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## TERMS OF REFERENCE

### **National Consultant to support the procurement of new modules of the State Automated Information System "Elections"**

<b>Job title:</b>	National Consultant
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Democracy Programme / Elections
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	15 working days
<b>Starting date:</b>	17 October 2013

#### **1. BACKGROUND:**

The Central Election Commission of the Republic of Moldova (hereinafter called CEC) is a permanent and independent state body, managing the electoral process in Moldova, consisting of nine members. One member is appointed by the President of Moldova, the other 8 members are appointed by Parliament, considering the principle of the proportional representation of elected majority and its opposition. The CEC is assisted and supported by an Apparatus (secretariat).

The 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 CEC as well as the modernisation of the Moldovan electoral process towards:

- An improved voter register and better handling of electoral information;
- Increased capacity of the Central Electoral Commission to better manage elections;
- Increased transparency of the electoral process; and
- Improved electoral legislation and dispute resolution.

One of the basic tasks of the CEC is the creation and maintenance of the State Registry of Voters (SRV). This Registry is required for all election processes in the Republic of Moldova and should serve as a key tool that would provide a correct answer to questions on identity and voting rights of voters in the required constituency.

The creation of an IT system that would allow the automated management of information on the identity and residence of the Moldovan citizens with voting right will ensure the provision of quality services by the CEC.

To assess this real situation prior to further development of the remaining SAISE modules, CEC addressed the Programme with the request for contracting a local consultant that will conduct a feasibility study on the development of the remaining 4 (four) SAISE modules. Following the feasibility study, the procurement of

“State Registry of Voters” and “Importer” modules has been initiated, for details please follow the link <http://www.undp.md/tenders/details/711/>.

## **2. OBJECTIVES:**

The Programme intends to contract a highly experienced IT National Consultant (hereinafter called “Consultant”) to:

- Provide the Programme team with support in evaluation of the technical proposals received for the announced bids;
- Participate as member of the Evaluation Committee in evaluation of technical offers;
- Assist the Programme and the CEC with evaluation of the inception report submitted by the selected company;
- Assist the Programme and the CEC with evaluation of the deliverables (iterations) as submitted by the selected company;
- Assist the Programme and the CEC with evaluation of the final product – “Importer” and “SRV” modules of SAISE - as submitted by the selected company;
- Assist the Programme and the CEC with evaluation of the training and maintenance deliverables by the selected company;
- Participate in meetings; perform other relevant tasks, as agreed with the counterparts.

## **3. Key deliverables and tentative timetable:**

	Key deliverables:	Tentative Timetable
1.	Evaluation of technical offers for the announced bids	By 25 October, 2013
2.	Assessment of the inception report submitted by the selected company	By 10 December, 2013
3.	Assessment of the deliverables (iterations) as submitted by the selected company;	TBD
4.	Assessment of the final modules as submitted by the selected company;	TBD
5.	Assessment of the training and maintenance provided by the selected company;	TBD
6.	Final report with mission major findings and recommendations	By 20 December 2014

All deliverables should be agreed with CEC and the Programme and be provided in English or Romanian hard and electronic copy. The timeframe for the work of the Consultant is tentatively planned through October 2013 – December, 2014. The consult will work part time based on previously agreed work plan.

## **Institutional arrangements**

The Consultant will work under the overall guidance and management of the CEC IT division – for substantive aspects of the assignment, and under the direct supervision of the UNDP Electoral specialist and Senior Project Officer/Component Manager – for administrative aspects.

Payment will be disbursed upon submission and approval by the Programme of the final documents as specified under ‘Deliverables and Timeframe’ section of this ToR.

#### **4. Qualifications and Skills required**

- Master’s Degree in Informational Technologies or other relevant field. Bachelor and at least 7 years of experience will be also acceptable;
- At least 2 years of relevant professional experience related to the assignment;
- Experience in working with Informational Communication Technologies, Data bases, Registries, Document Management systems within a Moldovan public institution will be an asset;
- Knowledge of relevant policies and regulatory framework of the Republic of Moldova;
- Experience in working with UNDP or other international organizations will be an advantage;
- Strong analytical, organizational and drafting skills;
- Knowledge of Romanian (verbal and written) is a must. Knowledge of English is an advantage.

#### **5. Financial Proposal**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

##### **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

#### **6. Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. 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);
- b. Financial proposal in USD
- c. Fully completed P11 Form.