

## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant to support the „Financial Control” Module re-engineering
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Strengthening Democratic Resilience in Moldova
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	April – December 2025, 52 working days
<b>Indicative starting date:</b>	30 April 2025

### 1. BACKGROUND

The "Strengthening Democratic Resilience in Moldova" (EDMITE III) project, spanning from August 2024 to December 2028, aims to fortify Moldova's democratic consolidation against internal and external challenges such as cyber operations, information operations, illicit political financing, and efforts to delegitimize democratic processes. Developed in response to the 2024 UN Electoral Assistance Needs Assessment Mission, the project seeks to enhance oversight and transparency of political contestants, strengthen electoral institutions, and deepen civic engagement. It is structured around a theory of change that suggests improved oversight and transparency of political contestants, strengthened electoral institutions, and deepened civic engagement will collectively foster a more resilient democratic framework in Moldova.

The project focuses on three main outputs: improved oversight of political finance, parties, and campaigns; strengthened and more resilient electoral institutions; and improved civic engagement and inclusivity.

The implementation strategy is collaborative, engaging with government bodies, civil society, and international partners, and is divided into three phases, each focusing on specific electoral events and incorporating lessons learned for continuous improvement.

According to the Law on Political Parties' Financing and the Electoral Code, 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.

UNDP will support the electoral authorities to collect and analyze financial data provided by political parties, candidates, and initiative groups. This analysis will focus on specialized software development 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 Political Party and Campaign Financial Oversight Unit of the CEC in the development, administration, testing and maintenance of the Re-Engineered "Financial Control" Module (R-FCM) of the State Automated Information System "Elections (SAISE).

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

- a) Development of TOR for Re-Engineered "Financial Control" Module (R-FCM) of the SAISE considering electoral legislation amendments, upgraded technology solutions, and improved technical specifications and requirements;
- b) Expertise and support in the monitoring and evaluation of the progress and quality of deliverables provided by the company to be contracted for the development of the Re-Engineered "Financial Control" Module.

### 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 15 May 2025 1 WD
<u>Development of TOR</u> for Re-Engineered “Financial Control” Module (R-FCM) of the SAISE considering electoral legislation amendments, upgraded technology solutions, and improved technical specifications and requirements – developed and submitted based on consultations held with the CEC	by 30 June 2025 30 WD
Expertise and support in the monitoring and evaluation of the progress and quality of deliverables related to <u>Project Implementation Plan and System Architecture Document</u> provided by the company to be contracted for the development of the Re-Engineered “Financial Control” Module – provided and documented through a report	by 30 November 2025 10 WD
Expertise and support in the monitoring and evaluation of the progress and quality of deliverables related to <u>Development Stage</u> provided by the company to be contracted for the development of the Re-Engineered “Financial Control” Module – provided and documented through a report	by 30 November 2025 10 WD
Final Activity Report (including details on all stages passed, achieved results, conclusions, and recommendations for subsequent activities) – submitted and approved by the Project	by 30 December 2025 1 WD

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

### 4. ORGANIZATIONAL SETTING

The timeframe for the work of Consultant is planned for April – December 2025.

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 Political Party and Campaign Financial Oversight Unit of the CEC, and in close collaboration with the CEC and Project staff.

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

The CEC will provide the Consultant with 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, Head of IT Department and Head of the Political Party and Campaign Financial Oversight Unit of the CEC.

### 5. FINANCIAL ARRANGEMENTS

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. Payment will be made upon the successful completion of the tasks assigned and submission of the assessment report. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals the financial proposal shall include a breakdown of this lump sum amount (including fee, taxes, communication costs, travel, per diems, and number of anticipated working days).

### 6. TRAVEL

All envisaged travel costs must be included in the financial proposal. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## 7. CONFIDENTIALITY

Materials provided to the Consultants and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

## 8. QUALIFICATIONS AND SKILLS REQUIRED

### Academic Qualifications:

- Bachelor's degree or higher in information technologies, business management, economy, or finance.

### Experience and knowledge:

- At least 5 (five) 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 or electoral IT systems and policy framework;
- At least 2 (two) years of proven experience in working with E-Government Services (MConnect, MPass, MSign);

### Competencies:

- Proven experience of developing or managing the development of ICT-based financial reporting systems;
- Demonstrated professional experience in working with the Moldovan public institutions;
- Previous professional experience in working with the Central Electoral Commission;
- Previous professional experience in working with international organizations, including UN Agencies;
- 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;
- Good command of Romanian and English languages is a must. Deliverables will be submitted in English and Romanian.

### 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 and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

## 9. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2  
*Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal.*  
*The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.*
- Duly completed and updated personal CV and at least 3 references;
- Technical proposal (incl. brief description of experience, approach, and methodology for the completion of the assignment).

Incomplete applications will not be considered.

## 10. EVALUATION

Initially, individual consultants will be **short-listed** based on the following minimum qualification criteria:

- Citizenship of the Republic of Moldova;
- Bachelor's degree or higher in information technologies, business management, economy, or finance.
- At least 5 (five) 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 or electoral IT systems and policy framework;
- At least 2 (two) years of proven experience in working with E-Government Services (MConnect, MPass, MSign);

### Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/ compliant/ acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight – 60% (300 pts);

\* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria and Scoring	Maximum Points Obtainable
<b>Technical evaluation</b>	
Bachelor's degree or higher in information technologies, business management, economy, or finance ( <i>Bachelor's degree – 10 pts., Master's degree – 15 pts.</i> )	<b>15</b>
Minimum 5 (five) years of professional experience in managing and supervising IT systems implementation or in the IT systems development implementation or in the IT systems development ( <i>5 years – 50 pts., each additional year – 5 pts., up to max. 85 pts.</i> )	<b>85</b>
Minimum 2 (two) years of professional experience in auditing or electoral IT systems and policy framework ( <i>2 years – 10 pts., each additional year – 5 pts., up to max. 40 pts.</i> )	<b>40</b>
Minimum 2 (two) years of proven experience in working with E-Government Services (MConnect, MPass, MSign) ( <i>2 years – 20 pts., each additional year – 5 pts., up to max. 40 pts.</i> )	<b>40</b>
Proven experience of developing or managing the development of ICT-based financial reporting systems ( <i>each system – 10 pts., up to max. 40 pts.</i> )	<b>40</b>
Demonstrated professional experience in working with the Moldovan public institutions ( <i>each year – 5 pts., up to max. 35 pts.</i> )	<b>35</b>

Previous professional experience in working with the Central Electoral Commission will be an advantage (each year – 5 pts., up to max. 20 pts.)	20
Previous professional experience in working with international organizations, including UN Agencies, will be an advantage (each year – 5 pts., up to max. 15 pts.)	15
Fluency in Romanian language (verbal and written) is a must. Knowledge of English will be considered as an advantage for the purpose of the assignment (Fluency in Romanian – 2.5 pts., English – 2.5 pts.)	5
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment* (No – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.)  * Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens. <b>Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.</b>	5
<b>Maximum Total Technical Scoring</b>	<b>300</b>
<b><u>Financial</u></b>	
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> <b>S</b> – score received on financial evaluation. <b>F<sub>min</sub></b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round. <b>F</b> – financial offer under consideration	200

#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).