FIIAPP | COOPERACIÓN ESPAÑOLA

TERMS OF REFERENCE
FOR RECRUITING A SENIOR QA ENGINEER

REFERENCE: AT/0280/15

Position: Senior QA Engineer
Term: 7 months
Location: Ramallah (Palestine)
Start of the provision of services: immediate

1. OBJECT AND PROFILE

The contract's subject matter is the provision of services as a Senior QA Engineer under the framework of the project "Supporting the operational capacity of the Palestinian Civil Police and the Public Prosecutor's office".

Under the common framework of the activities developed by the European Union Co-ordinating Office for Palestinian Civil Police Support -EUPOL COPPS- to support the institutional building of the Palestinian Civil Police (PCP) "Family Protection Unit" (FPJU) and the Ministry of Foreign Affairs and Cooperation's "Masar" programme, in which FIIAPP participates, this project aims to improve the PCP's operational capacity when it comes to executing FPJU action protocols through the transfer of best practices, experience and know-how by Spanish State Law Enforcement Agencies (FFCCSE) in collaboration with EUPOL COPPS experts.

The project focuses on two key areas: (1) the capacity of the FPU to perform Risk Identification, Assessment and Management (RIAM) procedures for the protection of victims and witnesses of domestic violence; (2) the development of specific case management software and a database for the FPU.

This contract lies within the framework of the second objective. The profile required is a quality assurance (QA) engineer to develop and run manual and automated testing on IT applications using existing tools (test tools) and frameworks. This includes planning and developing test plans, suites, procedures, scripts, tools and reports, consequently, full understanding of the system, architecture and design is required in order to formulate the appropriate test plans.

This person will ensure that quality defects and issues are perfectly detected, identified, followed up and resolved in a timely manner.

2. PROCUREMENT AUTHORITY

According to the FIIAPP Manual for Contracting, approved by its Board of Trustees, the contracting authority, taking into consideration the volume of recruitment and according to Provision Five, section c) of such Instructions, will be the Director or the Secretary General, jointly and severally.

3. LEGAL SYSTEM AND COMPETENT JURISDICTION

This contract is private in nature, and the civil jurisdiction is competent for hearing any disputes that may arise from the performance hereof.

Nevertheless, the actions of preparing and awarding the same will follow the procedures set forth in FIIAPP's internal contracting instructions, in application of Article 3.3.b) of Legislative Royal Decree 3/2011 of 14 November, which approves the Recast Text of the Law on Contracts of the Public Sector, as an entity of the public sector due to its legal nature and due to the contracts that it enters into.

4. PROCEDURE AND MANNER OF AWARDING THE CONTRACT

The procedure and manner of awarding will be carried out according to the FIIAPP Manual for Contracting.

5. REMUNERATION

Monthly remuneration in the range of 3500 - 4250 euros (pre-tax) depending on the candidate's proven experience and their CV.

6. DESCRIPTION OF THE SERVICES TO BE PROVIDED.

a. Main roles

- Revising the technical design of the various documents, schema and diagrams, requirements and specifications in order to provide comprehensive test and quality plans.
- Creating detailed, comprehensive and well-structured plans.
- Assessing, prioritising, planning and coordinating the test activities.
- Defining, designing and running functional and non-functional system testing scenarios.
- Defining, designing and running black box and white box testing as well as developing and running security testing under different scenarios with the capacity to identify potential risks and bugs.
- Designing, developing and running automated scripts using open source tools.
- Identifying, logging, thoroughly documenting and tracking bugs.
- Working as part of a team, guiding and supporting other engineers and programmers participating in the project.
- Recommending and implementing policies and standards to ensure adherence to procedures and designed planning.
- Providing assistance to developers, as needed for determining problems in the system and areas of risk.

b. Requirements

Candidates must meet the following requirements, with it being grounds for exclusion if any are not met:

- Degree in computer science, computer engineering or similar.
- Minimum 5 years' experience in QA, standards, methodologies, tools, processes and procedures; proven experience in the field.
- Minimum 5 years' experience in SOA and multi-system testing.
- Minimum 5 years' experience in testing web applications, web services and XML-based system interoperability.
- Minimum 5 years' experience in programming and running clear and comprehensive test plans and use cases for a variety of scenarios (functional, non-functional, load, performance, stress, black box, white box, security etc.).
- Minimum 5 years' experience in the use of test automation tools such as: Selenium, J -Unit , TestNG ...
- Minimum 5 years' experience in realising and analysing error reports, tracking and documentation tools.
- Minimum 5 years' experience with tools for quality assurance stress testing, such as J -Meter.
- Minimum 5 years' experience in four of the following Web Standards, HTML, CSS, JavaScript, JQuery and design.
- 5 years' experience in the software lifecycle and projects.
- Minimum 5 years' experience with relational databases, DBMS (Oracle/PostgreSQL/MySQL), SQL and object-oriented programming.
- Minimum 5 years' experience with version control systems (mainly Git).
- 5 years' experience in three of the following requirements: FTP , SFTP, SSH and scripting.
- Excellent communication in Arabic (native or bilingual candidate) and English (reading, writing and spoken), having to be able to hold a fluent conversation, understand and write technical texts, C1 level.

7. CRITERIA SCORING

The merits listed below will be evaluated through the information provided in the CVs. The candidate must expressly state in their CV each of the merits concerning their evaluation in Annex 1 filled in.

However, during the recruitment process, the FIIAPP may require candidates to provide any supporting documentation it deems appropriate.

All the merits stated in the table will only be scored in experience exceeding that specified in respect of minimum requirements.

Total merit rating	
1. Over 5 years' experience, certifications and type of experience in QA, standards, methodologies, tools, processes and procedures.	20 points
2. Having previously worked on an IT project for the Palestinian Civil Police or the Palestinian Authorities.	20 points
3. Over 5 years' experience and type of experience in SOA and multi-system testing.	10 points
4. Over 5 years' experience and type of experience in testing web applications, web services and XML-based system interoperability.	10 points
5. Over 5 years' experience and type of experience in programming and running clear and comprehensive test plans and use cases for a variety of scenarios (functional, non-functional, load, performance, stress, black box, white box, security etc.).	10 points
6. Over 5 years' experience and type of experience in the use of test automation tools such as: Selenium, J -Unit , TestNG ...	10 points
7. Over 5 years' experience and type of experience in realising and analysing error reports, tracking and documentation tools	10 points
8. Over 5 years' experience and type of experience with tools for quality assurance stress testing, such as J -Meter	10 points
9. Over 5 years' experience and type of experience in four of the following Web Standards, HTML, CSS, JavaScript, JQuery and design.	5 points
10. 5 years' experience in the software lifecycle and projects	5 points
11. Over 5 years' experience and type of experience with relational databases, DBMS (Oracle/PostgreSQL/MySQL), SQL and object-oriented programming.	10 points
12. Over 5 years' experience and type of experience with version control systems (mainly Git).	5 points
13. Experience in FTP, SFTP, SSH and scripting.	5 points
14. Testing and/or QA software certification.	25 points
15. Scrum procedure certification.	25 points
TOTAL	180 POINTS

All the assessable merits in this call should be clearly stated on the CV in accordance with the table above in order to be able to accredit and assess them. Not doing so may be grounds for exclusion.

8. REGULATORY STANDARDS

This contract shall be governed by:

- ➤ The clauses contained in these Specifications.
- ➤ The Manual for the Contracting of Supplies and Services of the FIIAPP.
- ➤ The provisions set out under Law 50/2002, governing foundations, and in Royal Decree 1337-2005, of 11th November.
- ➤ Royal Legislative Decree 3/2011, of 14th November, which approves the TRLCSP

The failure to know any of the terms of the contract, of the documents attached with the same or of the instructions, specifications or rules of any kind issued by the FIIAPP that may be applicable to performance of the agreement will not relieve the proprietor from the obligation of compliance therewith.

9. TERM OF THE CONTRACT

The contract term will be for 7 months from the signing of the same, starting from the date of signing the service contract with the contractor.

10. OWNERSHIP OF THE WORK PERFORMED

All work that may be performed in any of the sections will be the property of the FIIAPP.

The successful bidder may not use on its own or provide to third parties any data of the contracted works or totally or partially publish the content of the same without the express, written authorisation of the FIIAPP. In any event, the successful bidder will be liable for the damages that may be derived from a breach of this obligation.

11. TERMINATION OF THE CONTRACT

The grounds set forth in Article 223 of Royal Decree 3/2011 of 14th November, which approves the TRLCSP, are grounds for termination of the contract:

a) Breach by any of the parties of the clauses set out in the contract.
b) The manifest lack of quality of the service rendered or if the service fails to satisfy the conditions agreed in the binding documentation.
c) The declaration of insolvency as per the terms set out under Law 22/2003, of 9th July, Insolvency Act.
d) Mutual agreement between the parties.
e) Breach of the limitations established for subcontracting.
f) Obstructing the management and inspection powers of FIIAPP.

12. SYSTEM OF PAYMENTS

The successful candidate shall be entitled to receive payment of the agreed price, pursuant to the conditions set out in the contract, corresponding to the works effectively performed and formally received by the foundation.

13. TERM OF AWARD AND FORMALISATION

The contract will be awarded within two weeks of receiving the CVs.

The document formalising the contract will be provided within one week of the award.

14. COMMENCEMENT OF THE WORKS

The official date for commencement of the works shall be the day following contract formalisation.

15. PRESENTATION OF PROPOSALS

Interested persons who meet the requirements defined in these Terms of Reference may send their CV (in English and/or Spanish) to the following email address: icara@fiiapp.org, stating the position applied for in the Subject.

Deadline for receipt of applications: 16th November 2015 at 12 noon (GMT+1).

ANNEX I

Merit scoring table

To be filled in by candidates with the relevant merits given in Clause 7.

	Experience verifiable through the CV. In each case state the organisation(s), position and months worked there.
1. Years' experience, certifications and type of experience in QA, standards, methodologies, tools, processes and procedures.	
2. Having previously worked on an IT project for the Palestinian Civil Police or the Palestinian Authorities.	
3. Years' experience and type of experience in SOA and multi-system testing.	
4. Years' experience and type of experience in testing web applications, web services and XML-based system interoperability.	
5. Years' experience and type of experience in programming and running clear and comprehensive test plans and use cases for a variety of scenarios (functional, non-functional, load, performance, stress, black box, white box, security etc.)	
6. Years' experience and type of experience in the use of test automation tools (Selenium, J -Unit , TestNG ...).	
7. Years' experience and type of experience in realising and analysing error reports, tracking and documentation tools	
8. Years' experience and type of experience with tools for quality assurance stress testing, such as J –Meter.	
9. Years' experience and type of experience in Web Standards, HTML, CSS, JavaScript, JQuery and design.	
10. Years' experience and type of experience in the software life cycle	
11. Years' experience and type of experience with relational databases, DBMS (Oracle/PostgreSQL/MySQL), SQL and object-oriented programming.	

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12. Years' experience and type of experience with version control systems (mainly Git).	
13. Experience in FTP, SFTP, SSH and scripting.	
14. Testing and/or QA software certification.	
15. Scrum procedure certification.	