



Terms of Reference

SAISE Consultant to assist the Central Electoral Commission

Job title: SAISE mentor and advisor

Duty Station: Moldova, Chisinau

Contract Terms: 1 August 2012 to 31 July 2013 (twelve months)

Contract type: IC

1. Organizational setting and background

The Central Electoral Commission of the Republic of Moldova is a permanent and independent electoral management body. The nine appointed members of the Commission are supported in their work by an Apparatus (secretariat).

Through the Electoral Support to Moldova project (ESM), the United Nations Development Programme (UNDP) assists the Central Electoral Commission of Moldova (CEC) to implement its plans to strengthen and improve electoral processes in Moldova. ESM aims to help the CEC achieve:

- An improved voter register and better handling of electoral information;
- Increased capacity of the Central Electoral Commission to better manage elections;
- Increased transparency of the electoral process; and
- Improved electoral legislation and dispute resolution.

The State Automated Information System – Elections

In April 2008 the Parliament of Moldova approved a law (Law 101) for the development of the State Automated Information System – Elections is known as SIAS. This law established a long term view that SIAS would eventually support a fully electronic voters' register that could be used for electronic voting by all eligible Moldovan citizens. One of ESM's major objectives is to assist the CEC in its pursuit of this electoral vision, through the staged development and deployment of the SIAS at all elections in Moldova.

SIAS is a comprehensive Election Management System which integrates all the IT tools and functions needed by an Election Management Body (EMB) to conduct elections. SAISE has been developed in C# .NET Framework 4.0 using Visual Studio 2010 and SQL Server 2008.

ESM wishes to engage a consultant to act as an advisor on the future development and use of the SIAS and as a mentor to the CEC's IT team and other related staff. The consultant will work directly with the CEC IT team on a daily basis to improve their knowledge and capacities. In addition, the consultant will work with the CEC and other ESM project staff to extend and expand the SIAS in response to the soon expected OSCE-ODIHR report and the future CEC roadmap on meeting the vision of Law 101.

2. Job Description

The assignment shall be performed under the direct supervision of the Chief of the Apparatus of the Central Electoral Commission (CEC), in cooperation with the Chief Technical Advisor of the Electoral Support to Moldova (ESM) Project.

Monthly outcomes and objectives for the consultancy will be agreed in advance and monitored by the consultant, the CEC IT manager and the supervisors. Training must be delivered on an ongoing basis, and at least weekly.

The tasks to be performed over the contract cover the following areas of work:

I Mentoring and training

- a) In conjunction with the CTA, assessment of each team member against an agreed set of technical proficiencies;
- b) In conjunction with the CTA, development for each team member of a personal IT development plan;
- c) Planning, development and delivery of SIAS specific training for IT team members, whether in group or individual formats;
- d) Planning, development and delivery of other IT training for IT team members, whether in group or individual formats;
- e) Identification of external training needs for the IT team as necessary, for discussion with CEC and ESM management;
- f) If required and agreed, planning, development and delivery of SIAS specific training for other CEC staff;
- g) Assist the CICDE to develop and deliver training modules for voter registration and electoral staff and
- h) In conjunction with IT team, development of internal documentation for SIAS tasks and processes and chart development progress against Law 101's requirements as well as material necessary for legal certification of SIAS.

II SIAS development and expansion

- a) Perform an analysis of the current SIAS system as a basis for work planning and to inform the CEC on the technical and support needs of the system
- b) Assist the CEC in the development of the roadmap for future SIAS development staff and other associated documents, in conjunction with other ESM;
- c) Facilitate the use of SIAS system and its integration with the wider work of the CEC;
- d) In conjunction with CEC staff, make proposals for the improvement or expansion of the SIAS system;
- e) As agreed, undertake, coordinate and supervise development work to build finish partial modules or build new modules of the SIAS; and
- f) As agreed, undertake, coordinate and supervise development work to amend or modify existing modules of the SIAS;

III Voter registration tasks

- a) In conjunction with CEC IT staff, work with central and local public authorities on voter registration IT issues
- b) Work with CEC staff to develop processes and procedures for statistical and qualitative analysis of voter registration and electoral data;
- c) Assist the CEC to ensure that all IT procedures implement the CEC's data protection policies and framework