

Terms of Reference

Job title:	Two National IT Consultants/ NET Programmers
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Democracy Programme / Electoral Component
Contract type:	Individual Contract (IC)
Contract duration:	August – December 2016 (up to 50 working days for each consultant)
Indicative starting date:	18 August 2016

Job content

1. BACKGROUND

UNDP Moldova Democracy Programme/ Electoral Component (further referred as the 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 to be 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 using official data and modern IT tools.

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. Nowadays, SAISE is a comprehensive election information management system which integrates key IT tools and functions needed by an Election Management Body to conduct transparent and inclusive elections.

SAISE allows the CEC to automate the process of collecting data about electoral candidates, the preparation of ballot papers, the placement of all complaints and appeals on the CEC website. SAISE permits monitoring in real time of the voting process on Election Day by online registration of the voter turnout.

Currently, SAISE is being reengineered and enlarged with new modules. They will allow for the automation of the allocation of seats in local public administrations councils and checking of the compatibility of their functions, will increase financial transparency in relation to electoral competitors' and political parties' activities and will ensure transparent, inclusive and professional generation of the reports for the Election Day and also for the post-election period.

2. SCOPE OF WORK AND EXPECTED OUTPUTS

The Programme intends to contract a team of two national IT consultants/ .NET Programmers (further referred as Consultants) to assist CEC in preparing the SAISE Unified Reporting Interface and related integrations of the internal applications. Currently, the SAISE does not have a mechanism for automatic

report generation. Therefore, during the elections the IT Service is overloaded for retrieving different types of reports. To avoid such issues a pre-defined report generation platform shall be developed for CEC competent users.

Under the technical supervision of the UNDP Senior IT Officer, UNDP National Consultant/ Programmer and CEC IT Department, the Consultants shall perform the following tasks:

- ✓ Develop the SAISE Unified Reporting Interface on behalf of the existent SAISE SSRS reporting Server, which would take into account the following:
 - Ensuring the retrieval of lists with primary/baseline data;
 - Ensuring the calculations using the groups of data: counting, average/mean, median;
 - Ensuring the possibility to aggregate/disaggregate the data by territorial, gender, age criteria;
 - Retrieving reports specific to CEC activity (analyses on potential voters and their movements) from the SRV;
 - Retrieving reports specific to CEC activity (analyses on voter's profile and the voting outcomes) from the "Voter" Turnout" application;
 - Retrieving reports specific to CEC activity (analyses on electoral candidate's profile) from the functional block "Candidates";
 - The reports should be retrieved in text (table) and graphic format.
- ✓ Conduct an internal analysis on existent metadata which should generate reports accordingly, in consultation with the CEC Management, IT Department and Management of Elections Department;
- ✓ Integrate existent SSRS Reports with new created Unified Reporting Interface and other internal applications ex. SAISE E-Day reports, SRV reports;
- ✓ Keep history track on changes/improvements done to the source code of the application;
- ✓ Conduct all required performance testing of the products developed;
- ✓ Train the CEC related staff members on new Interface, its functionalities and web interface(s) created;
- ✓ Provide the update and maintenance services for a period of 3 months;
- ✓ Undertake other programming related tasks as required.

All information systems-based developments/ improvements will be performed with respect to the following technical requirements:

- ✓ To be done in .NET with SSRS MSSQL2012;
- ✓ To store the data in the CEC infrastructure and databases accordingly;
- ✓ To be fully integrated with the existing web based systems developed on NET framework (specifically 2010 and 2012);
- ✓ Develop the interface based on the internal approved design standard of the CEC's Information Systems;

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables	Indicative timelines
Deliverable #1 <ul style="list-style-type: none"> ▪ Inception report of available information within the IT Department and other related Departments, developed; ▪ Work plan drafted and submitted for approval; 	By August 23, 2016

Deliverable #2 <ul style="list-style-type: none"> SAISE Unified Reporting Interface fully developed, tested and implemented; Integration of the internal applications to SAISE URI - performed. 	By September 26, 2016
Deliverable #3 <ul style="list-style-type: none"> Technical assistance and trainings, functionalities provided to the CEC and CEC related staff 	By October 14, 2016
Deliverable #4 <ul style="list-style-type: none"> Continuous programming related tasks upon request of the CEC, CEC and the Programme performed; Maintenance services provided for three months. 	By December 15, 2016

4. INSTITUTIONAL ARRANGEMENTS

The consultants will work in close collaboration with CEC and its related Departments and under the guidance of UNDP Senior IT Officer, UNDP National Consultant/ Programmer for substantive aspects of the assignment, and under direct supervision of the UNDP Senior Project Officer – for administrative aspects.

The timeframe for the work of each consultant is tentatively planned for 50 working days, between August and December 2016.

All deliverables must be submitted to the UNDP Senior Project Officer in electronic form in Romanian language, in accordance with the initially agreed schedule.

5. FINANCIAL ARRANGEMENTS

The payment of the Consultants will be made based on individual monthly timesheets that will list the actual tasks completed by each Consultant. The timesheets will be certified by UNDP and will attest that the services relate to the Deliverables, as described in the Terms of Reference.

6. QUALIFICATIONS AND SKILLS REQUIRED for each Consultant

I. Academic Qualifications:

- University degree in IT, System Programming/ Developer or other related field; MA would be an advantage;

II. Years of experience:

- At least 5 years of practical experience in IT programming area, specifically C# (ASP .NET);
- Strong knowledge and experience in/with Microsoft Reporting Services (SSRS, SSRS report builder);
- Proven experience in Microsoft Visual Studio (2008, 2010 etc.);
- Proven experience in Microsoft SQL Server, preferably MSSQL 2012;
- Experience in developing information systems for public authorities and/or electoral processes is a strong asset;
- Proven certifications in IT programming area is an asset.

III. Competencies:

- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Excellent communication and networking skills;
- Proficiency in Romanian and Russian. Knowledge of English is a strong 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.

7. 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 projects developed, item by item);
- b. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, number of days needed to complete the assignment;
- c. Duly completed P 11 form, personal CV and at least 3 references.