

TERMS OF REFERENCE

Job title:	National IT Infrastructure Analyst
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:	October 2020 – January 2021
Expected workload:	42 working days
Indicative starting date:	15 October 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 processes 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 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.

Since 2014, UNDP's support for the CEC informational ecosystem was aimed at enhancing IT structures and processes, particularly of the Commission's core informational platform for elections management - SAISE. During each election, the CEC and UNDP have come up with new useful tools for voters and electoral officials, but also for a smooth running of the electoral process. The long-term strategic IT expertise, provided by the Project, contributed to the expansion of the SAISE, currently a complex system with multiple modules responsible for most electoral processes, ranging from the pre-registration of voters, operation of the polling stations and aggregation of election results.

In the context of the 2020 Presidential Elections, the Project shall offer specialized support to the CEC for enhancing and testing the SAISE's IT infrastructure, as well as ensuring its connectivity with key national data registers - as to increase the performance and security of the IT electoral administration.

2. OBJECTIVE AND EXPECTED OUTPUTS

UNDP intends to contract an experienced National IT Infrastructure Analyst for elections (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 assist the Central Electoral Commission in assessing, adjusting, and administrating the SAISE infrastructure and data interoperability framework, in the context of the 2020 Presidential Elections. Namely, the Consultant shall have the following responsibilities:

- Provide technical expertise and guidance to the IT and Management of Voters' Lists Department of the Central Electoral Commission, in the context of the 2020 Presidential Elections;
- Plan and facilitate the implementation of the recommendations derived from the load and stress testing of the SAISE; and
- Assist CEC in the collaboration with the members of the Electoral Working Groups (at the technical level), including the e-Government Agency and the Information Technology and Cyber Security Service as to ensure a secure and operational election infrastructure.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables	Tentative timetable
Detailed Work Plan – developed and approved by the CEC and Project.	by 16 October 2020 1 WD
Configuration of the CEC network equipment, router redundancy protocol and traffic balancing	By 31 October 2020 4 WDs
Technical support for the configuration of the SAISE virtual platforms (including operational servers and storage devices)	By 15 November 2020 4 WDs
Technical support for the optimization of the SAISE database and application servers in the context of the 2020 Presidential Elections	By 15 November 2020 10 WDs
Assistance for the configuration of monitoring applications (e.g. Fudo PAM) required for the availability and integrity of the SAISE hardware and software infrastructure	By 15 November 2020 5 WDs
Technical support to the CEC in conducting and evaluating the load and stress tests of the SAISE and its external components	By 30 November 2020 7 WDs
Strategic IT infrastructure assistance during the 2020 Presidential Elections and in the post-electoral period	by 11 January 2021 10 WDs
Concluding Report after the 2020 Presidential Elections on services provided, containing key findings and further recommendations – developed and submitted for approval to the CEC and Project.	by 15 January 2021 1 WDs

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 – December 2020. During this time, the Consultant is expected to work a total of 42 working days, with frequent involvement in the electoral and post-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 access, 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 and Communication Technologies or another IT related field.

Experience and knowledge:

- Minimum six (6) years of experience in the analysis, planning, design, implementation, and maintenance of information systems (*please provide relevant details in the proposal*);
- Proven experience in managing and maintaining at least three (3) ICT infrastructure projects;
- At least three (3) years of professional experience in working with ICT-based electoral systems;
- Previous professional experience in elections area will be considered as an advantage;
- Previous professional experience in working with international organizations, including UN Agencies, will be an advantage.

Competencies:

- Proven ability to ensure the security of governmental ICT infrastructure;
- Strong understanding of the ISO/CEI 27001 information security standard;
- Strong understanding of the electoral security infrastructure;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly;
- Excellent analytical and management skills;
- Fluency in Romanian and English languages (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:

- ✓ 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.