



TERMS OF REFERENCE

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| Job title: | National Consultant to support Central Electoral Commission in in Voters Lists area |
| Duty station: | Chisinau, Moldova |
| Reference to the project: | Democracy Programme /Elections |
| Contract type: | Individual Contract (IC) |
| Expected workload: | 60 working days between September and December 2015 |
| Indicative starting date: | 1 September 2015 |

Job content

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) and the Centre for Continuing Electoral Training (CCET) with the aim to strengthen the capacity of electoral administration in delivering 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.

The Central Electoral Commission of the Republic of Moldova is a permanent and independent electoral management body. Among the objectives set forth in CEC Strategic Development Plan for the 2012-2015, are the improvement of voters' registration system in Moldova and further development of Voters Lists' related CEC Informational Technology Systems.

In July 2013 the Programme assisted the CEC with development and start of the implementation of a roadmap on voters' registration. The implementation of this roadmap continued throughout 2014 and 2015 bringing together key Moldovan institutions involved, directly or indirectly, in Voters' Lists (VL) compilation process.

Development of two CEC IT modules: "State Register of Voters" and "Importer" is also among the objectives set in this roadmap. During 2014, with the Programme support CEC developed and tested these two software products, enabling their usage at the Moldovan parliamentary elections of 30 November 2014 and General Local Elections of 28 June 2015, when the data on voters was extracted for the first time, based on voters' IDNP (State Identification Number of the Physical Person), from the State Register of Population for the purpose of compilation / update of Voters Lists.

Having in mind the subsequent lessons learned from the recent electoral events, CEC requested the Programme support in further testing and improvement of the "State Register of Voters" module, development of the corresponding legal and normative framework relevant to Voters' Lists.

2. **OBJECTIVES:**

The Programme wishes to contract a national consultant to provide CEC with support in Voters' Lists area.

The expected output for the consultant's assignment is to support the CEC Voters' List Working Group in the process of implementation of the Voters' Lists related activities stipulated in the recently adopted by CEC "State Automated Informational System "Elections" (SAISE) Development Plan for July 2015 - December 2016".

The consultant is expected to undertake the following steps to ensure delivery of relevant, concise and clear technical support towards meeting the stated objectives:

- 1) Review the legal framework related to Voters' Lists, past reports and other relevant documentation;
- 2) As required, participate in the meetings of the CEC Working Group on Voters Lists and the meetings with other external stakeholders (eg: Ministry of Informational technologies and Communications, State Enterprise "Registru", Intelligence and Security Service);
- 3) Assist CEC in designing the management response following the 2014 and 2015 electoral events;
- 4) Contribute to improvement of the "Electoral Documentation" and "Procese verbale" modules of SAISE;
- 5) Contribute to enhancement and expansion of the "State Register of Voters" module;
- 6) Contribute to further development of the national normative framework related to Voters' Lists;
- 7) Contribute to drafting of CEC internal regulations and procedures relevant to Voters' Lists area;
- 8) Contribute to drafting of the technical specifications for the design and development of Voters Lists related software;
- 9) Provide administrative and secretarial support to CEC Working Group on Voters Lists.

3. **KEY DELIVERABLES AND TENTATIVE TIMETABLE:**

| | Key deliverables: | Indicative timetable |
|---|---|-------------------------------|
| 1 | Preparatory Work: Inception study of available information; | 3 WD 1- 3 September 2015 |
| 2 | Deliverable #2: Technical support in Voters Lists area provided; | 56 WD 4 – 14 December 2015 |
| 3 | Deliverable #3: Final Report on services provided containing key findings and further recommendations | 1 WD 15 December 2015 |

4. **INSTITUTIONAL ARRANGEMENTS:**

The timeframe for the work of the consultant is planned between September and December 2015. During the 4 months period the consultant is expected to work 60 full working days.

The deliverables will 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 (Programme and the designated CEC official). The consultant will be required to fill in a monthly time-sheet indication activities for each day worked and payments shall be done upon their approval and certification by the Electoral Specialist

5. QUALIFICATIONS AND SKILLS REQUIRED:

I. Technical Qualifications:

- Bachelor in Law, Political Science, IT or other relevant field.

II. Years of experience:

- At least 10 years of relevant experience in electoral area.
- 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.

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.

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.

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSALS:

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