



## Terms of Reference

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

<b>Job title:</b>	Expert on electronic voting
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Democracy Programme / Elections
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	22 working days within two months period (October-November 2015)
<b>Indicative starting date:</b>	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 at development of a concept and roadmap for E-voting system implementation in Moldova, including costs analysis.

#### II. OBJECTIVES

The expected output for the international consultant's assignment is to support CEC and other Moldovan authorities to:

1. Develop the E-voting concept for Moldova;
2. Develop a roadmap for implementation of the proposed E-voting concept.

The international consultant is expected to undertake the following steps to ensure preparation of relevant, concise and clear deliverables, meeting the stated objectives:

- Analyze relevant Moldovan legal, strategic and policy framework related to development of information systems;
- Analyze existing infrastructure, including but not limited E-Gov platforms with M-Sign, M-Pass, M-cloud etc. services and interoperability platform;
- Analyze and prepare overview of experience from other countries which as conceived, piloted or implemented e-voting;
- Meet required stakeholders;
- Prepare high quality draft of required deliverables for distribution and consultation with key stakeholders;
- Present both deliverables to CEC and other key stakeholders at special roundtable-discussions and workshops;
- Review and integrate relevant comments into the final deliverables;
- Submit final deliverables for approval to the Programme and CEC;
- Undertake two Missions to Moldova:
  - 13 – 16 October 2015, and
  - 18 – 21 November 2015

### **III. KEY DELIVERABLES AND TENTATIVE TIMETABLE**

The consultant shall prepare the following deliverables:

1. E-voting concept for Moldova;
2. Roadmap for implementation of the proposed E-voting concept.

The concept shall address key aspects of the E-voting system to be implemented in Moldova including but not limited to:

- Political, social and legal aspects to be considered in order to implement E-voting;
- Actual needs of Moldova which could be addressed through E-voting implementation;
- Relevant international recommendations to Moldova;
- Provide minimum three options for different E-voting systems for Moldova, taking into account Moldova's needs, infrastructure, costs and risks;
- Provide general estimate of financial costs associated with E-voting implementation for various options;
- Risks and advantages of E-voting implementation.

The roadmap shall specify concrete steps with tentative timelines to enable detailed planning and implementation of pilot E-voting by 2018 Parliamentary or 2019 general Local elections. The roadmap shall address the questions including but not limited to:

- General pre-requirements for E-voting implementation;
- General legal requirements for e-voting implementation for piloting in 2018 Parliamentary elections;
- Required technical issues to be addressed and tentative time-lines for hardware and software developments;
- Security issues;
- Issues related to personal data protection;
- Issues and activities related to building awareness and trust in the system among various stakeholders (state institutions, political parties, voters);
- Training requirements;
- Other relevant issues (collection of disaggregated data).

Key deliverables:	Tentative Timetable / Working days (WD)
Inception study of available information (home-based work).	<i>By 7 October 2015</i> 2 WD
<b>Deliverable #1:</b> Detailed work plan to be applied for the respective assignment prepared and submitted for approval.	<i>By 16 October, 2015</i> 4 WD
<b>Deliverable #2:</b> Draft E-voting concept prepared and submitted for approval (home-based work)	<i>By 2 November, 2015</i>
	6 WD
<b>Deliverable #3:</b> Draft roadmap for implementation of the proposed E-voting concept prepared and submitted for approval (home-based work)	5 WD
<ul style="list-style-type: none"> <li>• Presentation to the Programme and CEC draft concept and roadmap;</li> <li>• Adjustments to the delivered products;</li> <li>• Presentation of the concept and roadmap to a roundtable with key stakeholders.</li> </ul>	<i>By 21 November, 2015</i> 3 WD
Final adjustments to the concept and roadmap based on comments received during the roundtable performed. <b>Deliverable #4:</b> Final E-voting concept and roadmap submitted for approval (home-based work)	<i>By 27 November, 2015</i> 2 WD

The timeframe for the work of the consultant is planned through October – November 2015. The consultancy should involve about 8 working days of work in Moldova. The remaining 14 working days are home-based.

All deliverables must be submitted in English language to the Electoral Specialist and 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 the UNDP Electoral Specialist and in close collaboration with the Senior Project Officer. Payments will be done in two instalments: 30% after approval of Deliverable #1 and 70% after approval of Deliverables #2, #3 and #4 by the UNDP Electoral Specialist.

#### V. QUALIFICATIONS AND SKILLS REQUIRED

##### I. Academic Qualifications:

- Master's degree in Political Sciences, Law, ICT or other relevant field;

##### II. Years of experience:

- At least 5 years of relevant experience in elections management or advisory functions at senior level;
- At least 3 years of experience in analysis, advising and/or implementation of E-voting systems;
- Prior experience in conducting feasibility studies on introduction of E-voting in election management would 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;
- Demonstrated strong understanding of international electoral and principles;

- Demonstrated knowledge and understanding of advanced elections related technologies;
- Excellent analytical and writing skills;
- Proficiency in English. Knowledge of Romanian and Russian will be considered an asset;

#### **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, e.g. DSA, travel, phone calls etc. );
- c. Duly completed P 11 form, personal CV and at least 3 references.