

TERMS OF REFERENCE

National Consultant

to guide the discussions through e-Development Thematic Group and working groups on e-Moldova Strategy 2.0 formulation and implementation

Job Title:	National Consultant
Duty Station:	Chisinau, Moldova
Project Reference:	“Building e-Governance in Moldova-2”
Duration of Employment:	March – July 2010/ 30 working- days

Job content

Background:

Through this project UNDP is assisting the Government of Moldova in implementing the e-Governance component of the National Strategy “e-Moldova”. With the overarching goal of strengthening democracy in the country, the Project aims to support the Government in advancing e-government solutions for a better public service delivery and more transparent decision making. The project will advance the use of ICT by public administration for a more transparent and efficient exercise of its functions. It covers four main areas of intervention including:

- i) Policy support,*
- ii) development of electronic public services,*
- iii) training,*
- iv) e-democracy and public awareness.*

The e-Development Report 2009 specifies that, in spite of the progress in access of citizens to computers (33% of households have computers, 42% of population use computers) and Internet (penetration rate 37%), Moldova is still lagging behind the global average of e-development progress and is far behind the EU average. Also, few content applications and services (especially in e-health) are available on-line and a range of information systems are not implemented because of lack of sufficient government funding. The digital signature effective implementation is a barrier in accelerating the development of e-business and e-commerce applications. The developed/developing information systems of public authorities are more control/monitoring oriented than citizen-centered. Lack of coordination “Agency - Architect of the e-Governance system” is believed to be an important barrier for further e-Development. To accelerate the progress the e-Moldova Strategy 2.0 was drafted and is being revised by national and international experts.

The **e-Development Thematic Group Moldova** on LinkedIn platform has been created and is expected to be an efficient tool to improve participatory and inclusive process in strategic planning of e-development.

The **Ministry of Information and Communications Technologies** (M ICT) currently has limited capacities to undertake such an exercises on its own. Therefore, based on the request from the Moldovan Public Authorities, the UNDP “e-Governance” Project seeks a Consultant to guide the finalization of e-Moldova revision, leading discussions through e-Development Thematic Group taking into consideration Singapore IDA International suggestions on draft revised Strategy.

Objective: To finalise the discussions through e-Development Thematic Group and other working groups created by the MICT and State Chancellery on revision and implementation of e-Moldova Strategy in light of Singapore experience and regional best practices.

Organizational Setting: The Consultant is expected to work under the direction of the Project Manager, to assist the Ministry of Information and Communications Technologies.

Scope of work and expected outputs:

In order to achieve objectives **the Contractor** will:

- Analyse the experience of Singapore, Estonia, Czech Republic and other leading countries in e-development (legal, regulatory and institutional framework) and advice the MICT on best practices and relevancy for Moldova.
- Lead the discussions through e-Development Thematic Group and Participate in other working groups created to develop strategic documents on e-development in Moldova by the Ministry of ICT and State Chancellery and prepare conclusions and recommendations to be included in strategic documents based on member’s comments and agreed proposals.
- Advice the MICT in the approach on strategic documents proposed to be adopted based on best practices.
- Post the drafted documents on the network and monitoring the comments on www.e-moldova.md and www.mtic.gov.md
- Publish the conclusions and recommendations on the LinkedIn and on www.e-moldova.md and www.mtic.gov.md
- Insert the agreed formulated wording into the draft documents

Deliverables:

Deliverables	Timeframe
Final Report on discussions results and agreed conclusions as well as agreed wordings for the draft e-Moldova Strategy and Action Plan	June 30, 2010
2 weeks Reports to Project Manager and MICT on agreed results achieved by working groups for the Strategy and Action Plan	Periodically 2 per month

Inputs:

Draft National e-Moldova Strategy 2.0 and Action Plan
e-Development Report Moldova 2009

Qualifications for local consultants:

Education of consultants:

University or Higher Degree (MA and Ph.D.) in ICT/Computer science or other relevant fields.

Experience:

- Proven experience in developing draft Strategies, Policy papers, Concepts, Laws, regulations;
- Extensive knowledge of strategic planning and policy monitoring in ICT area;
- Proven experience in developing and delivering Government documents ;
- Overall knowledge about Public Administration management, financing and monitoring tools.

Abilities:

- Ability to analyze and generalize, to develop strategic, regulatory and methodical materials;
- Ability/capacity to provide consultancy services;
- Ability to work in a team;
- Efficient communications and writing skills in legal area;
- Extensive PC skills, ability to use Internet;

Personal qualities: responsibility, creativity, promptness and punctuality.