United Nations Development Programme

TERMS OF REFERENCE

Job title:	National IT Developer for the E-Systems on elections
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Enhancing democracy in Moldova through inclusive and transparent elections
Contract type:	Individual Contract (IC)
Contract duration:	September 2020 – September 2021
Expected workload:	180 working days
Indicative starting date:	September 10, 2020

1. BACKGROUND

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide, through which UNDP helps nations build democratic frameworks to improve representation, accountability and transparency for the benefit of citizens.

UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Center for Continuous Electoral Training (CCET) aiming at advancing the democratic electoral processes in Moldova by consolidating the transparency and efficiency of elections' management, modernization of electoral IT solutions and enhancing the inclusiveness and participation of voters. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), the enhancement of the State Register of Voters' accuracy and the design and implementation of effective long-term civic and voter education instruments.

Throughout the last electoral cycles, CEC and CCET demonstrated a high level of capacity in adjusting the electoral system to the mixed electoral system in a very short period of time and organizing the 2019 Parliamentary Elections and General Local Elections. Despite the challenges and persistent financial limitations faced by the institutions, due to the continuous UNDP's support, the CEC and the CCET delivered "well-administered elections" as attested by OSCE/ODIHR Observation Missions.

Since 2017, the Project "Enhancing democracy in Moldova through inclusive and transparent elections" supports the Central Electoral Commission to enhance the transparency and inclusiveness of the electoral process in Moldova by ensuring a more independent and credible electoral administration and better informed and pro-active citizens. Building on the sustainable results achieved during its first phase of implementation (2017 – 2020), the objectives of the current Project phase (2020 – 2023) are:

- Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE);
- Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes;
- Strengthen the capacity for effective and coherent oversight and monitoring on political party financing;
- Improve the legal and regulatory framework to respond to the EOM recommendations.

In this context, the Project shall offer further specialized support to the CEC for enhancing IT structures and processes to consolidate capacity and improve the governance and independence of the electoral administration. Moreover, the implementation of the SAISE Development Roadmap, shall lead to a complete IT architecture, sustainable across all electoral cycles and fully compliant with international standards.

2. OBJECTIVE AND EXPECTED OUTPUTS

UNDP intends to contract an experienced national IT developer *(hereinafter "the Consultant")* to offer specialized IT development support and advisory to the IT and Management of Voters' Lists Department of the Central Electoral Commission. More specifically, the Consultant is expected to contribute with the update and enhancement of the existing SAISE modules, considering the lessons learned of the previous electoral cycles. Namely, the Consultant shall focus on improving the functionalities of the following modules:

- SAISE Admin;
- Check your name in the State Register of Voters;
- Preliminary registration;
- Electoral candidates;
- Subscription lists;
- Rotation of candidates;
- Ballot paper;
- Documentation;
- E-Day.

Additionally, the Consultant shall design and develop, in close collaboration with the CEC Departments, new SAISE functionalities and applications that will allow a more efficient, accessible and transparent electoral process. She/he shall re-program and adjust the relevant SAISE modules in the context of the 2020 Presidential Elections, ensuring an adequate collection of disaggregated data between and during elections, as well as full accessibility to the public of the SAISE applications on the CEC website.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables	Tentative timetable
Detailed Inception Report and Work Plan – developed and approved by the CEC and Project.	by 15 September 2020 2 WDs
Expertise and support to the CEC in re-programming and optimizing the SAISE infrastructure in the context of the 2020 Presidential Elections – provided in the pre- and post-electoral period. *Note: this support shall be comprehensively detailed and presented in the corresponding Delivery Progress Notes and Final Activity Report.*	by 31 December 2020 40 WDs
Concluding Report after the 2020 Presidential Elections on the IT systems involved in the electoral process developed and submitted for approval to the CEC and Project.	By 10 December 2020 2 WDs
Support to the CEC in the update and adjustment of the existent SAISE modules - provided, including corresponding to: - SAISE Admin; - Check your name in the State Register of Voters; - Preliminary registration; - Electoral candidates; - Subscription lists; - Rotation of candidates; - Ballot paper; - Documentation; - E-Day.	by 15 August 2021 50 WDs

Expertise and support in the development of new SAISE modules, functionalities and applications – provided to the CEC, based on documented request of the Department of IT and Management of Voters' Lists. *Note: this support shall be comprehensively detailed and presented in the periodic Delivery Progress Notes and Final Activity Report.*	by 15 August 2021 52 WDs
User's and/or Administrator's Guides for the adjusted and new modules / functionalities / applications – developed and/or updated, and approved by the IT and Management of Voters' Lists Department	by 15 August 2021 10 WDs
Support in the management and update of disaggregated electoral data - provided	by 15 September 2021 10 WDs
12 Trainings/knowledge transfer to the staff of CEC Department of IT and Management of Voters' Lists held (at least once per month) conducted	By 15 September 2021 12 WDs
Final Activity Report *(including details on all stages passed, achieved results, conclusions and recommendations for subsequent activities)* – submitted and approved by the Project.	by 15 September 2021 2 WD

Note: Deliverables and the activity timeline can be amended or further specified for the purpose of the assignment.

4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of Consultant is planned for September 2020 – September 2021. During this time the Consultant is expected to work a total of 180 working days (average of 15 working days per month), with frequent involvement in the electoral periods and during the Election Day(s).

All communications and documentation related to the assignment will be in Romanian and English.

The Consultant will work under the overall guidance and direct supervision of the UNDP Project Manager and Head of the IT and Voters' List Department of the CEC, and in close collaboration with the CEC and Project staff.

For administrative aspects, the assignment will be coordinated with the UNDP Senior Project Officer.

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.

The UNDP Project will provide administrative and logistical support in the organization of the envisaged events, meetings and/ or consultations.

All deliverables shall be approved by the UNDP Project Manager and the Head of the IT and Voters' List Department of the CEC.

5. FINANCIAL ARRANGEMENTS

Payment will be made in multiple tranches, upon the approval of deliverable(s) and of the corresponding activity timesheets / delivery progress reports.

6. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:
- Bachelor's degree or higher in information technologies / ICT or another relevant field.

Experience and knowledge:
- At least 6 (six) years of professional experience in ICT programming;
- At least 4 (four) years of professional experience in .NET programming;
- At least 4 (four) years of professional experience in database development (MS SQL);

- Specific experience in the area of ICT infrastructure and development of at least 3 (three) information systems (the information systems developed by the applicant should be detailed explicitly in his/her CV);
- Proven experience of developing ICT-based electoral management systems will be a strong advantage;
- Previous professional experience in working with the Central Electoral Commission will be an advantage.
- Previous professional experience in working with international organizations, including UN Agencies, will be an advantage.

Competencies:
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly;
- Excellent analytical and presentation skills;
- Understanding of the web/software accessibility issues and ways to insure web/software accessibility for persons with different type of disabilities and linguistic minorities;
- Knowledge of Romanian and English (verbal and written) is a must. Knowledge of Russian will be considered as an advantage.

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

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic 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.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
- ✓ Offeror's Letter confirming interest and availability;
- ✓ Proposal (Motivation Letter): 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 Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.