



Terms of Reference

National Consultant to support development of concept on E-voting for CEC Moldova

Job title:	National Consultant
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	22 working days within two months period (October-November 2015)
Indicative starting date:	5 October 2015

Job content

I. BACKGROUND

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports the 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. This objective is to be reached through support in development of the national electoral strategic and legal framework conducive to organisation of the elections using official data and modern IT tools.

In May 2008 the Parliament of Moldova approved the Law No. 101 on the State Automated Informational System "Elections" (SAISE). Long term objective of the SAISE is to achieve full automatization of elections in Moldova. This includes development of the possibility for citizens to vote in any polling station, possibility to vote through electronic voting machines (e.g. using an electronic pen, scanner or other electronic reading device) and/or possibility to vote via Internet (using identification devices that can read electronic documents).

The Programme has agreed to support CEC with elaboration of a concept on electronic voting in Moldova. According to the Law No. 101, the electronic voting (E-voting) system is to be developed, tested and piloted by Moldovan authorities by 2018 parliamentary elections. In this regard, CEC is currently planning to initiate consultations with relevant stakeholders aiming to develop the concept and roadmap for E-voting system implementation in Moldova, including costs analysis.

II. OBJECTIVES

The expected output for the national consultant's assignment is to provide the necessary support to the international consultant on electronic voting expert, hired to advise CEC and other Moldovan authorities on E-voting system.

The national consultant is expected to provide support to the international consultant through:

1. Contribution to analysis of available documents;
2. Desk review of documents not available in English;

3. Collect relevant data and information;
4. Organize, participate in meetings and interviews;
5. Provide consecutive translations, if needed, during the meetings;
6. Contribute to drafting of related parts of the concept and roadmap;
7. Contribute to organization of the round-table and the presentation of the produced deliverables;
8. Assist in finalization of the produced deliverables by incorporating the comments and suggestions received during the roundtable.

III. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables:	Tentative Timetable / Working days
<u>Preparatory Work</u> <ul style="list-style-type: none"> Inception study of available information; Participation in meetings with the Programme, CEC and other stakeholders; Detailed work plan to be applied for the respective assignment prepared and submitted for approval 	3 WD <i>By 16 October 2015</i>
<ul style="list-style-type: none"> Daily assistance to the international consultant provided. 	19 WD <i>By 20 November 2015 (TBC)</i>

National consultant is recommended to acquaint her/himself with the Terms of Reference of international consultant on E-Voting.

The timeframe for the work of the Consultant is planned through October – November 2015. All deliverables must be submitted to the Electoral Specialist and to the designated CEC official in electronic form in accordance with the indicated schedule.

IV. INSTITUTIONAL ARRANGEMENTS

The consultant will work under the overall guidance of International Consultant and in close collaboration with the Senior Project Officer. Payments will be done in two instalments: 30% after submission and certification by UNDP Electoral Specialist of the initial work plan and 70% after submission and certification by UNDP Electoral Specialist of the remaining deliverables by the team.

V. QUALIFICATIONS AND SKILLS REQUIRED

- I. Academic Qualifications:
 - Master's degree in social sciences, Law, ICT or other relevant field.
- II. Experience:
 - At least 2 years of relevant working experience in development of policy or strategic documents related to the assignment;
 - Experience in working with relevant public institutions would be a strong asset;
 - Experience in working with international organizations will be an asset;
- III. Competencies:
 - Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
 - Excellent analytical and writing skills;

- Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset;

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

VI. 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 (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.);
- c. Duly completed P 11 form, personal CV and at least 3 references.