United Nations Development Programme

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TERMS OF REFERENCE

Job title:	National IT Developer for the e-systems on elections
Duty station:	Chisinau, Republic of Moldova
Reference to the project:	Enhancing Democracy in Moldova through Inclusive and Transparent Elections
Contract type:	Individual Contract (IC)
Expected workload:	510 working days during 30 months (average 17 WD per month)
Indicative starting date:	15 July 2017

1. Background:

"Enhancing Democracy in Moldova through Inclusive and Transparent Elections" is a newly approved project that sets the overall goal to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

The Project aims to contribute to: (1) achieving a more accurate State Register of Voters (SRV), improving the quality and accessibility data by reengineering the Civil Status Service (CSS) systems, fully developing the State Address Register and facilitating data exchange and interoperability between different central public institutions via governmental platform for data exchange MConnect; (2) enhancing the inclusiveness of the electoral process through developing a remote voting tool and adjusting the State Automated Information System "Elections" (SAISE) to keep up with the technical and political developments; (3) legal reform in the area of elections to erase ambiguities and respond to the technical developments; and (4) enhancing political participation of citizens by setting up and implementing the voter information and civic education programmes.

The State Automated Information System "Elections", approved by the Parliament in May 2008 under the Law No. 101,[1] is a comprehensive election management IT system which integrates key IT tools and functions, needed by an Election Management Body to conduct elections. SAISE

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[1] Law 101, On the Concept of the State Automated Information System Elections, 15.05.2008, Chisinau

enables the Central Electoral Commission (CEC) to administer several tasks of the electoral process electronically.

The current version of SAISE contains various inter-related IT applications (developed specifically on the basis of .NET framework) meant to ensure transparency, accuracy and trust in the electoral process, such as:

1. The State Register of Voters Module;
2. Electoral Candidates Module;
3. Candidate's Rotation Module;
4. Signatory Lists Module;
5. Preliminary Registration Module;
6. Ballot Papers Printing Module;
7. Elections Day Module.

Most of the above mentioned SAISE Modules have been developed in-house, under the leadership of the CEC Department of IT and Management of Voters' Lists and with the previous support of UNDP, in the period 2014 – 2016. Complex SAISE Modules, such as State Register of Voters Module, Voters' Turnout Module, have been developed with the support of specialized IT Companies.

Starting with August 2017, a new SAISE Roadmap will be created that will entail a list of proper short and long-term directed updates, a line out of the necessary adjustments foreseen for the system and each of the Modules, as well as the timelines for their implementation with the calculation of the potential risks. Following a newly re-engineered SAISE Admin, developed with the scope to technically adapt to the requirements of the interoperability platform MConnect, the existent SAISE Modules will also need to be adjusted.

Additional to SAISE, the Law 101 also obliges the CEC to pilot an electronically enabled voting by the 2018 Parliamentary Elections. The Project will support the CEC also in the development of an accessible IT module for electronic voting and its piloting, which will also be made in an accessible and usable format for persons with different types of disabilities and linguistic minorities.

2. Objectives:

The project intends to contract a national **IT Developer** (hereafter the Consultant) to support the CEC Department of IT and Management of Voters' Lists in:

a) Updating and adjusting the existent SAISE Modules (the ones developed in-house);
b) Developing the interoperability mechanisms for the CEC data exchange and interoperability through MConnect platform administered by the E-Government Centre, integration with other State IT systems (owned by the Ministry of Justice, Ministry of Defence) relevant to the voters registration;
c) Contributing to the development of the IT concept and technical design of the Remote Voting Module, and ensuring that the final product is user-friendly for the citizens, including accessible for people with different types of disabilities and linguistic minorities;
d) Preparing specifically the Elections Day Module for the Parliamentary Elections 2018 and General Local Elections 2019;

e) Ensuring the newly developed Modules are accessible for the use of the people with different types of disabilities and linguistic minorities, and automatic disaggregated data collection is available.

The consultant will have the following responsibilities:

- Update and adjust the "Electoral Candidates" Module to meet the new requirements of the interoperable version of SAISE Admin;
- Update and adjust the "Candidates' Rotation" Module to meet the new requirements of the interoperable version of SAISE Admin;
- Update and adjust the "Signatory Lists" Module to meet the new requirements of the interoperable version of SAISE Admin;
- Re-design the "Preliminary Registration" Module according to the new provisions of the CEC Regulation nr.3354, as of 20 July 2010[2] (envisioned for revision by the end of 2017);
- Adjust the "Ballot Papers" Module to meet the new requirements of the interoperable version of SAISE Admin;
- Programme the interoperability mechanisms for the CEC data exchange with other State IT Systems via Government Platform MConnect;
- Participate in the development of the IT concept and technical design of the Remote Voting Module;
- Re-programming the Results Presentation Tool of the "Elections Day" Module;
- Assist the CEC and the UNDP Project to ensure that the two newly developed SAISE modules are adaptable to the use of the people with different types of disabilities, targeted and vulnerable groups of people, in accordance with the current CEC regulations, and where possible, respond to the WAI (Web Accessibility Initiative) recommendations (http://www.w3c.org/WAI);
- Assist the CEC to programme the two newly developed Modules, including on vulnerability grounds (e.g., age, sex, language, region of voting) and making these data open to public, in line with the legal provisions on personal data protection and depending on the availability of this data in other state registers that exchange data with the CEC;
- Update and/or develop the necessary IT guidelines.

3. **Key deliverables and tentative timetable:**

Nr.	Key deliverables	Tentative Timetable /Working days
1.	Preparatory Work: Inception Report with a Plan of activities to be implemented in the proposed timeframe, with a specific focus on the readiness of the modules for the Parliamentary Elections in 2018 and General Local Elections in 2019, submitted, discussed and approved by the CEC and the UNDP Project;	2 WDs
2.	"Electoral Candidates" Module programmed for the necessary update and adjustment to meet the new requirements of the	70 WDs

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[2] http://www.cec.md/index.php?pag=news&id=1224&rid=11402&l=ro&attempt=1

	interoperable version of SAISE Admin;	
3.	"Candidates' Rotation" Module programmed for the necessary update and adjustment to meet the new requirements of the interoperable version of SAISE Admin ;	60 WDs
4.	"Signatory Lists" Module programmed for the necessary update and adjustment to meet the new requirements of the interoperable version of SAISE Admin;	56 WDs
5.	"Preliminary Registration" Module re-designed and programmed to meet the new requirements of the interoperable version of SAISE Admin;	70 WDs
6.	"Ballot Papers" Module programmed for the necessary update and adjustment to meet the new requirements of the interoperable version of SAISE Admin;	50 WDs
7.	Inputs for the business analysis, and the technical design of the Remote Voting Module provided;	30 WDs
8.	Results Presentation Tool of the "Elections Day" Module re-programmed;	119 WDs
9.	The two newly developed SAISE modules are adaptable to the use of people with different types of disabilities and linguistic minorities, in accordance with the current CEC regulations, and where possible, respond to the WAI recommendations;	1 WD
10.	The two newly developed SAISE modules collect automatically diverse disaggregated data on sustainable basis, including on vulnerability grounds (e.g., age, sex, language, region of voting) and and make these data open to public, in line with the legal provisions on personal data protection and depending on the availability of this data in other state registers that exchange data with the CEC;	20 WDs
11.	User's and/ or Administrator's Guides for the adjusted modules (mentioned above) or for the new ones updated and where necessary, developed;	30 WDs
12.	Final Report on services provided containing key findings and further recommendations submitted, discussed with and approved by the CEC and the UNDP Project.	2 WDs

Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment. Payment will be made upon the successful completion of the tasks assigned.

4. Administrative arrangements

The timeframe for the work of the Consultant is planned for the period July 2017 – December 2019. During this time the consultant is expected to work a total of 510 working days (average of 17 working days per month with more frequent involvement in the pre/post-electoral periods and during Elections).

For substantive aspects, the assignment shall be performed in close coordination with the CEC management and under the direct supervision of the CEC Head of the Department of IT and Management of Voters' Lists, and the UNDP Project. The Consultant will work in close cooperation with UNDP IT Strategic Adviser, IT Infrastructure Analyst and other Consultants where relevant.

The CEC will provide the Consultant with the necessary working space, the appropriate equipment, internet access, as well as the necessary information and materials for the fulfilment of the envisaged tasks. UNDP Project will provide administrative and logistical support in organisation of the necessary meetings and/or consultations, including with the participation of women and men with different types of disabilities, and linguistic minorities and for piloting the new electronic applications, also with the participation of these groups.

For administrative aspects, the assignment will be coordinated with the UNDP Senior Project Officer. The consultant will be required to fill in a monthly time-sheet with the indication of the activities for each day worked. Payments shall be done upon approval of the CEC and certification by the UNDP.

5. **Qualifications and Skills required**

   Academic Qualifications:
   - Bachelor in ICT, system analysis or related field of information technology.

   Experience:
   - At least five (5) years of experience in ICT Programming area;
   - At least three (3) years of experience in .NET Programming;
   - At least three (3) years of experience in development of databases (MSSQL);
   - Specific experience in building ICT infrastructure, proven through the development of at least 3 information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV);
   - Proven experience of working in ICT based electoral systems, particularly with WSO2 Technology (DSS, ESB);
   - Experience in working with other central government authorities will be an advantage.

   Competencies:
   - Knowledge about i-voting and/ or remote voting tools and examples;
   - Understanding of the web/software accessibility issues and ways to insure web /software accessibility for persons with different type of disabilities and linguistic minorities;
   - Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
   - Knowledge of English, Romanian and Russian languages for the purposes of the assignment;
   - Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

   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, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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. <u>Documents to be included when submitting the proposals:</u>

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed and signed Personal History Form (P11), personal CV and at least 3 references.

Note: Please, refer to the Procurement Notice of this recruitment for a more detailed information on the application and selection process.