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TERMS OF REFERENCE

National IT Consultant to assist the Central Electoral Commission of Moldova in development and expansion of the State Automatized Information System "Elections" and implementation of the Voters Registration roadmap

Job title: National IT Consultant on support to development of SAISE and SRV for the CEC Moldova

Duty station: Chisinau, Moldova

Reference to the project: Democracy Programme/Elections

Contract type: Individual Contract (IC)

Expected workload: 144 working days within 8 month period (avg. 18 working days per month)

Indicative starting date: 01 October 2013

1.   BACKGROUND:

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that aims to support the institutional consolidation of the Central Electoral Commission (CEC) as well as the modernisation of the Moldovan electoral process towards:

- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process of the Republic of Moldova.

In May 2008 the Parliament of Moldova approved Law No. 101 On the Concept of the State Automated Information System "Elections" (SAISE) for the development of an integrated automated system for elections management, including a register of voters. SAISE is a comprehensive election management system which integrates key IT tools and functions needed by an Election Management Body to conduct elections. One of the Programme's objectives is to assist the CEC with further development and deployment of the SAISE.

1

In May 2013 the Programme completed feasibility study on development of further modules for the SAISE: (1) the State Register of Voters, (2) module for data import from State Register of Population (SRP), (3) CEC Documents Management module and (4) module on financial control of electoral competitors. The feasibility study, among others, recommends to develop the State Register of Voters (SRV) together with a module for the data import from the State Register of Population (SRP). In the next phase, modules for the CEC document management and financial control of electoral competitors will be developed.

In July 2013 the Programme assisted the CEC to prepare assessment of the voter registration process in Moldova and a roadmap on voters registration. The road map includes a number of activities that should be implemented to further improve the voter registration process and quality of the voter lists. The roadmap was presented at a round table on the enhancement of Voters List organized with Programme support which brought together key stakeholders in the voter list preparation process – Moldovan Central Public institutions, Local administration, NGOs and International community. Provision of further support to CEC in implementation of the voter's registration roadmap is envisaged.

It is also important to take into account that currently the Programme supports the CEC with certification according to ISO 9001 and ISO 27001 standards. The consultant shall also take into consideration January 2013 report of the Court of Accounts of the Republic of Moldova On the results towards implementation of automatization of the electoral processes in Moldova and other relevant documentation provided by the Programme.

2. OBJECTIVES:

The Programme intends to contract a local IT consultant to provide advice and support to the CEC in strengthening its IT capacities, development of further SAISE functionalities with particular attention to modules on data import and State Register of Voters and implementation of the Voter Registration Roadmap developed with Programme support. The consultant will also be required to assist the programme team with IT support and liaison on IT development on behalf of the programme. Specifically, the consultant will be required to assist with:

1) *Tasks related to SAISE*
- Development of internal documentation for SAISE tasks and processes;
- Development, in coordination with the CEC and programme staff of the action plan for future development of SAISE;
- Monitor and report on development on SRV and importer modules in line with requirements of Law No. 101;
- Development of procedures and documentation for import of State Register of Population (SRP) data from the SE "Registru";
- Assist CEC to coordinate data exchange with SE "Registru";
- Preparing regular update of the implementation of SAISE system and provide this information to the CEC senior management, Working Group on the Court of Accounts Recommendations and WG on Voter Lists;
- Facilitate use of SAISE and its integration within the wider work of the CEC;
- Upon request provide proposals on further development of new SAISE modules or enhancement of existing SAISE modules.

2) *Tasks related to implementation of voter registration roadmap*
- Development of processes and procedures for statistical and qualitative analysis of voter registration and electoral data;

- Work, in conjunction with CEC IT staff, with central and local public authorities on IT-related voter registration issues as identified in the Voter Registration road map;
- Assisting the CEC in implementation of the personal data protection standards in the IT area;
- Assist the CEC in identification of procedures for incorporation of Geographical / Address data from SE "Cadastru" into the Voter Lists received from SE "Registru";
- Support the CEC Voter Registration Working Group in implementation of its country wide action plan for improvement of Geographical / Address information in Voter Lists area;

3) *Advisory, capacity building and other tasks*
- Identification of external training needs for the IT team as necessary, for discussion with CEC and the Programme management;
- Assist the Programme with evaluation of IT procurement of the four modules or any other procurement on as required basis;
- Undertake other tasks as required.

The Consultant will act as IT Adviser to the CEC IT division and the CEC WGs on the Court of Accounts and Voters Lists. The Consultant will work with the CEC IT division on a daily basis.

The assignment shall be performed under the direct supervision of the Chief of the Apparatus of the CEC in cooperation with the UNDP Electoral Specialist of the Programme.

The consultant will be engaged full-time. Monthly outcomes and objectives for the consultancy will be agreed in advance and monitored by the Programme, CEC IT manager and CEC Chief of Apparatus. Progress reports will be submitted on a monthly basis and payments shall be done upon approval of progress reports by CEC and certification by UNDP. The consultant will be required to fill in a monthly time-sheet indication activities for each day worked.

Following three months of work, the programme and the CEC will assess the consultant's performance including by considering the progress of agreed tasks. The results of the joint assessment, which will be carried out by the Programme and the Head of Apparatus, will inform the work plan for the remainder of the contract.

3. Key deliverables and tentative timetable:

	Key deliverables:	Tentative Timetable /Working days
1.	**Preparatory Work.** Inception study of available information; Preparation of a detailed work plan to be applied for respective assignment;	5 Working days
2.	**Progress report** for the previous month and **working plan** for the following month prepared and submitted for approval.	Monthly

The timeframe for the work of the Consultant is tentatively planned between 01 October 2013 and 31 May 2014. During the 8 month period the consultant is expected to work 144 working days or average of 18 working days per month. The consultant is expected to work full time for this consultancy.

4. Qualifications and Skills required

1. Academic Qualifications:
   - Bachelor or master's degree in IT, system analysis or related field of information technology.

2. Experience:
   - At least five (5) years of progressively responsible experience in planning, design, development, implementation and maintenance of information systems or related area;
   - Experience in working with databases maintained by public authorities shall be considered a strong asset (every year of such experience - 10 points);
   - Experience in Microsoft SQL Server 2008;
   - Experience in Microsoft Visual Studio 2010;
   - Experience in ASP.NET;
   - Experience in web technologies;
   - Experience in working with public databases and/or electoral processes.

3. Competencies
   - Familiarity with the national context (legal and policy framework) related to the Electoral System in Republic of Moldova
   - Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
   - Fluency in English, Romanian and Russian languages.

5. Documents to be included when submitting the proposals:
Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
   - Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
   - Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
   - Duly completed and signed P11 Form, personal CV and at least 3 references