



## TERMS OF REFERENCE

<b>Job title:</b>	<b>National Consultant - IT specialist to review the Parliament of Moldova information management system maintenance</b>
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
<b>Contract type:</b>	IC
<b>Duration of assignment:</b>	6 months
<b>Starting date:</b>	June, 2013

### **Objective of the assignment:**

The expected output for the IT specialist's assignment is to review the Parliament of Moldova information management system maintenance and ensure continuous and efficient operation of the systems and services involved in the functioning of parliament's information management system.

### **Background:**

In 2011, in the framework of UNDP Project, a national IT consultant has developed the Report on Needs Assessment of the Parliament ICT system. Based on the report's findings and recommendations, the Parliament of Moldova developed the ICT Strategy 2011-2015. In July, 2011 the Parliament of Moldova Standing Bureau approved the ICT Strategy.

The Parliament of Moldova ICT Strategy contains for 2013 a range of activities necessary to implement further development of Parliament information management system. The existing information system offers the document workflow for legislative process and serves as data base for the official web site. The mentioned informational system is based on multiple software products and solutions, including Microsoft based and custom developed solutions. However, parliament's information system has multiply gaps, is underperforming and needs assistance of a software engineer who would provide specific expertise and advice on how to manage the whole range of required services and maintenance tasks within the framework of the ICT Strategy 2011-2015.

In this regards UNDP Democracy programme is seeking to hire a part-time qualified professional for a period up to six months, who will analyse parliament's information management system and advice on how to improve it.

### Scope of work and expected output:

The activity of the IT specialist will consist in providing technical assistance and expertise in order to improve the Parliament of Moldova information management system maintenance in order to ensure continuous and efficient operation of the systems and services involved in the functioning of parliament's information management system.

To achieve the stated objectives, the Consultant will have the following responsibilities:

- Analyse the Report on ICT needs assessment (march, 2011), Parliament's ICT Strategy 2011-2015 and internal regulations related to information management system;
- Analyse the whole range of services and maintenance tasks related to parliament's information system and advise on how to improve them;
- Analyse capacity requirements and performances of the systems involved in the functioning of the Parliament of Moldova information management system. Provide an overview of different best practices related to information management system maintenance;
- Ensure continuous and efficient operation of the systems and services involved in the functioning of the Parliament of Moldova information management system (IIS7, SharePoint, SQL, DotNetNuke, SharePoint to CMS Gateway (Custom application – details on demand). This should be performed out of institution's business time;
- Analyse, strengthen and improve the databases to achieve maximum efficiency;
- Provide daily monitoring of the functioning of the Parliament of Moldova information management system;
- Coordinate the above mentioned activities with the Parliament of Moldova IT Department;
- Develop monthly progress reports on the performed activities;
- Other relevant tasks, as agreed with the counterparts.

### Deliverables and Timeframe:

1.	A detailed <b>Work Plan developed</b> , coordinated with UNDP and Parliament of Moldova IT Department	<b>25 June, 2013</b>
2.	<b>A Report on parliament's information management system maintenance</b> , containing an overview of the current situation, a list of specific findings and recommendations for improvement developed	<b>31 July, 2013</b>
3.	Parliament's official web page – <a href="http://www.parlament.md">www.parlament.md</a> – as part of parliament's information management system, fully functional	<b>During the contract validity period</b>
4.	Monthly activity report developed*	<b>Monthly</b>

\*The Report will have to be approved by both UNDP project manager and Parliament of Moldova Secretariat representative

### Time frame and Institutional arrangements

The timeframe for the assignment of the National Consultant is planned tentatively through May – October 2013. The consultant will work 4 hours per day (20 hours per week) within the period of 6 months in total and will be located in the premises of the Parliament. The Parliament will provide consultant with working space, access to Internet, printer and telephone line.

**Management Arrangements:**

The national consultant will work under the guidance of UNDP's counterpart at the Parliament of Moldova (IT Department) – for substantive aspects of the assignment, and under the direct supervision of Project Manager – for administrative aspects. The consultant will report to the Parliament appointed representative and the Project Manager. Monthly progress reports will be presented to the Project Manager and Parliament appointed representative.

**Financial arrangements:**

All candidates will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be disbursed in six instalments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

**Qualifications and skills required:**

- University degree in the field of Information Engineering (Automation and Computer Science, Informatics, Information Technology);
- Minimum 3 years of experience in working with software engineer/software developer, using the above-named technologies;
- In-depth knowledge of Windows Server, MS SQL, SharePoint, ASP.NET, C#, VB.Net, DNN, WCF, HTML, CSS, XML;
- Knowledge of T-SQL query language;
- Ability to use the following tools: Visual Studio, SQL Server Management Studio, SQL Profiler, NUnit UI, SharePoint Designer;
- MCTS Certifications: Sharepoint 2010, Application Development (70-573), Web Applications Development with Microsoft .NET Framework 4 (70-515), Microsoft SQL Server 2008 - Database Development (70-433);
- Availability to work with UNDP and Parliament during the indicated/approved period;
- Proficiency in Romanian and Russian. Working knowledge of English (intermediate level/technical vocabulary).