



TERMS OF REFERENCE

National Consultant to support Central Electoral Commission with data input into SAISE

Job title:	National Consultant
Duty station:	Chisinau, Republic of Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	30 working days within 8 months assignment (May – December 2015)
Starting date:	4 May 2015

1. BACKGROUND:

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports strategic development of the Central Electoral Commission of Moldova (CEC) with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and efficient electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes, through free and fair elections representing the will of the people and which are fully in line with the international standards and best practices. This objective is to be reached through support in development of the capacities of electoral administration on central, regional and local levels to deliver inclusive and professional elections improved and gender and human rights mainstreamed.

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 (SRV). One of the Programme's objectives is to assist the CEC with further development and deployment of the SAISE.

In this regard, the Programme intends to contract a local consultant to support CEC by performing data input into SAISE.

2. OBJECTIVES:

UNDP is looking for services of a local IT consultant to support CEC with data input into SAISE and other CEC IT systems and applications.

Specifically, the Consultant will:

- Input data on parliamentary elections (candidates, observers, voters etc.) for 2014 parliamentary and 2015 local general elections;
- Review data for deficiencies or errors;
- Correct any incompatibilities and check outputs;
- Perform other task required and within the scope of the assignment.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE:

	Key deliverables:	Indicative Timetable
1.	Relevant electoral data on 2014 parliamentary and 2015 local general elections inputted into the system	25 WD
2.	Other tasks relevant to the scope of the assignment performed	5 WD

All deliverables should be agreed with UNDP IT Consultants at CEC and the Programme staff and be provided in Romanian, in electronic copy.

The timeframe for the work of the consultant is 30 full time working days tentatively planned between May – December 2015. Concrete schedule is to be agreed in advance.

4. INSTITUTIONAL ARRANGEMENTS:

The assignment shall be performed under direct supervision of the UNDP IT consultants at the CEC. Deliverables will be approved by the designated CEC official and UNDP Electoral Specialist.

The consultant will be required to fill in a time-sheet indication of activities for each day worked. Payments will be done in three installments, upon acceptance of the mentioned deliverables. The Consultant will not be provided with office space in the premises of the CEC, but will be invited for meetings, discussion and consultations as required.

5. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- Bachelor in economics, IT, system analysis or related field of information technology;

II. Experience:

- At least 1 (one) year of practical experience in data entry operator area;
- Knowledge of MS Office and data programs would be an asset;
- Knowledge of correct spelling, grammar and punctuation would be an asset;
- Knowledge of national electoral context (legal and policy framework) will be an asset;

III. Competencies:

- Adequate typing speed and accuracy;
- Good analytical skills;
- Ability to learn quick and fast various applications user interfaces;
- Fluency in Romanian and English.

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, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.)
- c. Fully completed and signed P11 Form and at least 3 reference persons.