



## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant to support the „Financial Control” Module implementation
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Enhancing democracy in Moldova through inclusive and transparent elections (phase II)
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	October 2020 – March 2021
<b>Expected workload:</b>	55 working days
<b>Indicative starting date:</b>	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.

“Enhancing democracy in Moldova through inclusive and transparent elections” (phase II) is a Project that sets the overall goal to achieve an enhanced 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 are to:

- 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 recommendations of Election Observation Missions.

According to the Law on Political Parties’ Financing, adopted by the Moldovan Parliament in April 2015, the CEC is the institution responsible for the monitoring and analysis of the political parties’ and electoral campaigns’ financial reporting – a challenging task requiring strong institutional capacities and efficient mechanism to ensure fair and equal opportunities for all electoral competitors. The use of the paper-based reporting resulted in critical amounts of data that needed to be processed by the employees of the CEC’s Finance Department. In this sense, UNDP Moldova supported the CEC in the development an informational system, that aims at automating data collection and analysis, and at ensuring public access to all reports submitted to CEC by electoral candidates – the Political Party Finance Reporting and Disclosure module of the SAISE (“Financial Control”).

Developed with Project support, the “Financial Control” has been finalized in February 2019, becoming an integral part of the CEC’s electoral data management infrastructure.

In June 2019, the Central Electoral Commission adopted a set of amendments to the Regulation on political parties financing, including the major decision on the mandatory status of the online reporting through the “Financial Control” of the SAISE as of January 1<sup>st</sup>, 2020.

With the software and technical setup in place provided by UNDP, the CEC shall further ensure the functioning and timely adjustment of the module to eventual changes in the legal framework governing political parties’ financial

reporting, through an adaptive and corrective maintenance. In this context, the Project will offer specialized support to the CEC for the effective implementation of its financial oversight function, the enhancement of electoral data's transparency and the management of the ongoing adaptive maintenance of the system.

## 2. OBJECTIVE AND EXPECTED OUTPUTS

UNDP intends to contract an experienced National Consultant (hereinafter "the Consultant") to offer development support and advisory to the Financial and Economic Department of the CEC in the current exploitation, administration and maintenance of the "Financial Control" of the SAISE.

More specifically, the Consultant is expected to assist the CEC in:

- a) Assessing and documenting issues and potential deficiencies of the "Financial Control" Module;
- b) Discussing the assessment findings with the CEC and the Project;
- c) Providing support in fixing eventual issues/deficiencies, configuring, adjusting, and optimizing the "Financial Control" Module using the system's administration functionalities;
- d) Proposing a set of new functionalities of the "Financial Control" Module to be developed, focused on increasing the transparency of the political party financing reporting;
- e) Preparing and conducting technical trainings for the CEC staff, political parties' representatives, and other relevant stakeholders;
- f) Ensuring the oversight of the "Financial Control" Module adaptive maintenance stage (provided by the developing company).

## 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables	Tentative timetable
Detailed Work Plan based on technical meetings with the CEC and the Project – submitted.	By 20 October 2020 1 WD
Assessment of the "Financial Control" Module implementation undertaken and set of potential issues and deficiencies documented and presented to the CEC and the Project.	By 5 November 2020 5 WDs
Set of new functionalities of the „Financial Control" Module to be developed, focused on increasing the transparency of the political party financing reporting – provided to the CEC, based on assessment findings – described and submitted for approval	By 10 December 2020 5 WDs
Expertise and support in fixing eventual issues/deficiencies and configuring, administrating, and optimizing the „Financial Control" Module functionalities – provided to the CEC, based on assessment findings. <i>Note: this support shall be comprehensively detailed and presented in the corresponding Delivery Progress Notes and Final Activity Report.</i>	By 29 January 2021 25 WDs
Set of technical trainings for the CEC staff and political parties' representatives and other related stakeholders on "Financial Control" Module implementation - prepared and conducted.	by 29 March 2021 10 WDs
Oversight of the „Financial Control" Module adaptive maintenance stage – provided, including brief monthly reports on all stages passed.	by 29 March 2021 8 WDs
Final Activity Report ( <i>including details on all stages passed, achieved results, conclusions, and recommendations for subsequent activities</i> ) – submitted and approved by the Project.	by 30 March 2021 1 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 October 2020 – March 2021. During this time, the Consultant is expected to work up to 55 working days, with frequent involvement in the pre- and post-electoral period.

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 Financial and Economic 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 Head of the Financial and Economic 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, business management, economy, or finance.

### **Experience and knowledge:**

- At least 3 (three) years of professional experience in managing and supervising IT systems implementation or in the IT systems development;
- At least 2 (two) years of professional experience in auditing IT systems;
- Proven experience in working with E-Government Services (MConnect, MPass, MSign);
- Proven experience of developing or managing the development of ICT-based financial reporting systems will be a strong advantage;
- Demonstrated professional experience in working with the Moldovan public institutions will be an 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:**

- Strong knowledge of electronic financial reporting domain;
- 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:

- ✓ 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 lump sum requested for the assignment specified in the Terms of Reference;
- ✓ 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.