



TERMS OF REFERENCE

National Consultant to provide technical support in Voters Lists area

Job title:	National Consultant
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme /Elections
Contract type:	Individual Contract (IC)
Expected workload:	80 working days within 8 months period (avg. 10 working days per month)
Indicative starting date:	15 January 2015

1. Background:

The Central Electoral Commission of the Republic of Moldova (CEC) is a permanent and independent electoral management body working on the implementation of its key objectives set forth in its Strategic Development Plan for the period 2012-2015. Among these are the improvement of voter registration system in Moldova and further elaboration and implementation of the State Automated Information System "Elections" (SAISE).

UNDP Moldova Democracy Programme/Elections (Programme) has agreed to support the CEC in its efforts to meet these objectives and to build the capacity of its staff to manage these tasks in the longer term. The Programme is a multi-year institutional development programme that aims to support the institutional consolidation of the CEC as well as modernization of the all 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 in the Republic of Moldova.

In May 2008 the Parliament of Moldova approved Law No. 101 on the Concept of SAISE – a comprehensive election management system which integrates key IT tools and functions needed by an Election Management Body to conduct elections.

In July 2013 the Programme assisted the CEC with development of a roadmap on voters' registration. The implementation of this roadmap started in 2013 and continued throughout 2014, bringing together key state institutions involved, directly or indirectly, in voters' lists (VL) preparation process. Development of the two of the key SAISE Modules, "SRV" and "Importer" is among the objectives set in this roadmap.

During 2014, with the Programme support, CEC developed and tested the two software products, enabling usage at the parliamentary elections of 30 November 2014 of the two SAISE modules to extract based on the IDNP data from the State Register of Population in order to compile / update the VL, thus ensuring VL accuracy, avoiding duplications and repetitive voting.

Having in mind the subsequent lessons learned from the recent electoral events, CEC requested the Programme support in further testing and improvement of this software, development of the corresponding

legal and normative framework relevant to the SRV functioning and integration with other state registries, further expansion of SAISE and last but not least, support in address system development area.

2. Objectives:

The Programme wishes to contract an experienced national consultant to provide CEC and the Programme with local support in advice in further enhancement of the VL area.

In particular, the consultant is expected to:

- a) Conduct an analysis as per the scope of the assignment;
- b) As required, participate in meetings;
- c) Assist CEC in designing of the management response following the recent electoral events;
- d) Support CEC in review and adjustment of the electoral legal and normative framework related to VL and "SRV" functioning and its integration with other state registries;
- e) Contribute to improvement of the "Electoral Documentation" and "Procese verbale" modules of SAISE;
- f) Contribute to drafting of CEC internal regulations and procedures relevant to the assignment;
- g) Support the Center for Continuous Electoral Training in updating its training modules in light of the E-day findings as regards VL;
- h) Contribute to drafting of the technical specifications for the design and development of VL related software;
- i) Support CEC VL WG address system area.

3. Key deliverables and tentative timetable:

	Key deliverables:	Indicative timetable
1.	Preparatory Work: Inception study of available information;	3 Working days
2	Technical support in Voters Lists area provided;	76 Working days
3	Final Report on services provided containing key findings and further recommendations	1 Working day

The deliverables should be agreed with the Programme and be provided in Romanian language on paper and in electronic copy. Monthly outcomes of the consultancy will be agreed in advance and monitored by the consultant and his supervisors.

4. Administrative arrangements

The timeframe for the work of the Consultant is planned between January 15 and August 2015. During these 8 months period the consultant is expected to work 80 working days (average of 10 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 Programme staff.

The consultant will be engaged part-time. Monthly outcomes and objectives for the consultancy will be agreed in advance and monitored by the Programme 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 report by CEC and certification by UNDP.

5. Qualifications and Skills required

I. Technical Qualifications:

- Bachelor in Law, Political Science, IT or other relevant field.
- At least 10 years of relevant experience in electoral area.

II. Years of experience:

- At least 5 years of progressive professional experience in voters lists area;
- At least 1 year of professional experience in working with/within an Electoral Management Body (e.g. Central Electoral Commission, District Electoral Commissions, Precinct Electoral Bureau);

III. Competencies:

- Problem solving skills and result orientation;
- Experience in the formulation of technical specifications and software development for voter registration or analogous software will be an asset;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Proficiency in Romanian and Russian, English will be considered an asset.

6. Documents to be included in the proposal

Interested individuals 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, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- c. Duly completed P11 Form