United Nations Development Programme

Terms of Reference

Adviser and Mentor to assist the Central Electoral Commission in the field of information technology and voter registration

Job title: Voter Registration Adviser

Duty Station: Republic of Moldova, Chisinau

Reference to the project: Democracy Programme/Elections

Contract type: Individual Contract (IC)

Expected workload: 66 working days

Indicative starting date: 06 May 2013

1. BACKGROUND:

The Central Electoral Commission of the Republic of Moldova is a permanent, independent electoral management body. Following a period of political upheaval and three unanticipated national electoral events, the Central Electoral Commission (CEC) has now adopted a strategic plan for the period 2012-2015.

UNDP has provided electoral support to Moldova since 2008. Since 2012, this support is now provided through the UNDP Moldova Democracy Programme, with the support of Sweden. In cooperation with other international partners, we support the CEC to:
• improve the institutional environment for electoral management bodies to aid the delivery of inclusive and modern electoral processes;
• improve the public registration process for Moldovans and support the modernisation of Moldovan electoral processes; and
• embed gender and human rights concerns in formal political processes.

Voter registration has been identified as an area of vulnerability and concern in the Moldovan electoral process for many years. Responsibility for voter registration is diffused across the Moldovan public sector at both the national and the local level, and neither the process nor the responsibilities are well understood or resourced. The CEC has made a concerted effort in recent years to improve the technical base of the voter registration process and to work with other public sector partners. It has also commenced more systematic analysis of the lists compiled by local public administration. The most recent compilation, in March 2012, revealed an unacceptably low level of list quality in terms of both accuracy and completeness.

In May 2008 the Parliament of Moldova approved a law (Law 101) for the development of an integrated automated system for election management (State Automated Information System – Elections, known as SIAS) and the establishment of a State Register of Voters. This law

established a longer term view for a fully electronic State Register of Voters and eventually electronic voting by all eligible Moldovan citizens. Since 2008, UNDP has supported the in-house development of the SIAS system, as well as procuring the necessary server and other hardware components. The SIAS voter registration components are not yet fully operational and are not yet fully compatible with the processes and software currently used to compile lists.

The SIAS has recently been the subject of an IT performance audit by the Moldovan Court of Accounts (the supreme audit institution), and the project has agreed to assist the CEC in responding to the conclusions and recommendations of this audit.

In its Strategic Plan, the CEC has set two linked objectives that relate to the improvement of voter registration and the further elaboration and implementation of SIAS in this field. The Democracy Programme has agreed to support the CEC in its efforts to meet these objectives, and to build the capacity of its staff to manage these tasks in the longer term.

2. OBJECTIVES:

The Project will contract an International Consultant to act as adviser and mentor to the Central Electoral Commission on the development of a roadmap to guide implementation of its strategic plan objectives relating to voter registration, including the use of SIAS in voter registration, and in responding to the report of the Court of Accounts.

The project will separately engage IT technical specialists to undertake IT training, mentoring and system development work along with CEC IT staff; the Adviser/Mentor is not expected to undertake these tasks and we are not looking to recruit an IT programmer for this role.

A variety of reviews and assessments related to voter registration have been conducted in Moldova in recent years, and these will be made available to the Adviser.

The adviser will be expected to:
- Support the CEC to refine and document a model of voter registration in Moldova;
- Support the CEC to develop a 'road map' for voter registration, detailing the policy, procedural, legal, technical, human resources and financial developments required to enable the agreed CEC model to be in place by 2015; and
- Support the CEC to develop a detailed implementation plan for the road map.

In order to ensure that the CEC can continue this work, the advisor will also act as mentor to CEC senior management and designated staff to build their capacity to develop and implement IT related initiatives (and what might be called 'IT management for non-IT specialists'). It is expected that the advisor will provide guidance, mentoring, advice and training in the following areas:

- Developing, implementing and monitoring plans for IT-based initiatives;
- Managing initiatives through the IT development lifecycle;
- Staffing and resourcing for IT initiatives;
- Data management and information management;
- IT development methodologies;

All voter registration models and plans must be capable of meeting OSCE standards for electoral processes as well as Moldovan and European standards for the protection of personal information.

In addition, the adviser will, at the request of the CEC, provide subject matter guidance and input into processes such as:

- Cross-government working groups and task forces related to voter registration;
- The development of SIAS technical specifications as part of the implementation of the road map;
- Work with central and local public authorities on voter registration and related issues, in conjunction with CEC staff; and
- Analysis and reporting of voter registration data.

3. Key deliverables and tentative timetable:

	Key deliverables:	Tentative Timetable
1.	Preparatory Work. • Inception study of available information; • Preparation of a detailed work plan to be applied for respective assignment;	10 working days
2.	Monthly reports against the inception working plan	Monthly
3.	Final report with mission findings and final recommendations drafted, submitted for approval and discussed with key stakeholders.	3 working days

All deliverables should be agreed with CEC and the Programme and be provided in English hard and electronic copy.

Institutional arrangements

The Adviser will work closely with members of the CEC and staff of the CEC, as well as with other Moldovan public institutions as required by the CEC. The Adviser will work in the CEC's premises.

4. Qualifications and skills required

I.   Academic Qualifications:
- University degree or equivalent preferably in the field of Management, Political Science, International Relations, Law, or other related fields;
II. Years of experience:
- Minimum (seven) 7 years of experience in developing policy and legal frameworks for voter registration;
- Experience in the formulation of technical specifications for voter registration or analogous software;
- Experience/participation in carrying out policy or strategy development for established electoral management bodies from Central and East European region.
- Experience in working with civil registries in connection with voter registration;
III. Competencies:
- Excellent analytical and writing skills; and
- Proficiency in English. Knowledge of Romanian or Russian will be a very strong advantage.

5. 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 (in USD, specifying a total requested amount per day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);

     c. P11 and personal CV and at least 3 references