

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/IC-035/21



Date: 15 May 2021 Empowered lives.
Resilient nations.

Reference Number: IRQ10-035/21
Title of Consultancy: Procurement of Individual Contractor: International Expert on Information and Communication Technology (ICT)
Consultancy type: International
Country: Iraq
Duty Station: Baghdad - Iraq
Period of assignment/services: 100 Working Days over a period of 6 Months.
Estimated Starting Date: 01 June 2021 to 30 November 2021
Project name: IHEC (Election Project)
Proposals should be submitted: 26 May 2021

1. Background

The United Nations have been supporting electoral processes in Iraq since 2003, providing technical assistance at various levels and across the technical areas of the organisation. Currently, the Office of Electoral Assistance (OEA), in the United Nations Assistance Mission for Iraq (UNAMI) maintains a close working relationship with the Independent High Electoral Commission (IHEC) of Iraq, based on the high level strategic and technical advice it provides to the Board of Commissioners (BoC) and the technical departments, respectively. To provide technical support in the area of uses of technology in the organisation of elections, the OEA is seeking a Technical Expert who will advise IHEC on the use of technology in the electoral process, in general, and in particular database for voter register, candidate nomination system and results management system. The consultant will also contribute to the assessment of the organisational structure of IHEC.

The expert will be a principal drafter and contributor to several key documents for the formulation of the detailed approach, including operational plans, budgets, risk plans and ICT analysis;

2. Objective:

Direct technical advice and support to the IHEC (in close cooperation with the members of the wider OEA team) will result in the development of a detailed operational plan, risk assessment, estimate budget and clear documentation of the activities completed. In addition, assistance will result in determining ICT infrastructure needs of the systems design and rollout, identifying possible risks to the systems implementation and human capacity assessment of IHEC. The operational planning and rollout of the systems will enhance IHEC's ability to maintain an accurate and trusted system of voters identity that will greatly improve the efficacy of the future election processes.

- Act as a resource for the provision of international technical assistance to inform the IHEC as well as key stakeholders.
- Act as a principal drafter and contributor to several key documents for the formulation of the IHEC systems, operational plans, budgets, risk plans and ICT analysis.
- Develop drafts and submit regular technical progress reports as well as a final report.
- Engage in various technical and stakeholder meetings to support deliberations and assist negotiations on issues pertaining to the work of IHEC.

3. Scope of Work:

The position is substantively based at the Office of Electoral Affairs in the United Nations Assistance Mission for Iraq (UNAMI), with duty station in Baghdad with travel to field offices if required. The ICT Expert will serve as a member of the UN integrated electoral assistance team and will function primarily to advise and provide guidance to Iraqi Independent High Electoral Commission (IHEC) and in the area of technology in elections. The consultant will report to the Principal Electoral Adviser of UNAMI who is also the Director for UN Electoral Assistance.

Working in partnership with the IHEC, the incumbent will be focusing on achievement of the following results:

- Advise IHEC on complete appropriate documentation on software and systems development for the key electoral processes of voter registration and results tabulation for forthcoming electoral processes.
- Provide guidance to the IHEC on best practices in structuring and documentation of software development, as examples to be used for future software development.
- Review of existing IHEC Voter Registration Update (VRU) software documentation, and documentation to complete a comprehensive, user-friendly manual for the IHEC.
- Advise IHEC on how to complete specifications for auditing the Data Entry Centre ICT infrastructure, to ensure requirements for data entry of voter registration and results data are met.
- Work with IHEC and OEA team members on complete software requirement specifications for development of new software for tabulation of results.
- Provide recommendations to the IHEC on structuring and documentation of software development processes.
- Review and update existing documentation on software developed for voter registration update and results tabulation data entry processes.
- Provide guidance and recommendations to the IHEC on best practices in structuring and documentation of software and systems development processes.
- Plan and review the IHEC software development process in collaboration with relevant IHEC staff.
- Advise IHEC staff on how to develop detailed system and other functional specifications, and user documentation for voter registration and results tabulation system.

4. Deliverables and timelines:

Deliverable	Description	Tentative # of days	Estimated due date
Deliverable 1:	Develop and deliver specific assessment of the documentation on ICT assets, software and systems development for the key electoral processes	Up to 20 working days	By end June 2021
Deliverable 2:	Develop key advisories based on the assessment	Up to 15 working days	By end July 2021

Deliverable 3:	Develop detailed operational plan taking into consideration the additional requirements in support of the proposed system with other databases and systems;	Up to 15 working days	By end August 2021
Deliverable 4:	Develop in consultation with UN OEA and IHEC a risk management plan; estimate budget for systems roll-out and projected annualized costs in contribution of IHEC's capacity building plans.	Up to 20 working days	By end of September 2021
Deliverable 5:	Complete a training activity for IHEC counterparts on quality assurance mechanisms to be implemented	Up to 20 working days	By end of October 2021
Deliverable 6:	Final report is prepared covering all deliverables achieved and recommendations on future actions	Up to 10 working days	By end of November 2021

5. Institutional Arrangements

- a) Office Facility:
 - UNAMI will provide office facilities as available only inside IHEC premises during this assignment in Baghdad.
 - The consultant is expected to bring his/her laptop with him/her.
 - Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile, personal email address).
- b) Office Supplies and Printing Facilities: IHEC will provide office supplies and printing facilities only inside the IHEC office premises.
- c) Communication Facilities: UNAMI will not provide access to internet during this assignment, except inside the UN Iraq office premises.
- d) Daily Fee, Mission travel, Daily allowance
 - Daily Fee: the daily fee is all-inclusive, except for mission travel (to/from duty station as within the duty station) and daily allowance in Baghdad, Iraq. The consultant is fully responsible for the necessary ICT equipment, communication costs, insurance, etc.
 - Daily allowance: the Consultant will receive when in duty-station a daily allowance at the equivalent of the applicable UN DSA rate, or in case s/he is provided with accommodation, s/he will receive a proportionate amount of the remaining DSA.
 - Mission Travel: the Consultant will be reimbursed for travel to the duty station based on a full economy class ticket for each of the different missions. Copy of ticket cost, boarding passes and/or passport stamps are to be submitted as required supporting documents.
 - Road missions: within Baghdad will be in accordance with standing UN policies for the duty station.
 - The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment. UNAMI will assist with the visa arrangements to enter Iraq.

6. Timeframe and Estimated workday duration

- The Consultancy service will be required for 100 working days over a period of six months. The Consultant shall be paid for fees for the worked number of days, assuming the UN-standard of 8 hours per day, based on work plan/agreed deliverables and satisfactory performance.
- The consultancy assignment is Baghdad and Erbil based [per respective Project Manager approval and, project requirements] with travel to other locations if needed.

- The contract commencement date is aimed to be by end May 2021 until late November 2021.

7. Payment Method

- Payment shall be provided upon satisfactory completion of the deliverables outlined in section 4 **Deliverables and timelines** and upon submission and acceptance of a report mentioned above.
 - Upon completion of deliverable 1 – 20% (upon acceptance of deliverables)
 - Upon completion of deliverable 2 – 15 % (upon acceptance of deliverables)
 - Upon completion of deliverable 3 – 15 % (upon acceptance of deliverables)
 - Upon completion of deliverable 4 – 20 % (upon acceptance of deliverables)
 - Upon completion of deliverable 5 – 20% (upon acceptance of deliverables)
 - Upon completion of deliverable 6 – 10% (upon acceptance of deliverables)
- Payment request submitted by the consultant must be certified by the supervisor(s) specified below and, accompanying by payment invoice.
- Payment are to be made within 30 days from receipt of the invoice.

8. Reporting

The ICT expert will report to the Principal Electoral Adviser of UNAMI who is also the Director for UN Electoral Assistance.

9. Key Performance Indicators During implementation of Services

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.
- Communication skill: 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 & format to match the audience; Demonstrates openness in sharing information & keeping people informed.
- Client Orientation skill: 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; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.
- Satisfactory and timely completion of tasks and submission of the deliverables within the provision of above explained deliverables and outputs.
Upon signing of the contract, a detailed work plan will be prepared by the experts with activities, outputs and performance indicators and to be agreed with the supervisor as implementation follow ups and performance yardsticks.

10. Competencies:

Corporate Competencies:

- Demonstrates commitment to the UN's values and ethical standards;
- Promotes the mission, vision and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and with impartiality.

Functional Competencies:

- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work under pressure and to meet deadlines;

- Demonstrates excellent oral and written communication skills;
- Demonstrates openness to change and ability to manage complexities;
- Self-reliant and able to work as a part of a multi-cultural team in a stressful.

Professionalism:

- Shows pride in work and in achievements; 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.

Communication:

- 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.

Planning and Organizing:

- Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Client Orientation:

- 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, respect; Meets time line for delivery of product or services to client.

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

Technological awareness:

- Keeps abreast of available technology; actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

11. Travel Plan

- Baghdad, Iraq – one trip over the period of the contract
- The Total Contract Duration will be approximately 100 Working Days, over a period of six months with a commencement date of end May 2021 until late November 2021.
- Time sheet is required to process payments for the reimbursable costs.
- The consultancy service may include a mission to other locations, this to be confirmed during the contract implementation. The related costs for such mission will be processed per UNDP rules for travel.

12. Qualifications

Education:

- At least an advanced degree (Masters) in Computer Science, Information Systems, Software Engineering or related discipline, or equivalent professional experience of at least seven years in the arena.

Experience:

- Academic grade and relevance of study field: University Degree in Computer Science, Information Technology Experience on voter registration and technology for elections.

- Work experience with electoral management bodies (2 points per each).
- Work experience in UN mission setting and UNDP electoral projects (2 points per each).
- Theoretical work in the field of technology in elections, publications, studies. (1 point per reference).
- Minimum 10 years of professional expertise in information technology and or related fields.

Language:

- Fluency in English language (spoken and written) is a must.

13. Evaluation

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the following scoring
- The top applicant with the Highest Combined Scores and that have accepted the Terms and Conditions will be awarded agreements.

EVALUATION CRITERIA		
Technical evaluation (70 points).		70 POINTS
Academic Evaluation 15 General Experience 20 Specific Experience 35		MAX 70 POINTS
Academic Requirement	Advanced University Degree (Masters) in Computer Science, Information Systems, Software Engineering or related discipline, or equivalent professional experience of at least seven years in the arena.	<u>15 Points</u>
General Experience	More than 10 years of relevant diversified and professional expertise in information technology and/or related fields	<u>20 Points</u>
Specific Experience	A minimum of 10 years of relevant experience in graphic design, ballot design and printing of other electoral sensitive materials Comparative experience in election administration, with significant experience of providing specialised advice to electoral ICT departments. Prior experience with electoral management bodies (2 points per each). Confirmed work experience in UN mission setting and UNDP electoral projects (2 points per each). Confirmed achievements in theoretical work in the field of technology in elections, publications, studies. (1 point per reference). Prior experience in training provided to counterparts Prior experience in Iraq or another post-conflict country will be an asset.	<u>35 Points</u>

Annexes:

Annex 1 - Procurement Notice-Terms of Reference

Annex 2 - Template Confirmation of Interest and Submission of Financial Proposal.

Annex 3 - Blank P11/CV

Annex 4 - Individual Consultant General Terms and Conditions.