

**Invitation for Prequalification
Support to Southern Sudan Referendum (SSSR) Project, Sudan
EOI/JUBA/ SSSR /2010/008
Software Development and Data Entry**

Job Description

UNDP Southern Sudan calls for **Expressions of Interest (EOI) from international and national companies**, Software Management Firms, who have the capacity to **Develop Software for Elections related activities and Large Scale data Entry and Manage its Quality**, to support the Southern Sudan Referendum Project. Firms having presence and experience within the region are highly encouraged to participate.

Background

The Comprehensive Peace agreement (CPA) that brought to an end two decades of war in Sudan has stipulated that there shall be a referendum on self determination for Southern Sudan to be held in 2011. According to the CPA the referendum on Southern Sudan shall be an internationally monitored referendum, organized jointly by GOSS and the SPLM/A for the people of Southern Sudan to conform to unity of the Sudan by voting to adopt the system of government established under the Peace Agreement or vote for secession.

Project Objectives:

The purpose of the Support to Southern Sudan Referendum Project is to enable preparations to be put in place to support the Referendum on self determination for Southern Sudan scheduled for 2011 as stipulated in Comprehensive Peace Agreement (CPA). The United Nations is preparing to support in organizing for the referendum and will work closely with UNMIS and other UN agencies to deliver this support. The UN Security Council has mandated UNMIS to provide guidance and technical assistance to support the preparations for and the conduct of the Referenda. The Government of Southern Sudan (GOSS) has requested the United Nations “for assistance in the areas of Referendum administration and planning review of coordination of donor assistance, preparation of a reliable list of voters and monitoring of the referendum”. The support will include: registration of voters, logistical support to organizing referendum, identification of polling stations,

comprehensive voter registration, voting operations and election day, verification of results, media capacity building for covering referendum process.

Scope of the Work

Provision of Software Development Services experience, for election related activities and Management of large scale data entry and maintain its quality. Following are some the anticipated activities that will be carried out:

- i) Development of software, including test runs and pilot testing in SQL, Oracle etc
- ii) Managing and undertaking large scale data entry with quality features in place
- iii) Understanding of the electoral requirements for development of software and aspects of security and secrecy

Qualifications

1. Contractor must have authorized software for use to develop the dedicated software
2. The contractor must demonstrate ability to develop and manage a team of data entry operators locally in Sudan
3. Contractor must be able to work in Sudan (both Juba and Khartoum), to do installation and provide training where required.
4. Contractor have provide manufactures warranty on the products supplied
5. Contractor must guarantee timely delivery of the required items.
6. Contractor must be able to set up the products and train staff on the usage and to carry out trouble shooting of the software

The framework agreement would cover a period ranging from 10 -20 days of delivery.

Information Required in the Response:

The provision of the pre-qualification information should include all relevant documents that are essentially required for the meeting the pre-qualification criteria as well as enable the project management to undertake the evaluation. Service providers must provide the information that they are qualified to perform the services required during the course of the proposed project.

Description of LOTs	Documents Required
Development of Software and Large Scale Data Entry	1. Profile of the firm / company 2. List of contracts for similar jobs done with amount and name of client 3. Indicate the scale of the contracts for the last two years 4. Provision of audited reports and / or financial accounts showing the financial strength of the firm for last 2 years 5. List of employees of the firms, professional and technical with their qualification and experience 6. Distribution and location network of the company

Submission of EOI

- A comprehensive firm profile, (Include resumes of individuals who could be engaged by the firm to conduct the relevant component by lot or part thereof of the project)
- A description of the nature and extent of activities that the firm has provided to clients requiring similar services
- A description of the firm's experience in providing the selected to international development agencies or organizations or governments
- A specific listing of engagements, current or prior in UN, UNDP or UNDP funded activities if any

Application as a Joint Venture

Service providers may bid in a Joint Venture to enhance their offering. In a joint venture, the companies are jointly and severally responsible for the tasks assigned. The pre-qualification request must identify one member as prime applicant and must clearly state the role to be played by each member of the joint venture in providing the items envisaged in Section 2 under the scope of work.

Evaluation of the Expression of Interest

For the purposes of pre qualification the following scoring criteria has been developed, which will be applied to the submitted Expression of Interests.

Company	Detailed Company Profile	Similar jobs done in the last 3 years	Scale of contracts done in the last 3 years (proof of contracts)	Financial audited reports/ balance sheets for the last 3 years-quick ration analysis	List of clients for which the firm has developed and installed software/ large data entry	List of the firm's personnel, their CV, position held in the firm	Regional representation or joint venture possibilities	Installation, training, after sales services and warranty for products	Total score	Min' Score
	15	15	5	15	15	20	5	10	100	80

	Company	Remarks	Pre-qualified (Yes/No)	
			Yes	No
1				
2				
3				
4				
5				
6				

Important Dates

The important dates for the pre-qualification process are:

Activity	Date
Last date of receiving queries	16 th June 2010
Last date for submission of the pre-qualification documents	21 st June 2010

All documents should be submitted not later than **21st Jun 2010 at 5.00 pm** Sudan time

Reference: EOI/JUBA/ SSSR /2010/008
Procurement Unit
Support to Southern Sudan Referendum Project
Southern Sudan UNDP Office
UNDP Compound Juba, Southern Sudan
Or email
Bids.ss@undp.org

For more information on UNDP in Sudan, please consult the CO Website Sudan (<http://www.sd.undp.org>).