



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Consultant – Senior Java Developer)

UNDP/PN/09/2016 – Round 3

Date: 01 April 2016

---

**Country: Nepal**

**Description of the assignment:** software development and analysis of the current Alpha System of the new Voter List Application (VLA) Software.

**Number of consultant required:** 3

**Project name:** Electoral Support Project (ESP)

**Period of assignment/services (if applicable):** 105 days over the period from 20 April to 30 October 2016

**Duty Station:** Kathmandu

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/09/2016 – Round 3 : International Consultant (Senior Java Developer) ESP, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **1730 hours on 10 April 2016**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail address: [registry.np@undp.org](mailto:registry.np@undp.org). Request for clarification must be sent by **06 April 2016**. The procurement unit will respond in writing, including an explanation of the query without identifying the source of inquiry, to all consultants or via bulletin published on the UNDP website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>.

---

### 1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

**Please refer to the attached ToR (Annex 1)**

Please submit your application at the following email address: [procurement.np@undp.org](mailto:procurement.np@undp.org)

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

### **I. Education & Experience:**

- At least University Degree in Information Technology and Computer Science. Master Degree, in Information Technology and Computer Science preferred.
- A minimum of 4 years of relevant experience at the national or international level in providing information technology services and progressive responsibility in planning, design, development, implementation and maintenance of computer information systems is required.
- Development experience in Java/J2EE with technologies such as EJB, Spring MVC, Web services, JSP, Linux systems and shell-scripting, JBoss, Apache ANT, Apache Tomcat, LDAP.
- Demonstrated experience in database development (RDBMS, SQL), distributed systems (concurrency issues, clusters, HA, etc.).
- Demonstrated experience in Linux, shell scripting, and virtualized environments.
- Experience in biometrics development (AFIS, preferably Megamatcher SDK) is a strong asset.
- Excellent and Effective communication (verbal and written) skills in English.

### **II. Other competencies:**

#### **Functional Competencies:**

- Self-development, initiative-taking;
- Facilitating and encouraging open communication in the team, communicating effectively;  Creating synergies through self-control;
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;  Informed and transparent decision making.
- Demonstrate professional competence and expert knowledge of the pertinent substantive areas of work.

#### **Corporate competences:**

- Commitment to UNDP's mission, vision and values;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;
- Demonstrate consistency in upholding and promoting the values of UN in actions and decisions, in line with the UN Code of Conduct.

### **3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

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

- Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.
- A cover letter with a brief presentation of your consultancy explaining your suitability for the work;
- A brief methodology on how you will approach and conduct the work (limit to under 1500 words);

**Note:**

- a) Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b) The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP.)
- c) Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

#### 4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

- \* Technical Criteria weight; 55%
- \* Interview with candidates; 15%
- \* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
<b>Criterion A:</b> <b>A.1 - At least a University Degree in Information Technology and Computer Science – 10</b> <b>A.2 - Master’s Degree in information technology and Computer Science - 15</b>	15%	15
<b>Criterion B: Minimum 4 years of professional experiences in working under similar assignments, preferably in Asia.</b>	30%	30
<b>Criterion C: Experience in large scale Biometric voter registration system; and knowledge and experience with civil registration processes, preferably in the sub-region. Working experiences with UNDP shall be an additional asset.</b>	25%	25
<u>Financial</u>		
<input type="checkbox"/> Lowest financial proposal	30%	30

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

\* “Lowest Bid Offered” refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

#### ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3- P11 Form

ANNEX 4 - OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL



**I. Position Information**

Title : **International Consultant, Senior Java Developer for Voter List Application in Nepal**

Department/Unit: Electoral Support Project, Election Commission, Nepal

Reports to : Chief Technical Advisor\International Project Manager Duty  
 Station : Election Commission Secretariat, Kathmandu,

Expected Places of Travel (if applicable): Kathmandu Valley as per the requirement.

Duration of Assignment: Total of 105 working days from 20 April to 30<sup>th</sup> October 2016 (stationed in Kathmandu)

partial

Intermittent: The Consultant shall be based in the Electoral Support Project and Election Commission Nepal

full time/office based: ESP administration shall provide her/him with logistic support to the related activities in producing the outputs envisaged under this contract.

PROVISION OF SUPPORT SERVICES:

- |                         |   |  |
|-------------------------|---|--|
| Office space            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Equipment (laptop etc.) | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Secretarial Services    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |

**II. Background Information**

UNDP Electoral Support Project (ESP) to the Election Commission of Nepal has been providing support since 2008. UNDP-ESP has been providing support to ECN in the areas of logistics, infrastructure, equipment and Information Technology is one of the key thematic areas of support to ECN.

UNDP-ESP is managed by a Project Manager (Chief Technical Advisor) and under the overall guidance and direct supervision of the IT Team Leader, the Senior Java Developer is responsible for further developing the Voter List Application (VLA) system and rolling out in production environment. S/he will have hands-on role analyzing, diagnosing and correcting performance problems, designing and implementing functionality, and fixing application defects as per the RFP and deploys into production environment in the Datacenter and Disaster Recovery site. S/he is required to transfer the knowledge to the Technical team of Election Commission of Nepal (ECN) during the development process and further train the IT staff of ECN in managing and maintaining the technology deployed in DC and DR. S/he promotes a collaborative, client-oriented approach consistent with UNDP rules and regulations. The senior Java developer works as part of UNDP-ESP IT Unit team and in collaboration with other developers.

### **III. Objectives of Assignment**

The objective is to conduct the detailed security assessment, prepare detailed reports and perform security risk mitigation and fixes of the VLA system.

### **IV. Scope of work and Deliverables**

Deliverables:

Within limits of delegated authority and under the supervision of the Project manager, the IT Specialist carries out the following duties:

First Payment Milestone:

- Analyze the existing alpha system and propose design change where necessary.
- Write/set up Ant and/or Maven to build, package, and deploy application code in target systems.
- Produce a report

Second Payment Milestone:

- Troubleshoot and fix technical issues in existing alpha system including bugs
- Configure JBoss application server, Linux, PostgreSQL and virtualized environment as necessary to achieve required performance and high availability □ Produce a report

Third Payment Milestone:

- Develop multi-tier application using Java/J2EE and other open source technologies □ Enforce code quality through test driven development
- Produce a report

Forth Payment Milestone:

- Supports staff in charge of developing training materials, operating and user manuals by provide adequate feedback;
- Contributes to an atmosphere of cross-functional teamwork within the organization
- Produce a report

Fifth Payment Milestone:

- Trains staff and external users in assigned systems
- Knowledge transfer
- Participate in team meetings
- Performs other duties as required. □ Produce a report

**V. Recruitment Qualifications**

Education:	The Consultant should have University Degree in Information Technology and Computer Science. Master Degree in Information Technology and Computer Science preferred.
------------	--

Experience:	A minimum of 4 years of relevant experience at the national or international level in providing information technology services and progressive responsibility in planning, design, development, implementation and maintenance of computer information systems is required.
-------------	--

	<ul style="list-style-type: none"> <li>• Development experience in Java/J2EE with technologies such as EJB, Spring MVC, Web services, JSP, Linux systems and shells scripting, JBoss, Apache ANT, Apache Tomcat, LDAP.</li> <li>• Demonstrated experience in database development (RDBMS, SQL), distributed systems (concurrency issues, clusters, HA, etc.).</li> <li>• Demonstrated experience in Linux, shell scripting, and virtualized environments.</li> <li>• Experience in biometrics development (AFIS, preferably Megamatcher SDK) is a strong asset.</li> </ul>
Language Requirements:	Excellent and effective communication (verbal and written) skills in English.
<p><b>VIII. QUALITY ASSUARANCE</b></p> <p>Chief Technical Advisor\International Project Manager will be primarily responsible for monitoring consultant's progress on a regular basis as he/she will work under the direct supervision of the International Project Manager;</p> <p>Payments will be made periodic after receiving a report towards the end of each payment milestones described above;</p> <p>DSA and travel cost for field visits outside Kathmandu valley will be borne by project as per UNDP rule.</p> <p>Overall performance of the consultant will be evaluated towards the end of the contract, following UNDP's standard evaluation form: "UNDP PERFORMACE EVALUATION FORM FOR INDIVIDUALS HIRED UNDER IC.</p>	