**Requirements for user roles and responsibilities**

| M020 | The system shall provide a minimum set of roles and responsibilities for the specified roles described in Table 1. |
| M021 | Requirements for user roles and responsibilities may be changed and/or supplemented according to the Client’s requirements and the comments of the System users. |

**Table 1. Roles and responsibilities of the System users**
<table>
<thead>
<tr>
<th>Ref. No.</th>
<th>User Role</th>
<th>Role Description</th>
</tr>
</thead>
</table>
| 1       | Candidate | • Registration as a candidate;  
|         |           | • Writing an essay on a previously selected topic;  
|         |           | • Case study problem solving;  
|         |           | • Reading the guide to writing essays and solving case studies (depending on the chosen area of study). |
| 2       | Administrator | • Formation of candidate list;  
|         |           | • Monitoring and analysis of conducted exams;  
|         |           | • Review and print output forms |

**Mandatory general composition and scope of work to implement the System**

M022 The Vendor shall arrange for organizational pre-project activities in order to build the Project Team, Develop, coordinate and approve the Calendar Plan within one month after the registration of the Contract with the Treasury Department.

M023 The Vendor shall conduct a pre-project survey of the automation facility to generate requirements for the System, including requirements for server hardware, storage/backup systems, communication channels and administration.

M024 The Vendor shall develop the System.

M025 The Vendor shall conduct functional testing, performance testing, comprehensive system testing and staff training.

M026 The Vendor shall, in conjunction with the Client, perform internal acceptance tests of the System. The Vendor shall provide source code and additional libraries necessary and sufficient to compile the entire System. The deliverable shall be:  
- Report and Acceptance Act of the system into operation;  
- Software package on 3 CDs.

M027 The Vendor shall perform activities to eliminate system malfunctions and rectify the comments and suggestions of the System users and the Client identified in the course of the System’s test operation.

M028 The Vendor shall provide warranty service for the System.

**Patent Clearance Requirements**

M029 Patent clearance for the methods and technologies used in the territory of the Republic of Kazakhstan.

M030 There are no overt or hidden fees for licenses for the software offered for use, and no fees for further support and updates for that software. The only exceptions may be software solutions for text recognition and text translation of media files.

M031 Transfer the exclusive proprietary rights for all deliverables of the System to the Client, with the possibility of further use of the deliverables by the Client for its own purposes.

M032 Transfer the source codes of all components and libraries necessary for the proper functioning of the system to the Client. Illegal modification and disclosure and (or) use of the source program codes, software products and software are prohibited.

M033 If the Vendor uses out-of-the-box solutions and libraries, all libraries and solutions offered for use shall come with open-source code (open-source solutions). The only exceptions may be software solutions for text recognition and text translation of media files.

**Warranty Service Requirements**

The Vendor undertakes to guarantee the quality of the results obtained in the course of the work. The deadline for the provision of the work quality warranty will be 12 months from the date of the System’s commissioning.
The Vendor shall be responsible for remedying defects, errors and vulnerabilities in the System and non-compliance with the technical specification identified during the warranty period. In the event of any defects or deficiencies during the warranty period, the Vendor shall remedy such defects or deficiencies at no cost to the Vendor. The deadline for remedying defects and shortcomings shall be set by agreement between the Client and the Vendor and shall not exceed one month, or the deadline shall not exceed the warranty period.

System Information Security Requirements

In order to ensure information security, the Vendor shall be guided and responsible for compliance and ensuring the System’s Information Security requirements in accordance with the information security regulatory and technical documentation of the information system Owner and legislation of the Republic of Kazakhstan in the field of information security within its competence under the signed public procurement agreement.

Signing and submission of the Confidentiality and Non-Disclosure Agreement in the form established by the Client, within 10 (ten) working days from the date of the public procurement contract.

The information security and privacy requirements to the server, network and software being developed shall comply with the requirements of the Client’s regulatory and technical documents in the area of information security.

In order to ensure information security, it is necessary to strictly comply with all regulatory and technical documentation of the Client.

The key security mechanisms of the system are:
– identification and authentication;
– access control;
– logging and auditing.

Training Requirements

The main goal of the training program is to train administrators to operate the System within their job responsibilities.

The Vendor shall train the System administrators at the Client’s premises (not more than 5 people).

The Vendor is responsible for preparing the necessary hard and soft materials (manuals and other training documents).

Deliverables and Payment Terms:

The payments shall be made in accordance with the schedule below. Timing of tasks and payments shall be made according to the following table:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Deadline</th>
<th>Terms of Payment</th>
<th>Approval and authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>-Information system software development; -Deployment and configuration of the system on the Client’s infrastructure that meets the technical requirements; -Replication and training of employees; -Pilot operation in the pilot facilities of Supreme Judicial Council of the RK.</td>
<td>Within 3 months after signing the Contract</td>
<td>100% payment after all services will be provided</td>
<td>Project Manager</td>
</tr>
</tbody>
</table>

Result: Ready-to-use System

Payment Schedule:
The Contractor’s proposal shall be submitted with a lump sum payment as specified in “Deliverables and Payment Terms”. The price offer shall include all indirect and direct costs (VAT, if applicable, and other mandatory payments). The Contractor must specify if it pays the VAT or not.

This contract sets a fixed price based on the achieved result, regardless of the extension of its specified
The payment shall be made in full (100%) after satisfactory completion of each item under the Scope of work and authorization of the deliverables by the Project Manager upon submission of the Statement of Completed Work and the Invoice;

Institutional arrangements:
The Project Manager from the UNDP and the Agency of the Republic of Kazakhstan for Counteracting Corruption shall directly supervise the implementation of the entire process. The potential Vendor is accountable for the quality and timely execution of the assigned tasks.

Duration:
3 months after contract signing (approximately May-July 2022).

Location:
The work is performed at the location of the company/organization. Considering the TOR requirement on training of employees, the company should add travel costs for 1 person to its Financial proposal if its location isn’t in Nur-Sultan (preliminary duration of the trip is 5 working days).

Mandatory conditions:
Responsibility and coordination:
• The Contractor should fully accept and agree with the TOR requirements and the General Terms and Conditions for UNDP Contract
• The Contractor shall be responsible for the timely and rational planning, execution of activities and achievement of the expected deliverables in accordance with these Terms of Reference;
• The Contractor shall bear responsibility for the accuracy and legality of the materials and information provided;
• The Contractor shall not be entitled to distribute, transfer data, materials, reports collected/prepared under these terms of reference to third parties without permission of UNDP;
• When carrying out all types of work, the Contractor shall ensure full safety of materials and reports in soft and hard copy. All materials and reports shall be executed in a manner that ensures their safety;
• In the course of the work, the Contractor shall independently hold working meetings on the stages of the work as necessary;
• The work shall be performed in a quality and timely manner, in accordance with the Contract requirements and these Terms of Reference. In case of poor quality of the Contractor’s work (not in accordance with the terms of reference), UNDP reserves the right to submit proposals and comments for rectification within a certain period of time;
• UNDP reserves the right to make amendments in the Terms of Reference (up to 25% of the content), but will not allow changes in the overall essence of the Services and the cost of services under the Contract. The Contractor shall ensure the safe and lawful execution of the required deliverables (reports, finished products, except for the creation of counterfeit products) in all activities that may be required in the execution of this task;
• It is necessary to ensure compliance with the laws and regulations of the Republic of Kazakhstan on copyright (and related rights). It is also required to comply with the laws and regulations of the Republic of Kazakhstan in the execution of this task;
• In the course of work the Contractor is accountable to the UNDP Project Manager in charge of this work. All actions related to the implementation of this work shall be mandatorily agreed with the specified employees of the Project.

IMPORTANT!!! COVID-19. The Contractor is committed to providing all necessary protective equipment for its employees and to comply with all WHO standards and recommendations of local authorities to carry out work during the epidemic. The service provider is responsible for ensuring that its employees involved in this Terms of Reference are properly and promptly provided with all necessary personal protective
equipment in accordance with current WHO guidelines (masks, gloves, disinfectants, COVID-19 test (if necessary)) for the entire period of work on this assignment.

Qualification requirements for the service provider:

The prospective contractor must be a duly registered company/organization that meets the following requirements:

1. Have civil legal capacity to enter into contracts (certificate of registration/re-registration, constituent documents);
2. The organization shall be solvent, not subject to dissolution, its property shall not be seized, its financial and economic activities shall not be arrested in accordance with the legislation (balance sheets for 2020-2021; certificates, statements confirming no debts to the tax authorities and at servicing banks);
3. To have at least 3 years of experience in software development, maintenance, modification and technical support;
4. To provide a list of rendered services for the last 3 years in the field of software development, maintenance, modification and technical support;
5. To possess inventory, methodological, regulatory and software tools for execution of all works, stipulated by the current Terms of Reference;
6. Availability of qualified personnel with the necessary work experience and qualifications according to the table below:

<table>
<thead>
<tr>
<th></th>
<th>Team composition</th>
<th>Number of people</th>
<th>Educational level and field of study</th>
<th>Special skills / work experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Manager</td>
<td>1</td>
<td>Higher education in IT, economics, finance, management, engineering, or related field;</td>
<td>-Possess any one of the PMI/CPM/Prince2/IPMA certifications; -Experience of at least 2 years in project management.</td>
</tr>
<tr>
<td>2</td>
<td>Information technology management methodology Manager</td>
<td>1</td>
<td>Higher education in IT, economics, finance, management, engineering, or related field;</td>
<td>-COBIT certification, or equivalent; -Experience of at least 1 year in the field of information technology.</td>
</tr>
<tr>
<td>3</td>
<td>Lead analyst</td>
<td>1</td>
<td>Higher education in IT, economics, finance, management, engineering, or related field;</td>
<td>-Certification in business process modeling (OMG Certified UML Professional); -Certification in the field of business analysis (internationally recognized practice of business analysis combining classical approach to business analysis and flexible methodologies); -Experience of at least 3 years in data analytics, business intelligence or modeling.</td>
</tr>
<tr>
<td>4</td>
<td>System Architect</td>
<td>1</td>
<td>Higher education in IT, engineering, or related field;</td>
<td>-Certification in IT Architecture; -Certification in SQL programming language at least “Expert” level; -Certification in the use of cryptographic providers;</td>
</tr>
<tr>
<td>Position</td>
<td>Required Experience/Qualifications</td>
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<tr>
<td><strong>Software code developer</strong></td>
<td>Higher education in IT, engineering, or related field; Certification in Java SE; Experience of at least 1 year in Java development.</td>
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<td></td>
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</tr>
<tr>
<td><strong>Application Developer</strong></td>
<td>Higher education in IT, engineering, or related field; Certification in Kubernetes Application Developer; Certification in Elastic Certified Engineer; Experience of at least 3 years in application development.</td>
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<td></td>
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<tr>
<td><strong>System Administrator</strong></td>
<td>Higher education in IT, engineering, or related field; Certification in Linux-like operating systems administration (Linux version 7 or higher); Certification in application server administration; Certification in Enterprise DB PostgreSQL relational database administration; Certification in Kubernetes Administration; Experience of at least 3 years in System Administration.</td>
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<tr>
<td><strong>Administrator</strong></td>
<td>Higher education in IT, engineering, or related field; Experience of at least 3 years in the field of system administration.</td>
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</table>

**Recommendations for submitting an offer (documents to be provided):**

1) Duly completed, signed and sealed forms of UNDP format: Annex 2a; Annex 2b (Annex 2b must be password protected);
2) Company’s profile with detailed activity information describing the nature of the business, area of expertise:
   ✓ confirming at least 3 years of experience in software development, maintenance, modification and technical support;
3) Methodology and work schedule. Methodology should communicate what approach will be taken and how the task will be performed, as well as a detailed execution plan. Work Schedule shall include team composition and assignment of responsibilities, brief description of methods and procedures for performing the work
4) Certificate of state registration / re-registration;
5) Balance sheets for 2020-2021. Certificates confirming the absence of debts in the tax authorities and at servicing banks. Certificate of VAT, if applicable. If the company is not a VAT payer, written confirmation to be provided
6) A list of services rendered over the last 3 years in the field of software development, maintenance, modification, technical support with indication of the Customer, name of services / works, year of service provision and customer contact details (e-mail, phone number and full name of contact person);
7) Written confirmation of the facilities (Internet connection, computers, office equipment) necessary to perform this Terms of Reference;
8) Written confirmation that the proposal shall be valid for at least 90 days;
9) Detailed resume, diplomas and certificates of the proposed key personnel, as well as written confirmation from each employee that they will be available for the entire validity of the Contract;  
10) All other documents proving qualifications and experience according to the requirements specified in the Vendor Requirements section.

**Best Offer Selection Criteria:**

Highest cumulative score (based on the following weighted allocation of scores: technical proposal (70%) and financial proposal (30%), where the minimum passing score of technical proposal is 70% (490 points).

**Step I: Preliminary evaluation** (Pass/fail). ONLY fully and timely submitted applications with all required documentation would be considered for preliminary evaluation. Applications will be evaluated meeting the TOR qualification requirements for the service provider.

**Step II: Technical Evaluation** = maximum 700 points, including:
- Company Professional Experience (20%);
- Proposed Methodology and Work Plan (20%);
- Expert Group Qualifications (60%)

Only Bidders obtained 490 points (70% from 700 points maximum) will be considered for financial evaluation.

**Step III: Financial Evaluation** = 300 points.

**Criteria for Technical Evaluation**

<table>
<thead>
<tr>
<th>#</th>
<th>Criteria</th>
<th>Weight %</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company’s expertise</td>
<td>20%</td>
<td>140</td>
</tr>
<tr>
<td>2</td>
<td>Proposed methodology and Work Plan</td>
<td>20%</td>
<td>140</td>
</tr>
<tr>
<td>3</td>
<td>Expert Group Qualifications</td>
<td>60%</td>
<td>420</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>700</td>
</tr>
</tbody>
</table>

1. **Company’s Professional Experience**

1.1 Company’s profile with detailed activity information describing the nature of the business, area of expertise:
- ✓ confirming experience in Software Development, Maintenance and Technical Support:
  - 3 years of experience – 70 points;
  - 4-5 years of experience - 85 points;
  - 6 years and more - 100 points.

1.2 Availability of material, technical and software to perform all work stipulated by this Terms of Reference:
  - Hardware and Software is available- 40 points.

**Total Section 1**

140
## 2. Proposed Methodology and Work Plan

### 2.1 Work Methodology

Whether the proposed methodology comply with the item “Methodological support” of this Terms of Reference, in particular the development of the system:

- Work methodology is available – 35 points;
- The proposed work methodology clearly shows an algorithm for achieving results, detailing and justifying the approaches to performing the work, taking into account the specifics of the task - 50 points.

### 2.2 Methodology Includes All Activities Specified in the TOR, Such as the Development of Information System Software, Building the Necessary Infrastructure, etc.

- Methodology includes some of all aspects - 35 points;
- Methodology includes all aspects - 50 points

### 2.3 Work Schedule (shall include the composition of the team and the distribution of responsibilities):

- Work Schedule is available – 28 points;
- The outlined Work Schedule has a logical framework for achieving deliverables, including the distribution of responsibilities of the expert group members - 40 points.

### Total Section 2

140 points

## 3. Key Personnel Qualifications

### 3.1 Project Manager (1 person)

#### 3.1.1 Higher Education in IT, Economics, Finance, Management, Engineering or Related Fields:

- Bachelor degree – 10.5 points;
- Master’s Degree - 13 points;
- PhD and/or Graduate School - 15 points.

#### 3.1.2 Holds any of the PMI/CPM/Prince2/IPMA Certifications.:

- No certificate - 0 points;
- Any of the above Certificates is available - 20 points

#### 3.1.3 Experience in Project Management:

- 2 years - 14 points;
- Each additional year - plus 2 points
- Maximum - 20 points

### Total Section 3.1

55 points

### 3.2 Information Technology Management Methodology Manager (1 person)

#### 3.2.1 Higher Education in IT, Economics, Finance, Management, Engineering or Related Fields:

- Bachelor Degree – 10.5 points;
- Master’s Degree - 13 points;
- PhD and/or Graduate School - 15 points.
<table>
<thead>
<tr>
<th>Subsection</th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.2</td>
<td>COBIT Certification or Equivalent:</td>
<td>10</td>
</tr>
<tr>
<td>• No Certification – 0 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• COBIT Certification or equivalent - 10 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.2.3</td>
<td>At least 1 year of experience in Information Technology:</td>
<td>20</td>
</tr>
<tr>
<td>• 1 year – 14 points;</td>
<td></td>
<td></td>
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<td>• Each additional year - plus 2 points</td>
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<tr>
<td>• Maximum - 20 points</td>
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<tr>
<td><strong>Total Section 3.2</strong></td>
<td></td>
<td><strong>45</strong></td>
</tr>
<tr>
<td>3.3</td>
<td>Lead Analyst (1 person):</td>
<td></td>
</tr>
<tr>
<td>3.3.1</td>
<td>Higher Education in IT, Economics, Finance, Management, Engineering or Related Fields:</td>
<td>15</td>
</tr>
<tr>
<td>• Bachelor Degree – 10.5 points;</td>
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<td></td>
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<tr>
<td>• Master’s Degree - 13 points;</td>
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<tr>
<td>• PhD and/or Graduate School - 15 points.</td>
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<td></td>
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<tr>
<td>3.3.2</td>
<td>Business Process Modeling Certification (OMG Certified UML Professional):</td>
<td>15</td>
</tr>
<tr>
<td>• No Certification - 0 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certification is available - 15 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.3</td>
<td>Business Analysis Certification (internationally recognized business analysis practice combining classical approach to business analysis and flexible methodologies):</td>
<td>15</td>
</tr>
<tr>
<td>• No Certification - 0 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certification is available - 15 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.3.4</td>
<td>Experience in Data Analytics, Business Intelligence or Modeling:</td>
<td>20</td>
</tr>
<tr>
<td>• 3 years – 14 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Each additional year - plus 2 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Maximum - 20 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Section 3.3</strong></td>
<td></td>
<td><strong>65</strong></td>
</tr>
<tr>
<td>3.4</td>
<td>System Architect (1 person):</td>
<td></td>
</tr>
<tr>
<td>3.4.1</td>
<td>Higher Education in IT, Engineering, or Related Fields:</td>
<td>15</td>
</tr>
<tr>
<td>• Bachelor Degree – 10.5 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Master’s Degree - 13 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PhD and/or Graduate School - 15 points.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.2</td>
<td>IT Architecture Certification:</td>
<td>10</td>
</tr>
<tr>
<td>• No Certification - 0 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certification is available - 10 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.3</td>
<td>Certification in SQL Programming Language at least “Expert” Level:</td>
<td>5</td>
</tr>
<tr>
<td>• No Certification - 0 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certification is available - 5 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.4</td>
<td>Certification in the use of cryptographic providers:</td>
<td>5</td>
</tr>
<tr>
<td>• No Certification - 0 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certification is available - 5 points;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
<td></td>
</tr>
</tbody>
</table>
| 3.4.5.  | Experience in IT architecture:  
  - 3 years – 14 points;  
  - Each additional year – plus 2 points  
  - Maximum – 20 points | 20 |
| **Total Section 3.4** | **55** |
| 3.5     | **Software Code Developer (1 person):** |
| 3.5.1   | Higher Education in IT, Engineering, or related fields:  
  - Bachelor Degree – 10.5 points;  
  - Master’s Degree - 13 points;  
  - PhD and/or Graduate School - 15 points. | 15 |
| 3.5.2   | Java SE Certification:  
  - No Certification - 0 points;  
  - Certification is available - 20 points. | 20 |
| 3.5.3   | Experience in Java Development:  
  - 1 year – 14 points;  
  - Each additional year – plus 2 points  
  - Maximum – 20 points | 20 |
| **Total Section 3.5** | **55** |
| 3.6     | **Application Developer (1 person):** |
| 3.6.1   | Higher education in IT, Engineering, or related fields:  
  - Bachelor Degree – 10.5 points;  
  - Master’s Degree - 13 points;  
  - PhD and/or Graduate School - 15 points. | 15 |
| 3.6.2   | Kubernetes Application Developer Certification:  
  - No certification - 0 points;  
  - Certification is available - 10 points. | 10 |
| 3.6.3   | Elastic Certified Engineer Certification:  
  - No Certification - 0 points;  
  - Certification is available - 10 points. | 10 |
| 3.6.4   | Experience in Application Development:  
  - 3 years – 14 points;  
  - Each additional year – plus 2 points  
  - Maximum – 20 points | 20 |
| **Total Section 3.6** | **55** |
| 3.7     | **System Administrator (1 person):** |
| 3.7.1   | Higher education in IT, Engineering, or Related Fields:  
  - Bachelor degree- 10.5 points;  
  - Master’s degree - 13 points;  
  - PhD and/or graduate school - 15 points. | 15 |
| 3.7.2   | Certification in Linux-like Operating Systems Administration (Linux 7 version or higher):  
  - No certification - 0 points;  
  - Certification is available - 5 points. | 5 |
| 3.7.3 | Certification in Application Server Administration:  
• No certification - 0 points;  
• Certification is available - 5 points. | 5 |
| 3.7.4 | Certification in Enterprise DB PostgreSQL Relational Database Administration:  
• No certification - 0 points;  
• Certification is available - 5 points. | 5 |
| 3.7.5 | Certification in Kubernetes Administration:  
• No certification - 0 points;  
• Certification is available - 5 points. | 5 |
| 3.7.6 | Experience in System Administration:  
• 3 years - 14 points;  
• Each additional year - plus 2 points  
• Maximum - 20 points | 20 |
|  | Total Section 3.7 | 55 |
| 3.8 | Administrator (1 person):  
3.8.1 | Higher Education in IT, Engineering, or Related Fields:  
• Bachelor degree – 10.5 points;  
• Master’s Degree - 13 points;  
• PhD and/or Graduate School - 15 points. | 15 |
| 3.8.2 | Experience in system administration:  
• 3 years – 14 points;  
• Each additional year - plus 2 points  
• Maximum - 20 points | 20 |
|  | Total Section 3.8 | 35 |
|  | Total Section 3 | 420 |
|  | Total technical score | 700 |
| Financial (Lower Offer/Offer*30) | 30% |
| Total Score | Technical score 70% + 30% Financial |