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REQUEST FOR QUOTATION (RFQ)

Development of the Platform to Facilitate Planning and Monitoring the Implementation of the Kurdistan Region of Iraq AC Strategy for KRI Commission of Integrity	Date: 09 June 2022
	Reference: RFQ-196-22

SECTION 1: REQUEST FOR QUOTATION (RFQ)

UNDP kindly requests your quotation for the development of a platform to facilitate planning and monitoring on the implementation of the Kurdistan Region of Iraq AC Strategy for KRI Commission of Integrity as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1: This request letter
- Section 2: RFQ Instructions and Data
- Annex 1: Schedule of Requirements
- Annex 2: Quotation Submission Form
- Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: _____

Name: Shadi Hussein
Title: Team Lead/Procurement Specialist
Date: 9 June 2022

A handwritten signature in black ink, appearing to be 'Shadi Hussein', written over a horizontal line.

SECTION 2: RFQ INSTRUCTIONS AND DATA

Introduction	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by UNDP. This RFQ is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.</p>
Deadline for the Submission of Quotation	<p>As indicated in the eTendering website</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p> <p>For eTendering submission - as indicated in eTendering system. Note that system time zone is in EST/EDT (New York) time zone.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Dedicated Email Address <input type="checkbox"/> Courier / Hand delivery <input checked="" type="checkbox"/> Other Click or tap here to enter text. <p>Bid submission address: E-tendering</p> <p>Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link: https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders</p>
Cost of preparation of quotation	<p>UNDP shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
Supplier Code of Conduct, Fraud, Corruption,	<p>All prospective suppliers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_an_dinvestigation.html#anti</p>
Gifts and Hospitality	<p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, UNDP: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
Conflict of Interest	<p>UNDP requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.</p>

	<p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
General Conditions of Contract	<p>Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the General Conditions of Contract</p> <p>Select the applicable GTC:</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions for Contract.</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p><input type="checkbox"/> General Terms and Conditions for Works</p> <p>Applicable Terms and Conditions and other provisions are available at UNDP/How-we-buy</p>
Special Conditions of Contract	<p><input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by [indicate number of days]</p> <p><input type="checkbox"/> Others [Annex IV]</p>
Eligibility	<p>A vendor who will be engaged by UNDP may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by UNDP.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p> <p>Bidders must have the legal capacity to enter a binding contract with UNDP and to deliver in the country, or through an authorized representative.</p>
Currency of Quotation	<p>Quotations shall be quoted in USD</p>
Joint Venture, Consortium or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.</p> <p>Refer to Clauses 19 – 24 under Solicitation policy for details on the applicable provisions on Joint Ventures, Consortium or Association.</p>
Only one Bid	<p>The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <p>a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</p> <p>b) they have the same legal representative for purposes of this RFQ; or</p> <p>c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process;</p> <p>d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or</p>

	e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
Duties and taxes	Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ of the General Assembly of the United Nations, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices must: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation	English language Including documentation including catalogues, instructions and operating manuals.
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Registration certificate. <input checked="" type="checkbox"/> List and value of projects performed for the last 5 years plus client's contact details who may be contacted for further information on those contracts. <input checked="" type="checkbox"/> List and value of ongoing Projects with UNDP and other national/multi-national organization with contact details of clients and current completion ratio of each ongoing project. <input checked="" type="checkbox"/> Statement of satisfactory Performance (Certificates) from the top 3 clients in terms of Contract value in similar field. <input checked="" type="checkbox"/> Five examples of equal platforms <input checked="" type="checkbox"/> List of team members and description of the team responsible for delivering the application on company's letterhead stating the following: <ul style="list-style-type: none"> • Name • Education and professional certifications relevant to this project • Years of work experience in the expected role • Overview of recent web development projects (including URL) developed by the individual as justification of relevant experience with description of the exact role of each team member in the projects <input checked="" type="checkbox"/> Warranty of 12 months and statement of after-sales services for 5 years provided on company's letterhead
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted Insert conditions for partial quotes and ensure that the requirements are properly listed in lots to allow partial quotes
Alternative Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted If permitted, an alternative quote may be submitted only if a conforming quote to the RFQ requirements is submitted. Where the conditions for its acceptance are met, or justifications are clearly established, Click or tap here to enter text. reserves the right to award a contract based on

	an alternative quote. If multiple/alternative quotes are being submitted, they must be clearly marked as “Main Quote” and “Alternative Quote”
Payment Terms	Payment Terms 90% of each stage upon satisfactory acceptance of the work The remaining 10% of each stage upon the submission of final report and end-user final acceptance.
Conditions for Release of Payment	<input checked="" type="checkbox"/> Written acceptance based on full compliance with RFQ requirements to be paid within 30 days upon written acceptance of the quality of the output and receipt of invoice from the Service Provider
Evaluation Criteria	Evaluation Criteria (Pass/Fail), Bidders must substantially pass the below requirements in order to be considered: <input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements (Refer to TOR for full requirements) <input checked="" type="checkbox"/> The bidder is a legal entity registered for the business activity <input checked="" type="checkbox"/> Warranty of 12 months and after-sales services as described in the ToR <input checked="" type="checkbox"/> Full acceptance of the PO/Contract General Terms and Conditions <input checked="" type="checkbox"/> Bidder developed at least 3 applications / implemented projects of similar size and complexity within the last 5 years <input checked="" type="checkbox"/> Ability to provide after-sales services for 5 years
Contact Person for correspondence, notifications and clarifications	E-mail address: dolores.maitim@undp.org Attention: Quotations shall not be submitted to this address but to the address for quotation submission above. Otherwise, offer shall be disqualified. Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before the submission deadline. Responses to request for clarification will be communicated by via email by Procurement Focal Point
Evaluation method	<input checked="" type="checkbox"/> The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other Click or tap here to enter text.
Right not to accept any quotation	UNDP is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) (this template is also utilised for Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.) <input type="checkbox"/> Contract for Works <input type="checkbox"/> Other Type/s of Contract [pls. specify]
Expected date for contract award.	01 August 2022
Publication of Contract Award	UNDP will publish the contract awards valued at USD 100,000 and more on the websites of the CO and the corporate UNDP Web site.

Policies and procedures	This RFQ is conducted in accordance with UNDP Programme and Operations Policies and Procedures
UNGM registration	Any Contract resulting from this RFQ exercise will be subject to the supplier being registered at the appropriate level on the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award, the Bidder must register on the UNGM prior to contract signature.

ANNEX 1: SCHEDULE OF REQUIREMENTS - Terms of Reference (TOR)

Development of the Platform to Facilitate Planning and Monitoring the Implementation of the Kurdistan Region of Iraq AC Strategy for KRI Commission of Integrity

1. Assignment Information

Office/Unit/Project	UNDP Iraq, Governance and Economic Diversification Pillars, Anti-Corruption and Arbitration in Iraq (ACAI) Project.
Title	Development of the Platform to Facilitate Planning and Monitoring the Implementation of the Kurdistan Region of Iraq AC Strategy for KRI Commission of Integrity.
Expected starting date	1 August 2022
Expected Duration	3 months

2. Office/Unit/Project Description

Strengthening accountability and tackling corruption are essential pre-requisites for Iraq's long-term stability, economic recovery, and development. Both Iraqi and regional Kurdish governments have recently initiated steps to drive an ambitious anticorruption agenda. However, significant gaps remain in legislative and strategic framework, investigation and adjudication, enforcement and recovery of stolen assets. Iraq adopted in March 2021 the Convention on the Recognition and Enforcement of Foreign Arbitral Awards, but implementation measures are needed. UNDP in Iraq launched a project in May 2021 to support public partners at federal and the Kurdistan Regional Government to improve their capacity and legal framework to combat corruption and conduct commercial litigation.

The project titled “**Support to Justice Initiatives Curbing Corruption and Promoting Commercial Dispute Resolution**” Project (hereinafter, Anti-Corruption & Arbitration in Iraq, ACAI) is funded by the European Union for a period of four years. The project works closely with the Prime Minister Office in Baghdad and supports directly the Commission of Integrity, the Higher Judicial Council and the Legal and Integrity Committees of the Council of Representatives. In Erbil, the project follows a similar mechanism of collaboration. Further, the project works with key civil society and investigative media organisations.

The project has the following specific outcomes: (1) Improved Legislative and Strategic Framework for Anti-Corruption Reforms; (2) The justice sector, lawyers and Col are better equipped to process corruption offences due to (2.1) improved technical skills relevant for corruption investigation, prosecution, adjudication and (2.2) improved integrity rules of the justice sector; (3) Improved capacity and legal framework to conduct commercial litigation through (3.1) better legal framework and capacity building for arbitration and (3.2) further development of the commercial court; (4) Create a climate of support in Parliament for anti-corruption reforms; (5) Increased transparency and public accountability.

Institutional Arrangement:

The Kurdistan Region of Iraq (KRI) Commission of Integrity (Col), as one of key partners and beneficiaries of the Anti-Corruption & Arbitration in Iraq (ACAI) Project, addressed their need for a comprehensive electronic **Platform to Facilitate Planning and Monitoring the Implementation of the KRI AC Strategy** in the Kurdistan Regional Government's (KRG) institutions, and their plans and to obtain reports, analyses, and evaluate plans and projects to achieve these goals.

The aim of this Platform is to build a platform for managing and monitoring the proposed plans of public and private institutions, civil society organisations (CSOs), and political parties in the Kurdistan Regional Government according to the national strategy of combating corruption for developing integrity and transparency in public and private institutions and non-governmental organisations and political parties in KRI and raising the trust of

citizens. In addition to that, monitoring the performance of institutions in implementing strategies and accelerating the process of combating corruption.

To achieve these goals, the KRI CoI needs advanced electronic platform to record plans of institutions online and monitor them, in a way that suits the needs of the KRI CoI, facilitating the use, change, and adaptations according to the new needs will be one of the features of this system. During use, it recounts a lot of time compared to operating things manually, in addition to performing the tasks accurately and preventing mistakes when using them properly, the expansion and continuation of information is one of the services that should be available in the Platform.

3. Summary

Title: Anti-Corruption Strategy Platform-KRI
Service:
-Design web-based platform
-Support service for 5 years.
-Advanced Reporting system
-Training
-Handover and deliver all the required documents and codes

Duration of Implementation: 3 Months

Expected Outputs and deliverables:

#	Details	Duration required
1	National Strategic Portal	45 Days
2	Management and supervision platform of institutions plan for implementing national strategy	60 Days
3	Host and domain	3 Days
4	SSL certificate registered in the name of Kurdistan Region Integrity Commission	14 Days
5	Training and documents handover	7 Days
6	Five years of technical support	5 Years

4. Main Objectives

UNDP Iraq seeks proposals from qualified firms who have conducted similar projects with international organisations (preferably from the UN system) for the **Development of the Platform to Facilitate Planning and Monitoring the Implementation of the Kurdistan Region of Iraq AC Strategy for KRI Commission of Integrity**. The primary objective of the assignment is developing the Platform, according to the technical specifications mentioned in the 4 paragraphs of this ToR. This process entails conceiving a new web-based platform, a set of cutting-edge technology modules, based on Microsoft Enterprise technologies, with a highly interactive, fast loading web-based interface, easily sustainable and accessible by a specific range of end-users.

4.1. Specific Objectives

The **Platform to Facilitate Planning and Monitoring the Implementation of the Kurdistan Region of Iraq AC Strategy for KRI Commission of Integrity** includes the following specific objectives:

- i. to make online electronic portal available to KRG institutions in a modern and advanced way to record their plans according to the specific strategies, methods, implementation period, etc.
- ii. to update the plans in the implementation space by the institutions.
- iii. to speed up the quality and details of tasks.
- iv. to establish an electronic archive.
- v. to reduce routines and delays in businesses.
- vi. to raise the level of satisfaction of the institutions.
- vii. to evaluate plans according to the KRI Col's required parameters.
- viii. to make statistics and reports available in a detailed and correct way.
- ix. to provide possibility for reporting to citizens and receiving feedback from citizens.

5. Scope of Work

Under the supervision of the UNDP ACAI Project Manager, the selected contractor will provide advisory and technical support to undertake the following:

- **Design, develop, launch and maintain** a Strategy Platform of Combating Corruption in Kurdistan Region of Iraq for the Kurdistan Region of Iraq (KRI) Commissions of Integrity (Col);
- **Create the Scalability:** The Platform's layout should be based on the latest MS Enterprise methods. So that different classes of all parts of the Platform should benefit from distribution standards such as DCOM and Clustering. These features will provide a wide range of capabilities to establish a system at the level of a Ministry and the Platform will have the ability to adapt to localisation. This means that the system adapts itself to the conditions and needs of the KRI Col, so that there is no need for widespread changes in the process and its courses, and as the institution grows, the system can adapt to the needs and contemporary demands of the institution.
- **Address the Security requirements:** the contractor should consider in all parts of the system the Information Protection Part, which must meet the ISO 15408 security standard. Different parts of the system in terms of protection, taking into account the necessary procedures, all requests and responses that are exchanged between servers and users, will be encoded in a special way – encrypted. So that the level of protecting information can be raised to the highest level, except for that and despite taking strict protection measures in the system, all parts of the system will be based on HTTPS infrastructure and in order to support that infrastructure all the standards in the system are protected and will benefit from PKI technology.
- **Meet Flexibility:** the contractor should make the Platform support most interfaces (f.i. web-service, API, mobile view, etc.) to exchange information with other software in the future, accessing this ability which makes its development easy in different fields. The contractor should build the system in a dynamic way in which the technical staff of the integrity commission will be able to use it in the future and adapt it according to the needs and demands of the KRI Col without returning to the web-developer company, in particular (reports, statistics, charts and the basic values of the forms).
- **Enable reporting** to citizens and receiving feedback from citizens on various AC related issues.
- **Ensuring the Platform's Operation:** The contractor should establish, organise, and complete the above-mentioned Platform on the KRI Col servers either locally in the designated server room or in cloud form and conduct training with the technical staff of the KRI Col. The creation of the "How-to" e-manual and video is under the responsibility of the contractor as well.
- **Maintaining the Platform:** The contractor should support the entire Platform technically after implementing the project and obtaining the approval of UNDP and KRI Col for the next 5 years.
- **Supervising the process:** The contractor should prepare respective report on the work done for supervisors' approval at the final stage of implementation, as well as get approvals from the supervising person on every stage of development, launching and maintain the Platform.
- **Back up & Recovery:** The Platform should meet these features, saving the process and system data, protecting it until its recovery due to any problems, and when the system data is lost. These actions should be available for

manually or automatically way of conducting.

For this scope of work, the contractor should meet the **minimum technical requirements** during the Platform development process:

1. The Platform must be available in three languages: Kurdish, Arabic and English. Both in front-end and back-end.
2. The Platform systems are entirely web-based and do not require downloading any Active X, Components, Plugins or any changes to web browser security.
3. The Platform must have the ability to define the structure of the institutions of the KRG (Organisation Chart.
4. The Platform should have both Business (Front-end) and Technical (Back-end) sides, with minimum sections, like Home, Ministries, Add Ministry, Users, Upload and Download Information, Generate Chart/Report, Inform the general public (audience) about the latest news, etc.
5. The Platform must provide the ability to define the role of users and their authorities (Admin, group user's, rules, etc.)
6. The Platform must provide the ability to manage, define, and control the basic and given values of the system.
7. The Platform must provide the ability to connect, send and receive data from any other system through API;
8. The Platform must provide the ability to define and implement the rules of the KRI CoI (Rule Engine Dynamic) in a dynamic way upon the request of the KRI CoI;
9. The Platform must provide the ability to create reports in a dynamic way upon the request of the KRI CoI (Dynamic Report Generator);
10. The Platform must provide the ability to create diagrams, charts, and graphical reports in the directors' dashboards upon the request of the KRI CoI (Business data analytics);
11. The Platform must provide the ability of the user's credible evaluation (authentication), using two-factor authentication and OTP (Microsoft Authenticator is preferable);
12. The Platform must provide the ability to use the system on the most of web browsers and devices (mobile/tablet/laptop), having responsive design, etc.
13. The Platform must provide the ability to send notifications through short messages (succinctly) and e-mails to users (Institutions);
14. The Platform must enable possibility of KRI CoI and other institutions of reporting to citizens and receiving the respective feedback from citizens on various AC related issues.
15. The Platform must be based on ISO15408 standards.
16. The platform should stand on two servers main and backup (the main should be Hard server inside the data centre of Commission of Integrity, the other can be cloud server or any other protected secured server.
17. The Platforms server should be encrypted and protected with highest security standards, the server, as well as domain and other related services should be covered by the contractor for the whole maintaining period.
18. The contractor should customize the Platform's abilities upon the request of the KRI CoI.

Moreover, the contractor should meet the **minimum-security requirements** during the Platform development process:

1. Accessing the system would be double factor and through Token Security or OTP;
2. All the system's connections and exchanges should be through the Digital signature and its specified PKI and CA mechanisms;
3. User and password should be hashed and should not access the Network in Clear text such as SHA1;
4. To Encrypt all files and change file formats and saving them to a strong security mechanism outside the database;
5. To Control the user's Session and in the case of not working on the system for more than 5 minutes, it should automatically Logout;
6. To Control the complex status of the user and Password and should not allow creating easy and basic passwords;
7. To Control the expiration period and changing the password by forcing the user to do it;
8. The System should support HTTPS, TLS, etc.
9. The system should support Web Service and will have its own API for future system contacts with any other systems;
10. To have the ability to identify power for systems' users in details
11. To have the ability to limit users' computers via IP, MAC address, etc.
12. To have the ability to limiting the users to work based on schedule and time;
13. The system needs to prevent using unauthorised characters and preventing any attacks on system within the system itself.

The Platform should also meet the following security requirements:

- To Record all incidents accessing the log;
- To Defend the system against attacks from outside and inside;
- To Defend SQL Injection type Attack;
- Validating of user information to prevent any security gap by client and server;
- To record the Cookies in an encrypt manner;
- To Set the lock account policy in case several failed attempts;
- To use the latest version of Web Server and downloading all PATCH and Security Updates;
- To Prevent Cross Side Scripting (Exploit for Query strings, Cookie values, http headers, Post Data);
- To prevent the buffer overflow attack;
- To prevent direct access to ASP and ASPX labels;
- To Encrypt basic information in config files;
- To Prevent Session Hijacking;
- To Prevent cross site request forgery attacks - CSRF;
- To identify and classify the level of access to confidential information;
- The control of credibility of the information in all inputs should be checked by Client and Server;
- To Prevent Sniffing (information spy);
- To Use CAPTCHA to defend from Brute Force and Password Guessing attacks;
- To Prevent from exploit;
- To Prevent from DoS and DDoS attacks;
- To Prevent from URL obfuscation attacks;
- To Prevent from Rootkit Attacks;
- ;To Prevent from Unicode Exploitit attacks;
- To Prevent from Command injection attacks;
- To Prevent from Directory traversal/Unicode attacks;
- To Prevent from Cookie poisoning and snooping attacks;
- To Prevent from Authentication hijacking attacks;
- To Prevent untrusted file uploads (exe file, zip file, picture file with script) with the ability to check file text;
- Credibility and user access control can only be performed through the main security system in both Presentation and Business, and using security filters (CAS) on paths of all the system pages.

The contractor should follow the below requirements to the process of online planning and reporting registration:

1. The Institutions can access, in the KRI Col Platform, the data of the National Strategy for Combating Corruption (objectives - strategic frameworks - explanations - strong points - weak points - opportunities - threats), etc. It can also be downloaded as .pdf file;
2. After registering or giving the institutions special accounts by the integrity commission, agencies can register their services in the specified form through their own account in the system;
3. Institutions must register their plans that contain information such as (target code - proposed method - supporting parties - implementation period - results - assisted parties, etc.)
4. Institutions should be able to plan Gant charts by day - month - year and the system creates the design automatically;
5. After recording the plans by the institutions, they need to record the forms of the achieved goals and the unachieved goals and the reasons in the system annually;
6. Managers dashboard for both parties (institutions and KRI Col) show the state of the plans, the range, and the time left to implement, as well as delays that can filter variously on the data.
7. The system analyses the data according to the type of plans and objectives and shows them in different reports, diagrammes, and graphs;
8. When filling out electronic forms, the user can print, sign, stamp, scan and attach to the form;
9. The KRI Col needs to have the ability to write notes on plans and automatically notify the target side of the notes;
10. The system needs to have the ability to create data warehouse and be able to connect to analytic system, charts and statistics (business data analytics) such as Microsoft Power BI.

6. Detail deliverables

All deliverables shall be delivered in one original hard copy, two hard copies and one electronic soft copy, preferably in Microsoft Word format, where applicable.

The following deliverables are requested:

- i. A final, fully operational, bug-free, version of the Platform complying with the requirements discussed earlier in this TOR.
- ii. The complete source-code of the website as well as the CMS (if applicable)
- iii. The Database including tables, views, stored procedures, etc.
- iv. Comprehensive documentations including both technical and non-technical reports.
- v. A series of seminars/presentations to guide KRI Col team: The bidder will provide training for KRI Col team to use the CMS and the developed data entry tool. The bidder shall also provide technical training sessions for the technical and data entry team in the handover activity.
- vi. Maintenance Services: the bidder shall delivery a defect-free software and shall provide a maintenance agreement/service including a warranty of the developed final product against any existing bug. The maintenance period / warranty should be valid for one year after the official signoff date agreed by both parties. This shall include helpdesk services and fixing any defection detected inside the product.

7. Competencies

Professionalism: the contractor shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communications: the contractor speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Client Orientation: the contractor considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

8. Required Skills and Experience

Contractor/Service Provider:

1. A minimum of 5 years of relevant professional experience, preferable at governmental level.
2. Have carried out at least 5 platform solutions, equal or related to the above-mentioned assignment.
3. Has valid registration certificate
4. Experience in web-development for government and/or international organization
5. Having experience in developing web-based information architecture and design using any platform

Personnel Requirement

1. Project Manager/Team Leader

- The Project Manager will serve as the leader of project development by preparing a detailed design related to the requirement.
- Should have a master's degree in web-development

Required skills and competencies

High analytical skills oriented towards problem-solving

- Ability to engage in substantive technical discussion with public officials
- Sensitivity and adaptability to cultural, gender, religion, race, nationality, and age.

Desired additional skills and Competencies

- Experience in web-development.
- Skilled developer of governmental platforms.
- Good knowledge or experience of UN agencies
- Experience and knowledge of the Middle East and preferably of Iraq

Required Language

- Fluency in English is required.
- Fluency in Kurdish is required.
- Fluency in Arabic is required.

2. Other Personnel Requirement

The following documents shall be required from the potential contractors:

1. **Personal CVs of the team**, indicating all past experiences and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the reference, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
2. **Five examples of the equal Platforms.**

The potential contractor shall provide all the documents (when applicable) listed below upon project delivery:

- i. Initial and Final Application Development detailed plan and evaluation of the start status and final status.
- ii. The Detailed Application Specifications Document.
- iii. Weekly Progress Reports.
- iv. Issues Logs;
- v. Final Coding Standards and Conventions Document.
- vi. Database Entity-Relationship Diagramme;
- vii. Source codes of the Platform;
- viii. Application test plans;
- ix. Application detailed design report;
- x. User's and administrator's guides;
- xi. Disaster Recovery Plan;
- xii. End-of-mission report;
- xiii. Copy of the programme/final Platform;
- xiv. The Database: including the mdf and the ldf file, filled with the latest version of data;
- xv. The ERD (entity relationship diagramme);
- xvi. Object and Class diagramme;
- xvii. The Comments fields for all database tables;
- xviii. The Source Code (ASP.net or any other used language);
- xix. All Data source;
- xx. The Data entry system (if applicable);
- xxi. All related electronic materials (CDs, e-books, drives, etc) acquired as part of the project (originals where applicable);
- xxii. The Work Procedure;
- xxiii. The Documentation about database procedures.
- xxiv. The functional documentation (cahier de charge);
- xxv. he Technical documentation including the installation documentation and the detailed application specifications

document;

xxvi. The Help programme: user and administrator manual documentation and any other software training materials related to the developer and the user;

xxvii. All necessary documentation (Hardware and Software): to maintain the sites where the software has been installed and all related passwords;

xxviii. 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;

xxix. The source code which includes source code of the platform, web-services, libraries developed by the incumbent, database scripts, database stored procedures, or any script related to the development is solely the ownership of United Nations Development Programme (UNDP), that should be transferred at final to KRI CoI. In the same context, any third-party libraries used in the code should either be owned by KRI CoI (through a purchase) or free to use and should respect the following rules:

- Any GPL third party library is forbidden to be used in the development as it forces the developer and UNDP to open source its project
- Any LGPL third party library used should not force any obligation on releasing the source code of the project
- Any License that forces the release of the project's source code publicly/non-publicly or shares ownership of the project with UNDP is forbidden to use.

9.Action Plan

The contractor should prepare the preliminary action plan for the whole assignment period and provide it to the requestor with all other required documents, proving competencies and experience.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Company Profile

Item Description	Detail
Legal name of bidder or Lead entity for JVs	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues (If yes, provide a Copy)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Is your company a member of the UN Global Compact	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.			
Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details including e-mail	Contract Value	Period of activity	Types of activities undertaken

Bidder's Declaration

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, the General Conditions of Contract, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ ;has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, , or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organisation's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	Prohibitions, Sanctions: I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organization/s to make this declaration on its/their behalf.

Signature: _____

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap to enter a date.

ANNEX 3: TECHNICAL AND FINANCIAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Provide the following:

- A brief description of your qualification, capacity and expertise that is relevant to the Terms of Reference.
- A brief methodology, approach and implementation plan
- Team Composition of CVs of key personnel

Financial Offer

Provide a lump sum for the provision of the services stated in the Terms of Reference in your technical offer. The lump sum should include all costs of preparing and delivering the Services. All daily rates shall be based on an eight-hour working day.

Currency of Quotation – USD

Table 1: Summary of Overall Prices

	Amount (s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total	

Table 2: Breakdown of Professional Fees

Breakdown of Fees

Personnel/Other Elements	UOM	Quantity (Days)	Unit Price	Total Price
Personnel Resources				
Project Manager/Team leader				
Other Personnel, please indicate				
Total Personnel costs				

Table 3: Breakdown of Other costs

OTHER EXPENSES (PLEASE PROVIDE IN DETAIL)				
	UOM	Quantity (Days)	Unit Price	Total Price
Hardware Requirement (please indicate details of the hardware required, use a separate sheet if needed)				
Technical Support for 5 years		5 years		
Training Costs				
Local Transportation				
Communication				
Other Costs: please specify				
Total Other Costs				

Table 4: Breakdown of Price per Deliverable/Activity

The Proposers shall submit a cost breakdown for the expenses specified above for each subtotal using the form provided below. UNDP will use the cost breakdown to assess the credibility of prices and for price estimates should both party agree on adding extra deliverables for the original scope of services.

The overall prices in Table 1 should be the same with Table 4 Total

Deliverables	Price
1. National Strategic Portal	
2. Management and supervision of institutions plan for implementing national strategy	
3. Host and Domain	
4. SSL certificate registered in the name of Kurdistan Regional Integrity Commission	
5. Five Years of Technical Support	
Grand Total	

Note: Payment Terms

90% of each stage upon satisfactory acceptance of the work

The remaining 10% of each stage upon the submission of final report and end-user final acceptance.

Table 5: Offer to Comply with Other Conditions and Related Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter - offer
All Functional, Technical and Non-Technical requirements as outlined in Terms of Reference	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Delivery Date	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Training on Operations and Maintenance			

Minimum twelve (12) months warranty on system functional specifications.			
Five years of technical support within the scope of the Terms of Reference			
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
All Provisions of the UNDP General Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<p><i>Exact name and address of company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>