



## TERMS OF REFERENCE

<b>Job title:</b>	National Advisor on IT systems
<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>	May – December 2025, 33 working days
<b>Indicative starting date:</b>	May 1, 2025

### 1. BACKGROUND

The UNDP's "Strengthening Democratic Resilience in Moldova" project aims to fortify Moldova's democratic processes against internal and external threats such as cyber operations, information manipulation, and illicit political financing. Running from August 2024 to December 2028, the project focuses on three main areas: improving oversight of political finance to curb illicit activities and enhance transparency, strengthening electoral institutions to withstand cyber and information threats, and deepening civic engagement to foster an informed and inclusive electorate. The project aligns with the ODIHR and Venice Commission recommendations and supports the implementation of the CEC and CICDE Strategic Plans (2024-2027). Through collaborative efforts with government bodies, civil society, and international partners, the project seeks to build a resilient democratic framework in Moldova, ensuring the integrity and security of electoral processes while promoting inclusive participation and civic education.

UNDP will support the electoral authorities to modernize electoral management processes through the State Automated Information System "Elections" (SAISE). This assistance will focus on quality assurance support for the following documents to be provided by the IT company to be contracted for their development: 1. audit of SAISE, including the CEC infrastructure and institutional arrangements; 2. compliance assessment of SAISE with EU framework; 3. developed bylaws for the operation and management of SAISE considering the Court of Accounts recommendations; 4. development plan for SAISE for the period of 2025 – 2028 in line with CEC Strategic Objectives. It additionally envisages the review and adjustment of the developed ToR for Electoral Data Warehouse (EDW), including support in all the stages of implementation by the contracted IT company/es.

In this context, the "Strengthening Democratic Resilience in Moldova" project is seeking to hire a National Advisor on IT systems (hereinafter "the Consultant") to support the Project team and the CEC with the QA of the documents of the IT company to be contracted for their development, namely – 1. audit of SAISE, including the CEC infrastructure and institutional arrangements; 2. compliance assessment of SAISE with EU framework; 3. developed bylaws for the operation and management of SAISE considering the Court of Accounts recommendations; 4. development plan of SAISE for the period of 2025 – 2028 in line with CEC Strategic Objectives. Additionally, the Consultant is expected to support the Project team and the CEC with the development of the ToR for the EDW, including support in all the stages of implementation.

### 2. OBJECTIVE AND EXPECTED OUTPUTS

The expected outcome of the assignment is to provide support to the Project team and the CEC with the QA of the documents of the IT company to be contracted for their development - 1. audit of SAISE, including the CEC infrastructure and institutional arrangements; 2. compliance assessment with EU framework; 3. developed

bylaws for the operation and management of SAISE considering the Court of Accounts recommendations; 4. development plan for the period of 2025 – 2028 in line with CEC Strategic Objectives. Additionally, the Consultant is expected to review and adjust the Terms of Reference for the development of Electoral Data Warehouse (EDW). This would include strategic IT advisory to the CEC and Project team with monitoring and evaluation of the progress, and testing quality of deliverables provided by the company/es contracted for the development.

Namely, the Consultant shall have the following responsibilities:

- Carry out a desk review of the national legislation related to ITC solutions, data exchange and interoperability, current internal regulations, concepts and guidelines related to the ICT components within SAISE. The consultant will also analyse the EU framework relevant in the field. As a result of the desk review the consultant shall develop 5 (five) quality assessment reports covering the findings, issues and risks identified concerning the documents of the IT company to be contracted for their development, namely: audit of SAISE, compliance assessment with EU framework, bylaws for the operation and management of SAISE, development plan for 2025–2028, ToR for the development of the State Register of Voters;
- Conduct the necessary adjustments to the elaborated ToR for the development of the Electoral Data Warehouse (EDW);
- Support the UNDP project with the monitoring and evaluation of the progress, testing quality of deliverables provided by the company/es contracted for the development of EDW, including participation in the presentation of final products. The quality of deliverables provided by the company/es contracted shall be attested by a brief report/note on testing stages and results.

### 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Key deliverables	Tentative timetable	Estimated workload
<b><i>Deliverables group 1 – QA</i></b>			
1	Quality assurance report for the <u>audit of SAISE</u> - developed and submitted based on consultations held with the contracted company, CEC, UNDP Project and relevant stakeholders	By 30 August 2025	5 wd
2	Quality assurance report for the <u>compliance assessment with EU framework and Court of Accounts recommendations</u> - developed and submitted based on consultations held with the contracted company, CEC, UNDP Project and relevant stakeholders	By 30 August 2025	5 wd
3	Quality assurance report for the <u>developed bylaws for the operation and management of SAISE</u> - developed and submitted based on consultations held with the contracted company, CEC, UNDP Project and relevant stakeholders	By 30 August 2025	5 wd
4	Quality assurance report for the <u>development plan for the period of 2025-2028 in line with CEC Strategic Objectives</u> - developed and submitted based on consultations held with the contracted company, CEC, UNDP Project and relevant stakeholders	By 30 August 2025	5 wd
<b><i>Deliverables group 2 – EDW</i></b>			
5	Conduct the necessary <u>adjustments to the elaborated ToR for the development of the Electoral Data Warehouse (EDW)</u> – developed, coordinated and submitted based on consultations held with the CEC, Public Service Agency, Electronic Government Agency, STISC, UNDP Project	By 30 June 2025	10 wd

6	Two (2) brief reports/notes attesting the expertise and support in the monitoring and evaluation of the progress, testing quality of deliverables provided by the company/es contracted for the development of the EDW, including participation in the presentation of final products.	By 30 November 2025	3 wd
---	--	---------------------	------

**Note:**

*\*The deliverables and the activity timeline can be amended or further specified for the purpose of the assignment.*

*\*\*The numbering of the group of deliverables is used only for reference purposes*

#### 4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of the Consultant is planned for May – 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 Component Manager, in close collaboration with the CEC and Project staff.

The consultant is also expected to engage with the E-Governance Agency, Information Technology and Cyber Security Service (STISC), Center for Personal Data Protection, Public Service Agency, and other relevant state institutions.

For administrative aspects, the assignment will be coordinated with the UNDP Project Analyst or an alternative instructed Project Team member.

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.

Before submission of deliverables, the consultant will discuss the draft documents with the parties involved so that final products reflect their comments.

All deliverables shall be approved by the UNDP Project Manager and the Head of the IT 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. 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.

#### 7. QUALIFICATIONS AND SKILLS REQUIRED

##### Academic Qualifications:

- Bachelor's degree in information technologies, system analysis or another relevant field.

##### Experience and knowledge:

- At least seven (7) years of progressively responsible experience related to the analysis, planning, design, development and implementation of information systems;
- At least three (3) technical specifications documents developed for governmental IT systems;
- At least 2 (two) assessment and / or planning documents developed of governmental IT systems;

##### Competencies:

- Previous professional experience in electoral IT systems and policy framework;
- Previous professional experience in working with the Central Electoral Commission and knowledge of SAISE infrastructure;
- Proven experience in working with E-Government Services (MConnect, MPass, MSign, MNotify, etc.);
- Previous professional experience in working with the Moldovan public institutions;
- Previous professional experience in working with international organizations, including UN Agencies, USAID, World Bank, E Governance Agency;
- Excellent analytical and presentation skills;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly;
- 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.***

## 8. 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).

**Note:** Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.

Incomplete applications will not be considered.

## 9. EVALUATION

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

- Citizenship of the Republic of Moldova;
- Bachelor's degree in information technologies, system analysis or another relevant field;
- At least seven (7) years of progressively responsible experience related to the analysis, planning, design, development and implementation of information systems;
- At least three (3) technical specifications documents developed for governmental IT systems;

- At least two (2) assessment and / or planning documents developed of governmental IT systems;

### **Cumulative analysis**

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

- responsive/ compliant/ acceptable, and
- 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 in information technologies, system analysis or another relevant field ( <i>Bachelor's degree – 10 pts., Master's degree – 15 pts.</i> )	<b>15</b>
Minimum seven (7) years of progressively responsible experience related to the analysis, planning, design, development and implementation of information systems ( <i>7 years – 30 pts., each year – 5 pts., up to max. 90 pts.</i> )	<b>90</b>
Minimum three (3) technical specifications documents developed for governmental IT systems ( <i>3 documents – 10 pts., each additional document – 10 pts., up to max. 50 pts.</i> )	<b>50</b>
Minimum two (2) assessment and / or planning documents developed of governmental IT systems ( <i>2 documents – 10 pts., each additional document – 10 pts., up to max. 30 pts.</i> )	<b>30</b>
Previous professional experience in electoral IT systems and policy framework would be an advantage ( <i>2 years – 20 pts., each year – 5 pts., up to max. 30 pts.</i> )	<b>30</b>
Previous professional experience in working with the Central Electoral Commission and knowledge of SAISE infrastructure would be an advantage ( <i>each year – 5 pts., up to max. 15 pts.</i> )	<b>15</b>
Proven experience in working with E-Government Services (MConnect, MPass, MSign, MNotify, etc.) ( <i>each year – 5 pts., up to max. 15 pts.</i> )	<b>15</b>
Previous professional experience in working with the Moldovan public institutions ( <i>each year – 5 pts., up to max. 30 pts.</i> )	<b>30</b>
Previous professional experience in working with international organizations, including UN Agencies, USAID, World Bank, E Governance Agency ( <i>each year – 5 pts., up to max. 15 pts.</i> )	<b>15</b>
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 ( <i>Fluency in Romanian – 2.5 pts., English – 2.5 pts.</i> )	<b>5</b>
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	<b>5</b>

<p>(No – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.)</p> <p><i>*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></i></p>	
<p><b>Maximum Total Technical Scoring</b></p>	<p><b>300</b></p>
<p><b><u>Financial</u></b></p>	
<p>Evaluation of submitted financial offers will be done based on the following formula:  <b><u>S = Fmin / F * 200</u></b>  <b>S</b> – score received on financial evaluation.  <b>Fmin</b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round.  <b>F</b> – financial offer under consideration</p>	<p><b>200</b></p>

Winning candidate

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