



## **Terms of Reference**

### **National Consultant to assist the International Adviser and Mentor in the field of information technology and voters registration**

**Job title:** National Consultant

**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:** 25 April 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. It 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. An International Consultant to act as adviser and mentor to CEC 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 (Adviser) is now in process of being contracted by the Programme.

A national consultant will be separately contracted - as a mechanism for mainstreaming the outputs of the International adviser's mission and ensure a continuity of the processes.

## **2. OBJECTIVES:**

The Programme intends to contract a National Consultant to provide the necessary support to the Adviser and Mentor that will be assisting the Central Electoral Commission in the field of information technology and voter registration area.

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

Key deliverables:	Tentative Timetable / Working days
<b><u>Preparatory Work.</u></b> <ul style="list-style-type: none"> <li>• Inception study of available information;</li> <li>• Preparation of a detailed work plan to be applied for respective assignment;</li> </ul>	5 days
<b><u>Daily assistance to the Adviser</u></b> provided through: <ul style="list-style-type: none"> <li>• Contribution to the analysis of the available documents;</li> <li>• Performance of a desk review of the documents not available in English;</li> <li>• Assistance in conducting the analysis as per the scope of the assignment;</li> <li>• Collection of relevant data and information;</li> <li>• Organization and participation in meetings and interviews, translations, logistic arrangement of meetings;</li> <li>• Assistance in finalization of Adviser's key deliverables while incorporating stakeholders' comments / suggestions</li> <li>• Performing other organisational/logistics/translations task upon the need.</li> </ul>	61 days

The timeframe for the work of the National Consultant is tentatively planned through April - July 2013.

### **Institutional arrangements**

The Consultant will work under the overall guidance of the Adviser and in close collaboration with the Senior Project Officer/Component Manager for administrative issues.

Payment will be disbursed in two instalments upon submission and approval by the Senior Project Officer of the final documents as specified under 'Deliverables and Timeframe' section of this ToR.

### **4. Qualifications and skills required**

I. Academic Qualifications:

- University degree or equivalent preferably in the field of Political Science, International Relations, Law, or other related fields;

II. Years of experience:

- Minimum 2 (two) years of experience in development of policy and strategic support in areas related to the assignment;
- Experience working with public institutions;
- Experience in the formulation of technical specifications and software development for voter registration or analogous software will be an asset;
- Experience in working with international organizations will 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;
- Excellent analytical and writing skills; and
- Proficiency in Romanian and English.

### **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, phone calls etc. );
- c. P11, personal CV and at least 3 references.