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Resilient Nations.*

TERMS OF REFERENCE (ToR)

TECHNOLOGIST/SOFTWARE ENGINEER TO SUPPORT THE DEVELOPMENT OF AN HUMAN RIGHTS MONITORING AND REPORTING PLATFORM

I. GENERAL INFORMATION

Services/Work Description:

Development of an human rights incident reporting, monitoring and verification system such that a greater volume of information can be received, reviewed, verified and used for human rights reporting.

Client: UNDP Myanmar / UN OHCHR

Duty Station: Home-based, including a mission to Geneva

Duration: six months

Expected Start Date: ASAP

II. BACKGROUND

Myanmar is facing a protracted political and human rights crisis. The Secretary General has pledged that the United Nations will do everything it can to unite the international community and support the people of Myanmar. He and member States (including ASEAN and all P-5 members of the Security Council) have repeatedly called for an end to the violence, respect for the results of the November parliamentary elections, and the release of all people detained by the military.

UNDP is collaborating with UN OHCHR to develop human rights incident reporting, monitoring and verification system, to support inter-agency monitoring and analysis.

III. SCOPE OF THE ASSIGNMENT

UN OHCHR together with UNDP Digital Office and UNDP Myanmar Country Office have developed an initial schema of how such a system may function. The objectives of this assignment include:

1. **Work** with the project team and other stakeholders to map operational processes as well as develop business, user, functional and non-functional requirements of the system.
2. Leverage existing OHCHR information systems for human rights monitoring and investigations as part of the architecture.
3. Prototype different aspects of the system, such as web intake forms for partner UN entities and agencies, to accelerate learning and facilitate agreement on the depth of information exchange.

4. Based on direction from the project team, develop and test the system, delivering a production ready output.
5. Develop and update necessary software documentation in order to facilitate system maintenance and upgrade.

IV. DELIVERABLES

The expected key deliverables:

1. A detailed software requirement analysis and technical specifications for the system.
2. Three prototypes of different aspects of the system.
3. A production ready system.
4. Relevant product documentation.

V. RECRUITMENT QUALIFICATIONS

Education: University degree in Computer Science, Computer Engineering, Information Systems or related field.

Required Experience:

1. At least 5 Years of experience in software development
2. At least 2 years of experience architecting cloud based solutions, preferably with Microsoft Azure
3. Experience in data analytics and data interoperability between autonomous systems
4. Ability to design and develop technical specifications based on business requirements
5. Ability to develop and communicate technical requirements based on interactions with a diverse group of non-technical stakeholders

VI. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The Technologist/ Software Developer will report to the inter-agency project team.

The position will be home based, with a mission to UN OHCHR Geneva to meet with relevant stakeholders for information gathering.

The selected candidate will work closely with (a) the OHCHR IMTS and other focal points, (b) the UNDP designated focal point for the project in the Digital Office and (c) the Team Leader of the Digital Democracy Programme based in Yangon, Myanmar.

Payment will be cleared based on certification from the above mentioned stakeholders.

VII. DURATION OF THE ASSIGNMENT¹

The engagement of the IC will be for a period of 6 months from January to June 2022

VIII. PAYMENT MILESTONES AGAINST DELIVERABLES

| Deliverables | Timeline | Payment |
|---|----------|---------|
| A detailed software requirement analysis and technical specifications | January | 20% |
| Three prototypes of different aspects of the system. | March | 20% |
| A production ready system. | May | 50% |
| Develop the relevant software documentation | June | 10% |

Note: The evaluation criteria can be seen in Annex 1.

CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:

Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:

All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

Educational background: 10 points

University degree in Computer Science, Computer Engineering, Information Systems or related field.

Relevant Experience: 60 points

- At least 5 Years of experience in software development (10 points)
- At least 2 years of experience architecting cloud based solutions, preferably with Microsoft Azure (10 points)
- Experience in data analytics and data interoperability between autonomous systems (10 points)
- Ability to design and develop technical specifications based on business requirements (10 points)
- Ability to develop and communicate technical requirements based on interactions with a diverse group of non-technical stakeholders (10 points)
- Ability to visualize and present data and information in user friendly tables, charts and graphs and other pictorial forms (5 points)
- Noted skill in several programming languages (5 points)

Financial Evaluation of Proposals:

The financial proposals of all the applicants who pass the technical evaluation will be scored.

The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. $[30 \text{ Points}] \times [\text{USD lowest}] / [\text{USD other}] = \text{points for other proposer's fees}$

The contract shall be awarded to the applicant who receives the highest cumulative score.