TERMS OF REFERENCE

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

Job title: National IT Consultant
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: 12 January 2015

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 development and deployment of SAISE.

In May 2013 the Programme completed a 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.

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 implementation of this roadmap started in 2013 and continued throughout 2014, bringing together key state institutions involved, directly or indirectly, in voters' lists preparation process.

During 2014, with the Programme support, two of the key SAISE Modules, State Register of Voters and Importer modules have been successfully developed and tested. This software enabled usage of voter register data extracted from the state population register. In the next phase, modules for the CEC document management and financial control of electoral competitors will be developed.

Following the use of the "SRV" and "Importer" modules at the recent Parliamentary elections of November 2014 and having in mind the subsequent lessons learned, CEC requested the Programme support in further improvement of the two modules and expansion of SAISE.

2. Objectives:

At this regard, the Programme intends to contract a local IT consultant to support CEC IT department in further expansion of SAISE, development of the remaining modules, such as "Financial controls" and "Document Management System" modules, support with facilitation of the processes related to development of the Address Register and its further integration with other state IT systems relevant to the voters registration.

The consultant will also be required to assist the Programme team with IT support and liaison on IT development on behalf of the Programme. The consultant will be required to assist with:

- Advice on further development of the action plan for future development of SAISE, including proposals on further development of new SAISE modules or enhancement of existing SAISE modules;
- Further development of internal documentation for SAISE tasks and processes;
- Monitor and report on further development on SRV and other modules in line with requirements of Law No. 101;
- Prepare regular updates on the implementation of SAISE system and provide this information to the CEC senior management and the Programme;
- Assist CEC IT team in modernization of the CEC IT systems and processes;
- Assist CEC IT team in testing the SAISE environment;
- 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";
- Assist CEC to coordinate data exchange with SE "Registru" and other state institutions as Center for Special Telecomunications etc.;
- Support with development of procedures and documentation for import of State Register of Population (SRP) data from the 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;
- Support with 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;

The Consultant will act as IT Adviser to the CEC IT division and the CEC Working Groups. The Consultant will work with the CEC IT division on a daily basis.

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;	3 Working days
2.	**Progress report** for the previous month and **working plan** for the following month prepared and submitted for approval.	Monthly
3.	**Final Report** on services provided containing key findings and further recommendations	1 Working Day

4. Administrative arrangements

The timeframe for the work of the Consultant is planned between January and August 2015. During this 8 months period the consultant is expected to work full time, 144 working days (average of 18 working days per month).

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.

Monthly outcomes and objectives for the consultancy will be agreed in advance and monitored by the Programme, CEC IT manager and the designated CEC official. The consultant will be required to fill in a monthly time-sheet indication activities for each day worked.

Progress reports will be submitted on a monthly basis and payments shall be done upon approval of each progress reports by CEC and certification by UNDP.

5. Qualifications and Skills required

Academic Qualifications:
- Bachelor in IT, system analysis or related field of information technology.

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 and electoral processes;
- Experience in Microsoft SQL Server 2008;
- Experience in Microsoft Visual Studio 2010;
- Experience in ASP.NET;
- Experience in web technologies;

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);
- Gender sensitivity;
- Fluency in English, Romanian and Russian languages.

6. 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