



REQUEST FOR PROPOSAL (RFP)

Development of the computer subsystem “Financial Control” of State Automated Information System “Elections”

RFP Reference No.: RfP26/03244
Country: Republic of Moldova

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SECTION 1: LETTER OF INVITATION

United Nations Development Programme, hereinafter referred to as UNDP, through "**Strengthening Democratic Resilience in Moldova (EDMITE III)**" Project, hereby invites prospective proposers to submit a proposal for **development of the computer subsystem "Financial Control" of State Automated Information System "Elections"** in accordance with the General Conditions of Contract and the Terms of Reference as set out in this Request for Proposal (RFP).

To enable you to submit a proposal, please read the following attached documents carefully.

Section 1: This Letter of Invitation

Section 2: Instruction to Proposers

Section 3: Data Sheet

Section 4: Evaluation Criteria

Section 5: Terms of Reference

Section 6: Conditions of Contract and Contract Forms

Section 7: Proposal Forms

- **Form A:** Proposal confirmation
- **Form B:** Checklist
- **Form C:** Technical Proposal Submission
- **Form D:** Proposer Information
- **Form E:** Joint Venture/Consortium/Association Information
- **Form F:** Eligibility and Qualification
- **Form G:** Format for Technical Proposal
- **Form H:** Format for CV of Proposed Key Personnel
- **Form I:** Statement of Exclusivity and Availability
- **Form J:** Financial Proposal Submission
- **Form K:** Format for Financial Proposal

If you are interested in submitting a proposal in response to this RFP, please prepare your proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the deadline for submission of proposals set out in Section 3: Data Sheet.

Should you be interested to submit a proposal, please log in to the Quantum NextGenERP supplier portal and subscribe to this tender following the instructions in the system user guide. Please search for the tender using search filters, namely **Negotiation ID: UNDP-MDA-00961**. Once subscribed to the tender, you will be able to receive notifications in case of amendments of the tender document and requirements.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the Quantum NextGenERP supplier portal.

Offers must be submitted directly in the Quantum NextGenERP supplier portal following this link: <http://supplier.quantum.partneragencies.org/> using the profile you may have in the portal (please log in using your username and password). In case you have never registered before, follow the [Supplier Portal Registration Link](#).

Please note that the access link to the Supplier registered profile is sent from Oracle within up to 3 days. In case you have not received the access link after 3 days since registration, you should address for support to UNDP at the email address: sc.md@undp.org. In case you encounter errors with registration (e.g. system states Supplier already is registered), you should address for support to UNDP at the email address: sc.md@undp.org.

Computer firewall could block *oracle* or *undp.org extension* and Suppliers might not receive the Oracle notifications. Please turn down any firewalls on your computers to ensure receipt of email notification.

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Should you require further clarifications on the application through the Quantum online portal, kindly contact the Procurement Unit at sc.md@undp.org. Please pay attention that the proposal shall be submitted online through the Quantum system and any proposal sent to the above email shall be disqualified.

Should you require further clarifications on the Request for Proposal, Terms of Reference or other requirements, kindly communicate using the messaging functionality in the portal.

Deadline for Submission of Offers (Date and Time), which is visible in the online procurement system will be final. System will not accept submission of any proposal after that date and time. It is the responsibility of the bidder to make sure that the proposal is submitted prior to this deadline for submission.

Bidders are advised to upload proposal documents and to submit their offer a day prior or well before the date and time indicated under the deadline for submission of Offers. Do not wait until last minute. If Bidder faces any issue during submitting offers at the last minutes prior to the deadline for submission, UNDP may not be able to assist on such a short notice and will not be held liable in such instance. UNDP will not accept any offer that is not submitted directly through the System.

We look forward to receiving your proposal.

UNDP Moldova

SECTION 2: INSTRUCTIONS TO PROPOSERS

GENERAL	
<p>1. Scope</p>	<p>Proposers are invited to submit a proposal for the services specified in Section 5: Terms of Reference, in accordance with this Request for Proposal (RFP). A summary of the scope of the proposal is included in Section 3: Data Sheet.</p> <p>Proposers shall adhere to all the requirements of this RFP, including any amendment made in writing by UNDP. This RFP is conducted in accordance with Policies and Procedures of UNDP which can be accessed at UNDP Programme and Operations Policies and Procedures/Procurement.</p> <p>As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website (www.ungm.org). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.</p>
<p>2. Interpretation of the RFP</p>	<p>Any proposal submitted will be regarded as an offer by the proposer and does not constitute or imply the acceptance of the proposal by UNDP. UNDP is under no obligation to award a contract to any proposer as a result of this RFP.</p>
<p>3. Supplier Code of Conduct, Fraud, Corruption, Gifts and Hospitality</p>	<p>All proposers must read the United Nations Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct</p> <p>Moreover, suppliers should note that certain provisions of the Code of Conduct will be binding on the supplier in the event that the supplier is awarded a contract, pursuant to the terms and conditions of any such contract.</p> <p>UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</p> <p>Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>In pursuance of this policy, UNDP: Shall reject a proposal if it determines that the selected proposer has engaged in any corrupt or fraudulent practices in competing for the contract in question; Further to the UNDP's vendor sanctions policy, shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p>
<p>4. Eligible proposers</p>	<p>Proposers shall have the legal capacity to enter into a binding contract with UNDP.</p> <p>A proposer, and all parties constituting the proposer, may have the nationality of any country with the exception of the nationalities, if any, listed in Section 3: Data Sheet. A proposer shall be deemed to have the nationality of a country if the proposer is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.</p> <p>All proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest if they are or have been associated in the past, with a firm or any of its affiliates that have been engaged by UNDP to provide consulting services for the preparation of the design, specifications, Terms of</p>

	<p>Reference, cost analysis/estimation and other documents to be used for the procurement of the services required in the present procurement process; were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP and/or are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP’s confirmation on whether or not such a conflict exists.</p> <p>Similarly, the Bidders must disclose in their proposal their knowledge of the following: If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP’s further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p> <p>Proposers shall not be eligible to submit a proposal if at the time of proposal submission:</p> <ul style="list-style-type: none"> is included in the Ineligibility List, hosted by UNGM, that aggregates information disclosed by Agencies, Funds or Programs of the UN System; is included in the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267/1989 list; is included in the World Bank Corporate Procurement Listing of Non-Responsible Vendors and World Bank Listing of Ineligible Firms and Individuals.
<p>5. Proprietary information</p>	<p>The RFP documents and any Terms of Reference or information issued or furnished by UNDP are issued solely for the purpose of enabling a proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to proposers shall remain the property of UNDP. All documents which may form part of the proposal will become the property of UNDP, who will not be required to return them to your firm.</p>
<p>6. Publicity</p>	<p>During the RFP process, a proposer is not permitted to create any publicity in connection with the RFP.</p>
<p>SOLICITATION DOCUMENTS</p>	
<p>7. Clarification of solicitation documents</p>	<p>Proposers may request clarifications on any of the RFP documents no later than the date indicated in Section 3: Data Sheet. Any request for clarification must be sent in writing in the manner indicated in Section 3: Data Sheet. Explanations or interpretations provided by personnel other than the named contact person will not be considered binding or official.</p> <p>UNDP will provide the responses to clarifications through the method specified in Section 3: Data Sheet.</p> <p>UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the proposals, unless UNDP deems that such an extension is justified and necessary.</p>

8. Amendment of solicitation documents	<p>At any time prior to the deadline for proposal submission, UNDP may for any reason, such as in response to a clarification requested by a proposer, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective proposers.</p> <p>If the amendment is substantial, UNDP may extend the deadline for submission of proposals to give the proposers reasonable time to incorporate the amendment into their proposal.</p>
PREPARATION OF PROPOSALS	
9. Cost of preparation of proposal	<p>The proposer shall bear all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
10. Language	<p>The proposal, as well as any and all related correspondence exchanged by the proposer and UNDP, shall be written in the language(s) specified in Section 3: Data Sheet.</p>
11. Documents establishing eligibility and qualifications of the proposer	<p>The proposer shall furnish documentary evidence of its status as an eligible and qualified vendor, using the forms provided in Section 7 and providing the documents required in those forms. In order to award a contract to a proposer, its qualifications must be documented to UNDP's satisfaction.</p>
11.a Documents comprising the proposal	<p>The proposal bid shall comprise of the following documents and related forms which details are provided in Section 3: Data Sheet:</p> <ul style="list-style-type: none"> Documents Establishing the Eligibility and Qualifications of the Bidder; Technical Proposal; Financial Proposal; Proposal Security, if required by DS; Any attachments and/or appendices to the Proposal.
12. Technical proposal format and content	<p>The proposer is required to submit a technical proposal using the forms provided in Section 7 and taking into consideration the requirements in the RFP.</p> <p>The technical proposal shall not include any price or financial information. A technical proposal containing material financial information may be declared non-responsive.</p>
13. Financial proposal	<p>The financial proposal shall be prepared using the form provided in Section 7 and taking into consideration the requirements in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items as well as in the final total price.</p> <p>Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
14. Currencies	<p>All prices shall be quoted in the currency or currencies indicated in Section 3: Data Sheet. Where proposals are quoted in different currencies, for the purposes of comparison of all proposals:</p> <p>UNDP will convert the currency quoted in the proposal into the UNDP preferred currency, in accordance with the UN Operational Rate of Exchange.</p> <p>In the event that UNDP selects a proposal for award that is quoted in a currency different from the preferred currency in Section 3: Data Sheet, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</p>
15. Duties and taxes	<p>Article II, Section 7, of the Convention on the Privileges and Immunities provides, inter alia, that the United Nations, including UNDP as a subsidiary organ, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All proposals shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified in Section 3: Data Sheet</p>

<p>16. Proposal validity period</p>	<p>Proposals shall remain valid for the period specified in Section 3: Data Sheet, commencing on the deadline for submission of proposals. A proposal valid for a shorter period may be rejected by UNDP and rendered non-responsive.</p> <p>During the proposal validity period, the proposer shall maintain its original proposal without any change, including the availability of the key personnel, the proposed rates and the total price.</p> <p>In exceptional circumstances, prior to the expiration of the proposal validity period, UNDP may request proposers to extend the period of validity of their proposals. The request and the responses shall be made in writing and shall be considered integral to the proposal.</p> <p>If the proposer agrees to extend the validity of its proposal, it shall be done without any change to the original proposal but will be required to extend the validity of the proposal security, if required, for the period of the extension, and in compliance with Article 17 (Proposal security) in all respects.</p> <p>The proposer has the right to refuse to extend the validity of its proposal without forfeiting the proposal security, if required, in which case, the proposal shall not be further evaluated.</p>
<p>17. Proposal security</p>	<p>A proposal security, if required by Section 3: Data Sheet, shall be provided in the amount and form indicated in the Section 3: Data Sheet. The proposal security shall be valid for a minimum of thirty (30) days after the final date of validity of the proposal. The proposal security shall be included along with the proposal. If a proposal security is required by the RFP but is not found in the proposal, the offer shall be rejected.</p> <p>If the proposal security amount, or its validity period, is found to be less than is required by UNDP, UNDP shall reject the proposal.</p> <p>In the event an electronic submission is allowed in Section 3: Data Sheet, proposers shall include a copy of the proposal security in their proposal and the original of the proposal security must be sent via courier or hand delivery as per the instructions in Section 3: Data Sheet.</p> <p>Unsuccessful proposers' proposal securities will be discharged/returned as promptly as possible but no later than thirty (30) days after the expiration of the period of proposal validity prescribed by UNDP pursuant to Article 16 (Proposal Validity Period).</p> <p>The Proposal security may be forfeited by UNDP, and the proposal rejected, in the event of any, or combination, of the following conditions:</p> <p>If the proposer withdraws its offer during the period of the proposal validity specified in Section 3: Data Sheet, or;</p> <p>In the event the successful Proposer fails:</p> <ul style="list-style-type: none"> to sign the contract after UNDP has issued an award; or to furnish the performance security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the proposer.
<p>18. Joint Venture, Consortium or Association</p>	<p>If the proposer is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the proposal, each such legal entity will confirm in their joint proposal that:</p> <ul style="list-style-type: none"> they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, and this will be evidenced by a duly notarised agreement among the legal entities, which will be submitted along with the proposal; and if they are awarded the contract, the contract shall be entered into by and between UNDP and the designated lead entity, who will be acting for and on behalf of all the member entities comprising the joint venture. <p>After the deadline for submission of proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p>

	<p>If a JV, Consortium or Association’s proposal is the proposal selected for award, UNDP will award the contract to the joint venture, in the name of its designated lead entity. The lead entity will sign the contract for and on behalf of all other member entities. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Article 19 (Only one Proposal) herein in respect of submitting only one proposal.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the RFP, both in the proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>A JV, Consortium or Association, in presenting its track record and experience, should clearly differentiate between:</p> <p>Those that were undertaken together by the JV, Consortium or Association; and</p> <p>Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>19. Only one proposal</p>	<p>The proposer (including the individual members of any Joint Venture) shall submit only one proposal, either in its own name or as part of a Joint Venture.</p> <p>Proposals submitted by two (2) or more proposers shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this RFP; or they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the proposal of another proposer regarding this RFP process; they are subcontractors to each other’s proposal, or a subcontractor to one proposal also submits another proposal under its name as lead proposer; or some key personnel proposed to be in the team of one proposer participates in more than one proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one proposal.
<p>20. Alternative proposals</p>	<p>Unless otherwise specified in Section 3: Data Sheet, alternative proposals shall not be considered. If submission of alternative proposals is allowed in Section 3: Data Sheet, a proposer may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative proposal.</p> <p>If multiple/alternative proposals are being submitted, proposer must create an alternate response directly in the system and upload all attachments relevant to the alternate proposal separately together with the alternate response.</p>
<p>21. Pre-proposal conference</p>	<p>When appropriate, a pre-proposal conference will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p>

	<p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is mandatory, a Proposer which does not attend the pre-proposal conference shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the pre-proposal conference is not mandatory, non-attendance shall not result in disqualification of an interested proposer.</p> <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or proposal process during the pre-proposal conference. All questions shall be submitted in accordance with Article 38 (Clarification of Proposals).</p> <p>The pre-proposal conference shall be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers responsibility) proposers shall not rely upon any information, statement or representation made at the pre-proposal conference unless that information, statement or representation is confirmed by UNDP in writing.</p> <p>Minutes of the pre-proposal conference will be disseminated as specified in Section 3: Data Sheet. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the minutes of the proposer's conference or issued/posted as an amendment to RFP.</p>
<p>22. Site inspection</p>	<p>When appropriate, a site inspection will be conducted at the date, time and location and according to any instructions specified in Section 3: Data Sheet.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is mandatory, a proposer which does not attend the site inspection shall become ineligible to submit a proposal under this RFP.</p> <p>If it is stated in Section 3: Data Sheet that the site inspection is not mandatory, non-attendance, shall not result in disqualification of an interested proposer.</p> <p>Proposers participating in a site inspection shall be responsible for making and obtaining any visa arrangements that may be required for the proposers to participate in a site inspection.</p> <p>Prior to attending a site inspection, proposers shall execute an indemnity and a waiver releasing UNDP in respect of any liability that may arise from:</p> <ul style="list-style-type: none"> loss of or damage to any real or personal property; personal injury, disease or illness to, or death of, any person; financial loss or expense, arising out of the carrying out of that site inspection; and transportation by UNDP to the site (if provided) as a result of any accidents or malicious acts by third parties. <p>UNDP will not issue any formal answers to questions from proposers regarding the RFP or solicitation process during a site inspection. All questions shall be submitted in accordance with Article 7 (Clarification of solicitation documents).</p> <p>A site inspection will be conducted for the purpose of providing background information only. Without limiting Article 24 (Proposers Responsibility), proposers shall not rely upon any information, statement or representation made at a site inspection unless that information, statement or representation is confirmed by UNDP in writing.</p>
<p>23. Errors or omissions</p>	<p>Proposers shall immediately notify UNDP in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFP, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p> <p>Proposers shall not benefit from such ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.</p>
<p>24. Proposers responsibility to inform themselves</p>	<p>Proposers shall be responsible for informing themselves in preparing their proposal. In this regard, proposers shall ensure that they:</p> <ul style="list-style-type: none"> examine and fully inform themselves in relation to all aspects of the RFP, including the Contract and all other documents included or referred to in this RFP; review the RFP to ensure that they have a complete copy of all documents;

	<p>obtain and examine all other information relevant to the project and the scope of the requirements available on reasonable enquiry; verify all relevant representations, statements and information, including those contained or referred to in the RFP or made orally during any clarification meeting or site inspection or any discussion with UNDP, its employees or agents; attend any pre-proposal conference if it is mandatory under this RFP; fully inform and satisfy themselves as to requirements of any relevant authorities and laws that apply, or may in the future apply, to the supply of the services; and form their own assessment of the nature and extent of the services required as included in Section 5: Terms of Reference and properly account for all requirements in their proposal.</p> <p>Proposers acknowledge that UNDP, its directors, employees and agents make no representations or warranties (express or implied) as to the accuracy, currency or completeness of this RFP or any other information provided to the proposers.</p>
25. No material change(s) in circumstances	<p>The proposer shall inform UNDP of any change(s) of circumstances arising during the RFP process, including but not limited to: a change affecting any declaration, accreditation, license or approval; major re-organisational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the proposer or its major sub-contractors; a change to any information on which UNDP may rely in assessing proposals.</p>
SUBMISSION AND OPENING OF PROPOSALS	
26. Instruction for proposal submission	<p>The proposer shall submit a complete proposal in the format and comprising the documents and forms in accordance with requirements in Section 3: Data Sheet. The proposal shall be delivered according to the method specified in Section 3: Data Sheet. The proposal shall be submitted by the proposer or person(s) duly authorized to commit the proposer. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the proposing entity, or, if requested, a Power of Attorney, accompanying the proposal.</p> <p>Proposers must be aware that the mere act of submission of a proposal, in and of itself, implies that the proposer fully accepts the UNDP General Conditions of Contract.</p>
26 a. Online submission	<p>Electronic submission through online portal shall be governed as follows: Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in DS; The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and each of them must be uploaded individually and clearly labelled. The Financial Proposal file must be uploaded separately only in the commercial section of the RFP in the system. encrypted with a password so that it cannot be opened nor viewed until the password is provided. Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivery as per the instructions in DS. Detailed instructions on how to submit, modify or cancel a bid in the online portal are provided in the system Bidder User Guide made available in the procurement notice site and in the portal.</p>
27. Deadline for Submission of Proposals and Late Proposals	<p>Complete proposals must be received by UNDP in the manner, and no later than the date and time, specified in Section 3: Data Sheet. If any doubt exists as to the time zone in which the Proposal should be submitted, refer to http://www.timeanddate.com/worldclock/. It shall be the sole responsibility of the proposers to ensure that their proposal is received by the closing date and time. UNDP shall accept no responsibility for proposals that arrive late due to any technical issues and shall only recognise the actual date and time that the proposal was received by UNDP.</p>

	UNDP may, at its discretion, extend this deadline for the submission of proposals by amending the solicitation documents in accordance with Article 8 (Amendment of solicitation documents). In this case, all rights and obligations of UNDP and proposers subject to the previous deadline will thereafter be subject to the new deadline as extended.
28. Withdrawal, substitution and modification of proposals	A proposer may withdraw or modify its proposal after it has been submitted at any time prior to the deadline for submission directly in the system following the instructions provided in the user guide. However, after the deadline for proposal submission, the proposals shall remain valid and open for acceptance by UNDP for the entire proposal validity period, as may be extended.
29. Storage of proposals	Proposals received are kept confidential and unopened in the system as part security protocols built in the system until the proposal opening date stated in Section 3: Data Sheet.
30. Proposal opening	There is no mandatory public bid opening for RFPs however UNDP may at its discretion sent a public bid opening report from the system only to suppliers who successfully submitted a proposal. The report will include only the names of the companies but not the financial proposal.
31. Late proposals	Any proposal received by UNDP after the deadline for submission of proposals will be destroyed unless the proposer requests that it be returned and assumes the responsibility and expenses for the re-possession of the returned proposal documents. In exceptional circumstances, late proposals may be accepted if it is determined that the submission was sent in ample time prior to the proposal closing and the delay could not be reasonably foreseen by the proposer or were due to force majeure.
EVALUATION OF PROPOSALS	
32. Confidentiality	Information relating to the examination, evaluation, and comparison of proposals, and the recommendation of contract award, shall not be disclosed to proposers or any other persons not officially concerned with such process, even after publication of the contract award. Any effort by a proposer or anyone on behalf of the proposer to influence UNDP in the examination, evaluation and comparison of the proposals or contract award decisions may, at UNDP's decision, result in the rejection of its proposal and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.
33. Evaluation of proposals	UNDP shall evaluate a proposal using only the methodologies and criteria defined in this RFP. No other criteria or methodology shall be permitted. UNDP shall conduct the evaluation solely on the basis of the submitted technical and financial proposals. Evaluation of proposals shall be undertaken in the following steps: Preliminary examination Evaluation of minimum eligibility and qualification (if pre-qualification is not done) Evaluation of technical proposals Evaluation of financial proposals.
34. Preliminary examination	UNDP shall examine the proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the proposals are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any proposal at this stage.
35. Evaluation of eligibility and qualification	Eligibility and qualification of the proposer will be evaluated against the minimum eligibility and qualification requirements specified in Section 4: Evaluation Criteria and in Article 4 (Eligible proposers). In general terms, vendors that meet the following criteria may be considered qualified: a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors' list;

	<p>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments,</p> <p>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</p> <p>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</p> <p>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</p> <p>f) They have a record of timely and satisfactory performance with their clients.</p>
<p>36. Evaluation of technical and financial proposals</p>	<p>The evaluation team shall review and evaluate the technical proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in Section 4: Evaluation Criteria. A proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in Section 3: Data Sheet. When necessary, and if stated in the Data Sheet, UNDP may invite technically responsive proposers for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the proposal document where required.</p> <p>When necessary, and if stated in the Section 3: Data Sheet, UNDP may invite technically responsive bidders for a presentation related to their technical Proposals. The conditions for the presentation shall be provided in the bid document where required. In the second stage, only the financial proposals of those proposers who achieve the minimum technical score will be opened for evaluation.</p> <p>The evaluation method that applies for this RFP shall be as indicated in Section 3: Data Sheet, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Proposers; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>When the Data Sheet specifies a combined scoring method, the formula for the rating of the proposals will be as follows:</p> <p><u>Rating the Technical Proposal (TP):</u></p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ <p><u>Rating the Financial Proposal (FP):</u></p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <p><u>Total Combined Score:</u></p> $\text{Combined Score} = (\text{TP Rating}) \times (\text{Weight of TP, e.g. 70\%}) + (\text{FP Rating}) \times (\text{Weight of FP, e.g., 30\%})$
<p>37. Post-qualification/Due Diligence</p>	<p>UNDP reserves the right to undertake a post-qualification assessment, aimed at determining, to its satisfaction, the validity of the information provided by the proposer. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <p>Verification of accuracy, correctness and authenticity of information provided by the proposer;</p> <p>Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</p> <p>Inquiry and reference checking with Government entities with jurisdiction on the proposer, or with previous clients, or any other entity that may have done business with the proposer;</p> <p>Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</p>

	<p>Physical inspection of the proposer’s offices, branches or other places where business transpires, with or without notice to the proposer;</p> <p>Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
38. Clarification of proposals	<p>UNDP may request clarification or further information in writing from the proposers at any time during the evaluation process. The proposers’ responses shall not contain any changes regarding the substance or price of the proposal, except to confirm the correction of arithmetic errors discovered by UNDP in the evaluation of the proposals, in accordance with Instructions to Proposers Article 23 (Errors or omissions).</p> <p>UNDP may use such information in interpreting and evaluating the relevant proposal but is under no obligation to take it into account.</p> <p>Any unsolicited clarification submitted by a proposer in respect to its proposal which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the proposals.</p>
39. Responsiveness of proposal	<p>UNDP’s determination of a proposal’s responsiveness is to be based on the contents of the proposal itself. A substantially responsive proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:</p> <ul style="list-style-type: none"> affects in any substantial way the scope, quality, or performance of the services specified in the contract; or limits in any substantial way, inconsistent with the solicitation documents, UNDP’s rights or the proposer’s obligations under the contract; or if rectified would unfairly affect the competitive position of other proposers presenting substantially responsive proposals. <p>If a proposal is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the proposer by correction of the material deviation, reservation, or omission.</p>
40. Nonconformities, reparable errors and omission	<p>Provided that a proposal is substantially responsive, UNDP may waive any non-conformities or omissions in the proposal that, in the opinion of UNDP, do not constitute a material deviation. These are a matter of form and not of substance and can be corrected or waived without being prejudicial to other proposers.</p> <p>Provided that a proposal is substantially responsive UNDP may request the proposer to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the proposal. Failure of the proposer to comply with the request may result in the rejection of its proposal.</p> <p>For financial proposals that have been opened, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail. <p>If the proposer does not accept the correction of errors, its proposal shall be rejected, and its proposal security may be forfeited.</p>
41. Right to accept any proposal and to	<p>UNDP reserves the right to accept or reject any proposals, and to annul the proposal process and reject all proposals at any time prior to contract award, without thereby</p>

reject any or all proposals	incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
AWARD OF CONTRACT	
42. Award criteria	Prior to expiration of the proposal validity, UNDP shall award the Contract to the qualified proposer based on the award criteria indicated in Section 3: Data Sheet.
43. Right to vary requirement at time of award	At the time the Contract is awarded, UNDP reserves the right to increase or decrease the quantity of services originally specified by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions and the solicitation document.
44. Notification of award	Prior to the expiration of the period of proposal validity, UNDP will notify the successful proposer in writing by email, fax or post, that its proposal has been accepted. Please note that the proposer, if not already registered at the appropriate level in UNGM, will be required to complete the vendor registration process on the UNGM prior to the signature and finalization of the contract.
45. Debriefing	In the event that a proposer is unsuccessful, the proposer may request a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the proposer's submission, in order to assist the proposer in improving its future proposals for UNDP procurement opportunities. The content of other proposals and how they compare to the proposer's submission shall not be discussed.
46. Publication of contract award	UNDP will publish the contract award on UNDP Procurement Notices website https://procurement-notice.undp.org/view_awards.cfm which is linked to the United Nations Global Marketplace , with the RFP Reference number, the information of the awarded proposer's company name, contract amount or LTA and the date of the contract.
47. Contract Signature	Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
48. Contract Type and General Terms and Conditions	The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in Data Sheet, can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
49. Performance security	The successful Proposer, if so specified in Section 3: Data Sheet shall furnish a Performance Security in the amount and form specified herein: https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&action=default , within the specified number of days after receipt of the Contract from UNDP. Banks issuing performance securities must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank. The Performance Security form is available here . UNDP shall promptly discharge the proposal securities of the unsuccessful proposers pursuant to Article 17 (Proposal security). Failure of the successful proposer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the proposal security. In that event UNDP may award the contract to the next lowest ranked proposer.
50. Bank guarantee for advance payment	Except when the interests of UNDP so require, it is UNDP's standard practice not to make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per Section 3: Data Sheet, and if specified there, the proposer shall submit a Bank Guarantee in the full amount of the advance payment using this bank guarantee form available at :

	<p>https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&action=default. Banks issuing bank guarantees must be acceptable to the UNDP comptroller, i.e. banks certified by the central bank of the country to operate as a commercial bank.</p>
51. Liquidated Damages	<p>If specified in Section 3: Data Sheet, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per the Contract. The payment or deduction of such liquidated damages shall not relieve the Contractor from any of its other obligations or liabilities pursuant to any current contract or purchase order.</p>
52. Proposal protest	<p>Any proposer that believes to have been unjustly treated in connection with this proposal process or any contract that may be awarded as a result of such proposal process may submit a complaint to UNDP.</p> <p>The following link provides further details regarding UNDP vendor protest procedures: http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</p>
53. Other Provisions	<p>In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&referer</p>

SECTION 3: DATA SHEET (DS)

The following specific data shall complement, supplement or amend the provisions in Section 2: Instructions to Proposers. In case there is a conflict, the provisions herein shall prevail over those in Section 2: Instructions to Proposers.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
1.	Scope	The reference number of this Request for Proposal (RFP) is RfP26/03244 : The services include provision of development of the computer subsystem “Financial Control” of State Automated Information System “Elections” as further described in Section 5 of this RFP.
4.	Eligible proposers	Proposers from all countries are eligible to participate in this proposal process.
7.	Clarification of solicitation documents	Any request for clarification of solicitation documents must be sent directly in the system through Quantum message functionality . ATTENTION: PROPOSALS (OR ANY PART OF IT) SHALL NOT BE SUBMITTED IN THE ABOVE MANNER.
		Deadline for submitting requests for clarifications / questions: 5 days before the submission deadline
		Supplemental information to the RFP and responses / clarifications to queries will be posted directly in the system.
10.	Language	All proposals, information, documents and correspondence exchanged between UNDP and the proposers in relation to this solicitation process shall be in English/Romanian
	Partial proposals	Submitting proposals for parts or sub-parts of the TOR is: Not allowed The Proposer shall quote prices for all 2 (two) LOTs presented in Section 5: Terms of Reference and FORM K: Format for Financial Proposal. The UNDP reserves the right to award the contract for one LOT only LOT 1 – Development of the computer subsystem 'Financial Control' of State Automated Information System 'Elections' with MANDATORY Requirements (indicated with the sign “M” in the columns regarding functional and non-functional requirements sub-sections of SECTION 5 – Terms of Reference) LOT 2 – Development of the computer subsystem 'Financial Control' of State Automated Information System 'Elections' with MANDATORY and OPTIONAL Requirements (indicated with the sign “M” and sign “O” in the columns regarding functional and non-functional requirements sub-sections of SECTION 5 – Terms of Reference) However, UNDP is not bound to accept any proposal per any of the LOTs, nor award a contract per any of the LOTs, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP’s action.
14.	Currencies	Prices shall be quoted only in the currency indicated in the system: MDL (Moldovan Leu) for local suppliers and

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>USD (US Dollars) for international suppliers.</p> <p>For evaluation purposes, all the rates shall be recalculated at UN Operational Rate of Exchange indicated on the submission deadline: https://treasury.un.org/operationalrates/OperationalRates.php</p>
15.	Duties and taxes	<p>All prices shall: Be exclusive of VAT and other applicable indirect taxes.</p>
16.	Proposal validity period	90 days
17.	Proposal security	Not Required
10.	Alternative proposals	Shall not be considered.
21.	Pre-proposal conference	<p>Will be conducted</p> <p>Time and time zone: 14:00 Chisinau time</p> <p>Date: 16 April 2026</p> <p>Venue :</p> <p>https://teams.microsoft.com/meet/36730855724815?p=hpi0E4fPvBa3MrkJb7 Meeting ID: 367 308 557 248 15</p> <p>Passcode: 67hY7sY3</p> <p><u>Interested bidders should register for the conference.</u></p> <p><u>To facilitate registration, prospective bidders are required to send the names and email addresses of their authorized representatives using the "Messages" section in Quantum no later than 15 April 2026. In case bidders face any technical difficulties with Quantum platform, they shall send the above-mentioned information to the following email address: sc.md@undp.org.</u></p> <p><u>Please ensure that the subject of the email message is marked as 'PRE-PROPOSAL CONFERENCE FOR RfP26/03244.</u></p> <p><u>The Pre-proposal conference is not mandatory but highly recommended.</u></p> <p>Direct communication to prospective Bidders by email and posting directly in Quantum and on the below tender websites: UNDP Moldova tenders, UNDP Procurement Notices and UNGM.</p>
22.	Site inspection	A site inspection will not be held.
	Instructions for proposal submission	<p>Proposals must be submitted directly in Quantum.</p> <p>Allowable manner of submitting proposals:</p> <ul style="list-style-type: none"> • File Format: PDF files only • File names must be clearly indicative of the file content and uploaded in the relevant section as instructed in the system. File names must be in English or in the language specified in this document as the bid language. • All files must be free of viruses and not corrupted. • It is recommended that the entire Proposal be consolidated into as few attachments as possible.

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> The proposer should receive an email acknowledging receipt of the proposal by the system. The Financial Proposal (Forms J and K) shall be submitted directly in the system only in the "Commercial section" of the requirements. Non-compliance with this instruction may result in rejection of the proposal received.
27.	Deadline for proposal submission	<p>Deadline for proposal submission is indicated in the portal. In case of discrepancies between the deadline in the system and deadline indicated elsewhere, the one in the system prevails.</p> <p>Note that system time zone is in EST/EDT (New York) time zone.</p>
30.	Proposal Opening	Public proposal opening will NOT be held.
36.	Evaluation of technical and financial proposals	<p>Evaluation will be based on:</p> <p><input checked="" type="checkbox"/> Combined scoring method using a distribution of 70%-30% Technical proposal - financial proposal</p> <p>The maximum number of technical points is detailed in Section 4: Evaluation Criteria</p> <p>To be substantially compliant, Proposers must obtain a minimum threshold of 70% of maximum points from technical evaluation.</p>
43.	Right to vary requirement at time of award	The maximum percentage by which quantities may be increased or decreased is 25%
42.	Contract award to one or more proposer	UNDP will award a contract one for LOT only to: One Bidder Only
	Type of contract to be awarded	<p>Contract Face Sheet</p> <p>More information can be accessed at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>See Section 6 for link to sample contract.</p>
	Expected date for commencement of contract	01 June 2026
48.	Conditions of contract to apply	UNDP General Terms and Conditions for contracts (goods and/or services) See Section 6 for link to the contract terms.
49.	Performance Security	Not Required
50.	Advance payment	Not Allowed
51.	Liquidated damages	<p>Will be imposed as follows:</p> <p>Percentage of contract price per week of delay: 2.5% up to a maximum of 10% of the Contract value; after which UNDP may terminate the contract.</p>
	Documents to be submitted with your Proposal	<ul style="list-style-type: none"> Company Profile, which should not exceed fifteen (15) pages, covering the company experience, human resources, management and technical capacities, portfolio, demonstrating experience in implementation of projects with similar content and similar complexity; Certificate of Incorporation/ Business Registration (in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium and each partner, if any);

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<ul style="list-style-type: none"> • List of Shareholders and Other Entities Financially Interested in the Firm owning 5% or more of the stocks and other interests, or its equivalent if Bidder is not a corporation including the Certificate from State Register; • Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country; • A copy of preliminary Agreement in case of Consortium • Quality Certificate (e.g., ISO 9001, ISO 20000, ISO/IEC 27001 etc..) and/or other similar certificates, accreditations, awards and citations received by the Bidder, if any • Financial Statement (Income Statement and Balance Sheet) for the past 3 years (2024, 2023, 2022) in case of JV/Consortium/Association, the documents shall be provided for the leader of the consortium and each partner, if any); • For the requested proof of experience in implementation of projects with similar content and similar complexity, the Bidder shall provide copies of contracts with brief description of the ICT solutions implemented in the past five (5) years; • Statement of Satisfactory Performance from the Top three (3) Clients in terms of Contract Value (in case of JV/Consortium/Association, of the leader of the consortium) for successfully implemented projects (ICT Systems) with similar complexity during the last 5 (five) years; • Technical Proposal which shall include at least: <ul style="list-style-type: none"> – Detailed description of the Methodology, Approach and Implementation Plan (sequence of actions) for the services required in the ToR, with clear distribution of roles and responsibilities of the proposed key personnel. – The methodology shall also include the detailed technical description of the proposed software solution including description of functional and non-functional requirements, including the technological platforms, its performance parameters to be used and relevant constraints, required hardware and any operational restrictions (if any), estimated implementation activities and their duration, approach for providing warranty, maintenance and support services (including owned facilities). – Proposed approach for organizing project implementation, listing all implementation stages and corresponding deliverables; – Implementation Plan (sequence of actions) for the services required in the ToR; – Proposed model for management of change and development requests and the methodology applied for estimating the effort and price to be charged; – Project management organizational chart with clear roles and responsibilities, as well as practices applied to interaction and collaboration within the project, including: project plan management, detailed activity planning, resource management, communication plan, change management, risk, management, deliverable quality management, progress monitoring and reporting, exception management, library management project; • CVs and of the Key personnel (mentioned under in Section 5: ToR) to be involved in the project, together with attestation certificates (e.g. diplomas,

Ref. Article in Section 2	Data	Specific Instructions / Requirements
		<p>certifications) as well as training certificates (valid at the date of presentation) clearly stipulating the relevant experience which meets the listed requirements. Statements of Exclusivity and Availability confirming participation in the project at the level and duration specified (signed by the envisaged person) shall be provided.</p> <ul style="list-style-type: none"> • All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded; • Environmental Compliance Certificates, Accreditations, Markings/Labels, and other evidence of the Proposer’s practices which contributes to the ecological sustainability of reduction of environment impact (e.g., use of non-toxic substances, recycled raw materials, energy-efficient equipment, reduced carbon emission, etc.); • Dully filled in Proposal Forms A-K (as per Section 7: Proposal Forms). Forms A-I, representing the Technical Proposal, shall be submitted directly in the system in the “Technical section” of the requirements. • Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

SECTION 4: EVALUATION CRITERIA

Preliminary Examination Criteria

All criteria will be evaluated on a **Pass/Fail basis** and checked during Preliminary Examination.

Criteria	Documents to establish compliance
Completeness of the Proposal	All documents requested in Section 2: Instructions to Bidders Articles 11 and 12 have been provided and are complete.
Proposer accepts UNDP General Conditions of Contract as specified in Section 6.	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Proposal Validity	Duly signed and stamped Form C: Technical Proposal Submission has been provided.
Appropriate signatures	Proposal Forms have been duly signed and stamped.
Power of Attorney [if applicable]	Certified Letter of Appointment and/or power of attorney authorizing the representative of the Bidder to sign bids has been provided.

Minimum Eligibility and Qualification Criteria

Minimum eligibility and qualification criteria will be evaluated on a **Pass/Fail basis**.

If the Proposal is submitted as a Joint Venture, Consortium or Association, each member should meet the minimum criteria, unless otherwise specified.

Eligibility Criteria	Documents to establish compliance
Legal Status: Vendor is a legally registered entity and can ensure rapid local response (including presence of staff) to any of the contract related requests (whether through a local branch or office, through a local consortium partner or a local subcontracted consultant or company or other – all relationships to be documented through official documents and valid contracts submitted with the Proposal).	Form D: Proposer Information
Diversity, Inclusion and Belonging: Proposer belongs to a diverse supplier group, including micro, small or medium sized enterprise, women or youth owned business or other.	Form D: Proposer Information
Eligibility: Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Conflict of Interest: No conflicts of interest in accordance with Section 2 Article 4.	Form C: Technical Proposal Submission
Bankruptcy: The Proposer has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future	Form C: Technical Proposal Submission

Qualification Criteria	Documents to establish compliance
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History of non-performing contracts¹: Non-performance of a contract did not occur as a result of contractor default within the last 3 years ¹ .	Form F: Eligibility and Qualification
Litigation History: No consistent history of court/arbitral award decisions against the Proposer for the last 3 years.	Form F: Eligibility and Qualification
Previous Experience:	
Minimum 5 (five) years of experience in developing IT systems. <i>(For JV/Consortium/Association, TEAM Lead company should meet the requirement).</i>	Form F: Eligibility and Qualification
Minimum 3 (three) successfully executed ICT projects of similar complexity, where at least one project implemented for state bodies (i.e. central public authorities, state agencies, etc.) (i.e. highly configurable case management systems, document and workflow management systems) over the last 5 (five) years. The Bidder shall present proofs of projects completion with his Proposal. <i>(For JV/Consortium/Association, TEAM Lead company should meet the requirement).</i>	Form F: Eligibility and Qualification
Minimum Key Personnel:	
The minimum personnel mandatory for the implementation of the contract: <ul style="list-style-type: none"> • 1 (one) Project Manager • 1 (one) Business Analyst • 1 (one) Frontend Software Developer • 1 (one) Backend Software Developer • 1 (one) Software Tester/ QA Engineer • 1 (one) System Architect • 1 (one) Database Architect <i>Please note: The above listed roles can be cumulated by certain team members, but not more than two roles per team member, clarifying in the Methodology the reasoning for such approach and distribution of tasks.</i> Failure to comply with Minimum key personnel requirements will lead to disqualification. <i>(For JV/Consortium/Association all Parties cumulatively should meet requirement).</i>	Duly signed CVs and Statements of Exclusivity and Availability, including any other supporting documents, attached to Form H: Format for Technical Proposal
Financial Standing:	
Liquidity: The Ratio Average current assets / Current liabilities over the last 3 (three) years must be equal or greater than 1. Proposers must include in their Proposal audited balance sheets cover the last 3 (three) years. If CR is less than 1: UNDP shall verify financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

¹ Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

UNDP has the right to reject any bid if submitted by a contractor whom investigation leads to a result that the bidder is not financially capable and/or had serious financial problems. <i>(For JV/Consortium/Association all Parties cumulatively should meet requirement).</i>	
Turnover: Proposers should have a minimum average annual sales turnover of minimum USD 250,000 for the last 3 (three) years (2022, 2023, 2024). <i>(For JV/Consortium/Association all Parties cumulatively should meet requirement).</i>	Copy of audited financial statements for the last 3 (three) years. Form F: Eligibility and Qualification

Technical Evaluation Criteria

Summary of technical proposal evaluation sections		Points obtainable
1.	Proposer’s qualification, capacity and experience	300
2.	Proposed methodology, approach and implementation plan	400
3.	Management structure and key personnel	300
Total		1000

Section 1. Proposer’s qualification, capacity and experience		Points obtainable
1.1	Reputation of organisation and staff credibility / reliability / industry standing Organization / Company profile – 20 points: Excellent: Organization and staff have an outstanding reputation, proven reliability, and a strong company profile supported by verifiable references and achievements: 20 pts Good: Organization and staff have a very good reputation and reliability, with strong references and a solid company profile: 18 pts Satisfactory: Organization and staff have a good reputation and reliability, with adequate references and company profile: 14 pts Poor: Organization and staff have limited reputation and reliability; references and company profile are weak or incomplete: 8 pts. Very Poor: Organization and staff have very little reputation or credibility; references are minimal or questionable: 2 pts. No submission: No information provided or completely unacceptable: 0 pts.	20
1.2	General organisational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted. <ul style="list-style-type: none"> • Financial stability: sales turnover for the last three years (2022, 2023, 2024) (turnover of 250,000 USD to 400,000 USD – 10 pts.; turnover of 400,001 USD to 600,000 USD – 15 pts.; more than 600,000 USD – 20 pts. • Project management support mechanism (no – 0 pts, yes 5 pts.) • Project management controls (no – 0 pts, yes 5 pts.) 	30
1.3	Relevance of specialised knowledge and experience on similar engagements done in the region /country <ul style="list-style-type: none"> - Minimum 5 (five) years of relevant experience in developing IT systems (5 years – 40 pts., each additional year – 5 pts., up to max 60 pts.) 	230

	<ul style="list-style-type: none"> - Minimum 3 (three) successfully executed ICT projects of similar complexity, where at least one project implemented for state bodies (i.e. central public authorities, state agencies, etc.) (i.e. highly configurable case management systems, document and workflow management systems) implemented over the last 5 (five) years. (3 contracts – 30 pts., each additional project – 5 pts., up to max 60 pts.) - Specific experience in building ICT infrastructure, proven through the design of at least 3 (three) information systems (3 systems designed – 10 pts., each additional assignment – 5 pts., up to max 30 pts.) - Demonstrated experience of working with Moldovan public institutions would be a strong advantage (each contract / assignment – 10 pts., up to max. 40 pts.) - Demonstrated experience in the design, development and implementation of IT applications for electoral processes would be an advantage (each contract / assignment – 15 pts., up to max. 30 pts.) - Working experience with UN Agencies and/or other international organizations will be an advantage (no – 0 pts., yes – 10 pts.) 	
1.4	<p>Organisation Commitment to Sustainability</p> <ul style="list-style-type: none"> • Organisation is compliant with ISO 14001 or ISO 14064 or equivalent – 10 points • Organisation is a member of the UN Global Compact – 5 points • Organisation demonstrates significant commitment to sustainability through some other means (for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues) – 5 points 	20
Total Section 1		300

Section 2. Proposed methodology approach and implementation plan		Points obtainable
2.1	<p>To what degree does the Proposer understand the objectives, scope, and requirements of the assignment?</p> <ul style="list-style-type: none"> • Excellent Understanding (60 pts): The proposer demonstrates a comprehensive and in-depth understanding of the assignment, objectives, and expected results; proposal fully reflects ToR requirements and provides strong evidence of the ability to meet and exceed them (100 %) • Good Understanding (54 pts): The proposer demonstrates a good understanding of the assignment; proposal addresses ToR requirements well and provides adequate evidence of capacity to deliver (90%) • Satisfactory Understanding (42 pts): The proposer demonstrates a general understanding of the assignment; proposal addresses most ToR requirements but with some gaps or limited supporting evidence (70%) • Poor Understanding (24 pts): The proposer shows limited understanding of the assignment; proposal addresses ToR requirements superficially and provides weak supporting evidence (40%) • Very poor Understanding (6 pts): The proposer shows very little understanding of the assignment; proposal largely fails to address ToR requirements (10%) • No submission: Information has not been submitted or completely unacceptable: 0 pts 	60
2.2	<p>Is the proposal clear, and is the sequencing of activities logical, realistic, and conducive to efficient implementation?</p> <ul style="list-style-type: none"> • Excellent (140 pts): The proposal is clear, well structured, and presents a logical, realistic, and well-sequenced implementation plan. Human and material resources are appropriately allocated and support efficient delivery (100 %) • Good (126 pts): The proposal is clear and structured, with a generally realistic sequence of activities and adequate resource allocation. Minor adjustments could enhance efficiency (90%) 	140

	<ul style="list-style-type: none"> Satisfactory (98 pts): The proposal presents an acceptable structure and activity sequence but includes gaps or assumptions that may affect efficient implementation (70%) Poor (56 pts): The proposal lacks clarity and coherence in activity sequencing and resource allocation, raising concerns about feasibility (40%) Very Poor (14 pts): The proposal is poorly structured, with unrealistic sequencing and insufficient resources (10%) No submission / Unacceptable (0 pts): No implementation plan provided or submission is unacceptable. 	
2.3	<p>To what extent are quality assurance procedures and risk mitigation measures adequately defined?</p> <ul style="list-style-type: none"> Excellent (60 pts): Quality assurance and risk mitigation mechanisms are clearly defined, comprehensive, and fully integrated into the implementation approach, addressing all relevant technical, operational, and fiduciary risks (100 %) Good (54 pts): Quality assurance and risk mitigation measures are well defined and cover most relevant risks, with minor gaps that do not significantly affect robustness (90%) Satisfactory (42 pts): Quality assurance and risk mitigation measures are outlined but lack sufficient detail or coverage of key risks (70%) Poor (24 pts): Quality assurance and risk mitigation measures are weak, incomplete, or insufficiently linked to implementation risks (40%) Very Poor (6 pts): Mechanisms are largely inadequate, missing critical elements and failing to address major risks (10%) No submission / Unacceptable (0 pts): No quality assurance or risk mitigation measures provided or submission is unacceptable. 	60
2.4	<p>The proposed technical solution is adequate and is compliant with the computer subsystem Financial Control’s functional and non-functional requirements.</p> <ul style="list-style-type: none"> Excellent (140 pts): The proposed technical solution demonstrates a very strong and relevant approach and the Technical Responsiveness Checklist is dully completed and fully responds to the Financial Control requirements (100%) Good (126 pts): The proposed technical solution demonstrates a sound and relevant approach and the Technical Responsiveness Checklist is dully completed and responds to the Financial Control requirements (90%) Satisfactory (98 pts): The proposed technical solution demonstrates an acceptable and relevant approach and the Technical Responsiveness Checklist is completed and responds to some extent to the Financial Control requirements (70%) Poor (56 pts): The proposed technical solution demonstrates a weak and partially relevant approach and the Technical Responsiveness Checklist is not fully completed and partially responds to the Financial Control requirements (40%) Very Poor (14 pts): The proposed technical solution does not demonstrate a relevant approach and the Technical Responsiveness Checklist not completed and does not respond to the Financial Control requirements (10%) No submission / Unacceptable (0 pts): Information is missing or does not allow assessment under this criterion. 	140
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
1	Project Manager	50
	University degree in Management, Engineering, ICT or another relevant field (bachelor’s degree – 5 pts., master’s degree – 10 pts.)	

	At least 5 (five) years of experience in project management of projects on developing IT applications/systems, services, etc. (5 years – 5 pts., each year – 2 pts., up to a max. of 15 pts.)	15	
	Experience in a similar position in at least 2 (two) similar software development projects (two projects – 4 pts., each additional project – 2 pts., up to max 10 pts.)	10	
	Proven certification in Project Management (PMP, PRINCE2, CSM, CBAP / CCBA, ISTQB, AZURE, TOGAF, etc.) would be an asset (no – 0 pts., yes – 5 pts.)	5	
	Experience in managing projects for public authorities would be an asset (no – 0 pts., yes – 5 pts.)	5	
	Proficiency in Romanian and English languages (English, Romanian – 2.5 pts. each)	5	
2	Business Analyst		
	University degree in Management, Engineering, ICT or another relevant field (bachelor's degree – 5 pts., master's degree – 10 pts.)	10	
	At least 5 (five) years of experience in business analysis (5 years – 4 pts., each additional year – 2 pts., up to a max. of 10 pts.)	10	
	Experience in a similar position in at least 2 (two) similar software development projects (two projects – 4 pts., each additional project – 2 pts., up to max 10 pts.)	10	
	Proven certification in Project Management (PMP, PRINCE2, CSM, CBAP / CCBA, ISTQB, AZURE, TOGAFPrinice, PMI, etc.) would be an asset (no – 0 pts., yes – 5 pts.)	5	
	Experience in managing projects for public authorities would be an asset (no – 0 pts., yes – 5 pts.)	5	
	Proficiency in Romanian and English languages (English, Romanian – 2.5 pts. each)	5	
			45
3	Frontend Software Developer		
	University degree in Computer Science or another relevant domain (bachelor's degree –5 pts., master's degree – 10 pts.)	10	
	At least 5 (five) years of experience in software development (5 years – 4 pts., each additional year – 2 pts., up to a max. of 10 pts.)	10	
	Participated in at least 3 (three) software development projects in the last 3 years (3 projects – 4 pts., each additional project – 2 pts., up to max 10 pts.)	10	
	At least 3 (three) years of experience in software development using Visual Studio .NET, ADO.NET, ASP.NET (3 years – 4 pts., each additional year – 2 pts., up to a max. of 10 pts.)	10	
	Certifications in any technology from the required technology stack mentioned above is an asset (each certification – 2,5 pts., up to a max of 5 pts.)	5	
	Proficiency in Romanian and English languages (English, Romanian – 2,5 pts. each)	5	
			50
4	Backend Software Developer		
	University degree in Computer Science or another relevant domain (bachelor's degree –5 pts., master's degree – 10 pts.)	10	
	At least 3 (three) years of experience in software development (3 years – 4 pts., each additional year – 2 pts., up to a max. of 10 pts.)	10	
	Participated in at least 2 (two) software development projects in the last 3 years (2 projects – 4 pts., each additional project – 2 pts., up to max 10 pts.)	10	
	At least 3 (three) years of experience in software development using Visual Studio.NET, ADO.NET, ASP.NET (3 years – 4 pts., each additional year – 2 pts., up to a max. of 10 pts.)	10	
	Certifications in any technology from the required technology stack mentioned above is an asset (each certification – 2,5 pts., up to a max of 5 pts.)	5	
	Proficiency in Romanian and English languages (English, Romanian – 2,5 pts. each)	5	
			50
5	Software Tester/ QA Engineer		20

	University degree in Engineering, ITC or another relevant field (bachelor's degree – 2,5 pts., master's degree or equivalent – 5 pts.)	5	
	Experience in a similar position in at least 3 (three) projects (3 projects – 4 pts., every additional project – 2 pts., up to max 10 pts.)	10	
	Demonstrated experience in technologies related to the Republic of Moldova authorities' information and communication systems would be an advantage (no – 0 pts, yes – 5 pts.)	5	
6	System Architect		
	University degree in Computer Science or another relevant domain (bachelor's degree – 2,5 pts., master's degree – 5 pts.)	5	
	At least 5 years of experience in software development (5 years – 5 pts., each additional year – 2,5 pts., up to a max. of 10 pts.)	10	
	Participated in at least 2 (two) software development projects in the last 3 years (2 projects – 6 pts., each additional project – 2 pts., up to max 10 pts.)	10	40
	Experience in managing projects for public authorities would be an asset (no – 0 pts., yes – 10 pts.)	10	
	Proficiency in Romanian and English languages (English, Romanian – 2 pts. each, any additional language – 1 pt. up to a max of 5 pts.)	5	
7	Database Architect		
	University degree in Computer Science or another relevant domain (bachelor's degree – 2.5 pts., master's degree – 5 pts.)	5	
	At least 3 (three) years of experience in database architecture design (3 years – 4 pts., each additional year – 2 pts., up to a max. of 10 pts.)	10	
	Participated in at least 2 (two) software development projects in the last 3 years (2 projects – 4 pts., each additional project – 2 pts., up to max 10 pts.)	10	45
	Proven experience working with relational database systems (PostgreSQL, MySQL, Oracle Database, etc.) (each project – 2 pts, up to max. of 10 pts.)	10	
	Proven certification in Database and Data Management (Oracle Database, Microsoft SQL, PostgreSQL, MongoDB, etc.) (no – 0 pts., yes – 5 pts.)	5	
	Proficiency in Romanian and English languages (English, Romanian – 2 pts. each, any additional language – 1 pt. up to a max of 5 pts.)	5	
Total Section 3			300

SECTION 5: TERMS OF REFERENCE

Introduction

The “Financial Control” CSS was implemented within the Central Electoral Commission (CEC) with the support of UNDP Moldova, in response to the need to ensure compliance with and implementation of the following legal provisions:

- the Concept of the “Elections” State Automated Information System;
- the National Integrity and Anti-Corruption Program for the years 2024–2028;
- the Action Plan for the Implementation of the National Integrity and Anti-Corruption Program for the years 2024–2028;
- the Strategic Programme of the Central Electoral Commission for the years 2024–2026;
- the Action Plan of the Central Electoral Commission for 2025, developed in accordance with the activities set out in the Strategic Programme of the Central Electoral Commission for the years 2024–2026;
- the Regulations of the Central Electoral Commission on the Financing of Political Parties and Electoral Campaigns.

The “Financial Control” CSS was developed during 2018–2019 and has been in operation since 2020 as a mandatory financial reporting tool..

During its operation, the Central Electoral Commission (CEC) introduced several changes to the financial reporting forms. These changes were made in response to amendments to Law No. 294/2007 on Political Parties and the Electoral Code No. 325/2022.

In this context, between 2020 and 2025, additional development services were provided to adapt the electronic forms to the updated financial reporting methodology, implement new functionalities, and ensure functional and corrective maintenance.

For information regarding the adjustments undertaken, please consult the Request for Proposal and the Terms of Reference on the adjustment of the ITSS Financial Control, available at the following link: <https://sc.undp.md/tnddetails2/2408/>. **Please note that the above information is provided for consultation purposes only and does not constitute part of the present Request for Proposal.**

As a result of the use of the “Financial Control” CSS, multiple deficiencies and needs for the implementation of additional functionalities were identified, aimed at ensuring the application of the legal framework in force and improving the ergonomics of the IT application, including the need for continuous adjustment of financial reporting forms, activities that require considerable effort in terms of both financial resources and implementation time and involve an increased risk of errors as a result of the adjustments made, the main reason being the complexity of the implemented platform and the programming language used, which limits the number of third-party companies that have the necessary technical capabilities and willingness to provide development and maintenance services for the platform in question.

In addition, the platform version currently in use is technologically and morally obsolete and requires adaptation to new compliance and information security requirements. Given all the difficulties encountered, as well as the future need for a technically flexible platform that allows efficient modification of reporting forms and effective system administration, the implementation of a new platform based on a modern programming language is becoming essential.

This document sets out all the requirements for the implementation of the new version of the “Financial Control” CSS by providing a conceptual overview of the IT solution, including its purpose and objectives, principles, core characteristics, functionalities, conceptual architecture, and both functional and non-functional requirements of the information system.

General information.

Concepts used in the Terms of Reference.

The acronyms and abbreviations used herein are listed in Table 1.1.

Table 1.1. Abbreviations and acronyms used in the document

No.	Abbreviation/Acronym	Description
1.	API	Application Programming Interface
2.	DB	Database
3.	CEC	Central Electoral Commission
4.	M	Mandatory
5.	O	Optional
6.	SRV	State Register of Voters
7.	SRP	State Register of Population
8.	SRLE	State Register of Legal Entities
9.	STS	State Tax Service
10.	CS	Computer System
11.	ESAIS	“Elections” State Automated Information System
12.	SLA	Service Level Agreement
13.	CSS	Computer Subsystem
14.	IT	Information Technology
15.	ICT	Information and Communication Technology
16.	TLS/SSL	The TLS protocol, or its predecessor, the SSL protocol, is a cryptographic protocol that ensures secure communication between two nodes of a computer network for activities such as browsing web pages, sending and receiving email, Internet fax, instant messaging, and other data transfers.

The definitions of concepts frequently used herein are listed and explained in Table 1.2.

Table 0.2. Definitions of concepts used in the document

No.	Abbreviation/Acronym	Description
1.	Application Programming Interface	A set of rules and specifications that must be followed to access and use the services and resources of a program or software implementing the API. It functions as an interface between different software applications and facilitates their interaction.

No.	Abbreviation/Acronym	Description
2.	Database	A set of data organized according to a conceptual structure that defines the fundamental characteristics of entities and the relationships between them.
3.	Credentials	A set of attributes that verify the identity and authenticity of users and systems within an information system.
4.	Data	Fundamental information units about people, topics, facts, events, phenomena, processes, objects, situations, or similar entities, presented in a manner that allows them to be shared, analyzed, and processed.
5.	Personal Data	Any information relating to an identified or identifiable individual (the personal data subject). An identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identification number or to one or more factors specific to their physical, physiological, mental, economic, cultural, or social identity.
6.	Data Integrity	The condition in which data maintains its original content and can be interpreted unambiguously in the event of random actions. Integrity is considered preserved if the data has not been altered or corrupted (deleted).
7.	Logging	A function for recording information about events. In information systems, event logs typically include details such as the date and time, the user, and the action performed.
8.	Metadata	A method of assigning semantic meaning to data stored in a database (data about data).
9.	Information Object	A virtual representation of existing material or immaterial entities.
10.	Information Resource	A collection of information documented in a computer system and maintained in accordance with applicable requirements and laws.
11.	"Financial Control" CSS	The "Financial Control" Computer Subsystem is a module of the "Elections" State Automated Information System, designed to automate the processes of entering, submitting, verifying, approving, and publishing financial report data in an open format for political parties, electoral competitors, and initiative groups, and to implement related mechanisms that ensure the Central Electoral Commission's effective supervision and control over the financing of political parties and electoral campaigns.
12.	Computer System	A set of programs and hardware that provides automatic processing of data (automated component of an information system).
13.	Information System	A system for processing information, together with its associated organizational resources, including human and technical resources, that collects, processes, and distributes information.
14.	Computer Subsystem	A component part (which may be functionally decoupled) of a complex computer system.

No.	Abbreviation/Acronym	Description
15.	Information and Communication Technology	A general term that encompasses all technologies used for the processing and exchange of information.
16.	Data Accuracy	The extent to which data stored in computer memory or in documents corresponds to the actual state of the objects in the system that the data represents.

References and legal framework for development activities

The implementation and operation processes of the “Financial Control” CSS must comply with the regulatory framework governing elections as well as the requirements for the development of IT solutions for public authorities in the Republic of Moldova.

The following normative acts fall within this category:

1. *Electoral Code of the Republic of Moldova*, No. 325 dated 08.12.2022, Official Gazette No. 426-427, Article 770 dated 23.12.2022, as amended;
2. *Law on Political Parties No. 294 dated 21.12.2007*, Official Gazette No. 42-44, Article 119 dated 29.02.2008, as amended;
3. *Law on Access to Information of Public Interest No. 148 dated 09.06.2023*, Official Gazette No. 234, Article 410 dated 08.07.2023, as amended;
4. *Law on Computerization and State Information Resources No. 467-XV dated 21.11.2003*, Official Gazette No. 6-12/44 dated 01.01.2004, as amended;
5. *Law on the Concept of the “Elections” State Automated Information System No. 101 dated 15.05.2008*, Official Gazette No. 117-119 dated 04.07.2008;
6. *Law on Electronic Signature and Electronic Document No. 91 dated 29.05.2014*, Official Gazette No. 174-177 dated 04.07.2014, as amended;
7. *Government Decision No. 414 dated 08.05.2018 on measures to consolidate data centers in the public sector and streamline the administration of state information systems*, Official Gazette No. 157-166, Article 474 dated 18.05.2018, as amended;
8. *Decision of the Central Electoral Commission No. 1185 dated 18.08.2023 approving the Regulation on the Financing of Initiative Groups and Electoral Campaigns*, Official Gazette No. 338-340, Article 866 dated 05.09.2023, as amended;
9. *Decision of the Central Electoral Commission No. 1102 dated 21.06.2023 approving the Regulation on the Financing of Political Parties*, Official Gazette No. 235-236, Article 677 dated 11.07.2023, as amended;
10. *Government Decision No. 677 dated 08.10.2025 on strengthening access to electronic public services within the EVO Integrated Government Portal used to provide electronic public services and approving measures necessary to implement the unified design model.*

The conceptualization and development of the “Financial Control” CSS should be carried out in accordance with the principles set forth in the following international guidelines and recommendations:

- *“Software Life Cycle Processes” Technical Regulation TR 38370656-002:2006*, Official Gazette No. 95-97/335 dated 23.06.2006;
- *Standard of the Republic of Moldova SM ISO/CEI/IEEE 15288:2015, “Systems and Software Engineering – System Life Cycle Processes”*.
- Web Design & Usability Guidelines, (<https://digital.gov/topics/usability/>);
- *Recommendations of World Wide Web Consortium (W3C)* (<http://www.w3c.org>) regarding the quality of Web content, consistent display of information in widely used Internet browsers, and compatibility across different computing platforms;
- WAI (Web Accessibility Initiative) recommendations (<http://www.w3c.org/WAI>) on ensuring that people with disabilities can access and use website resources;
- WCAG (Web Content Accessibility Guidelines) recommendations <http://www.w3.org/TR/WCAG21/>;
- *W3C recommendations on Web page validation* (<http://validator.w3.org>). All web pages generated by the “Financial Control” CSS will be validated in accordance with these recommendations.

Fundamental principles of the “Financial Control” CSS development

To achieve the objectives of the IT solution, the following general principles shall be observed in implementing the new version of the “Financial Control” CSS:

- **Principle of legality:** the computer system shall be developed and operated in accordance with national legislation and internationally recognized norms and standards in the field;
- **Principle of layered architecture:** involves the independent design of ESAIS components (the “Financial Control” CSS is an ESAIS component) in accordance with interface standards between layers;
- **Principle of service-oriented architecture (SOA):** consists of distributing the application’s functionality into smaller, distinct units, called services, which can be deployed across a network and combined to create applications designed to implement the business functions of the computer system.
- **Principle of secure data:** data shall only be entered into the system through authorized and authenticated channels;
- **Principle of information security:** requires maintaining an adequate level of integrity, selectivity, accessibility, and efficiency to protect data against loss, alteration, damage, or unauthorized access;
- **Principle of transparency:** entails design and implementation according to the modular principle, using transparent standards in the field of information technologies and telecommunications;
- **Principle of expandability:** the computer system shall permit the extension and addition of new functions and the enhancement of existing ones.

- **Principle of priority of the first person / single center:** entails the presence of a high-ranking individual with sufficient authority to make decisions and coordinate activities for the creation and operation of the computer system;
- **Principle of scalability:** the IT solution shall maintain consistent performance as the volume of data and computer system load increase;
- **Principle of simplicity and ease of use:** involves designing and implementing all applications, technical means, and programs accessible to system users according to visual, ergonomic, and logical design principles.

In particular, the following priority principles shall be observed in the architecture of the computer system:

- ensuring adequate security of the computer system to protect information and its component subsystems against unauthorized use or disclosure of personal data or information with restricted access;
- recognition of information as an asset and its appropriate management;
- development and implementation of the computer system to enable reuse for other processes and to support the addition of new functionalities, including the reuse of existing functionalities within ESAIS.
- decrease of the number of different technologies and products that offer the same functionalities or are similar in purpose (reuse of the technologies already implemented within the CEC);
- ensuring high-performance processing speed for requests from CEC computer subsystems for services (authentication, authorization, logging, or notification);
- ensuring disaster recovery capability, including physical and logical security, as part of the implementation plan;

Objectives and tasks of the Terms of Reference

The objectives of these Terms of Reference are to implement a new version of the “Financial Control” CSS to address the deficiencies of the current version and to expand system functionality, enabling the CEC to supervise and control political parties and electoral campaigns financing while improving usability and operational efficiency of the system for authorized users.

The tasks of these Terms of Reference are to determine and establish the key requirements and technical and functional parameters that will serve as the foundation for the new version of the “Financial Control” CSS, to be implemented accordingly by the Developer.

Description of the “Financial Control” CSS solution

Brief description of the “Financial Control” CSS functionalities

Version 2 of the “Financial Control” CSS shall support the following business processes:

- user management;
- authentication of authorized users;
- creation and configuration of reporting periods;
- creation, completion, verification, signing, and submission of financial reports;
- creation and receipt of citations;
- creation, modification, and generation of statistical reports;
- attachment of Primary documents in PDF to Summary Reports;
- configuration of workflows, classifiers, validations, and notification events;
- generation and submission of automated notifications;
- drafting of templates for financial reporting forms;
- drafting of templates for informational messages;
- data exchange with external computer systems and platforms (ESAIS Admin, MPass, MSign, MLog, MConnect, MNotify, the State Tax Register, and banking computer systems);
- generation of specific documents and statistical reports;
- public display of depersonalized information;
- user interface language: Romanian.

At the same time, the system shall ensure:

- completion of financial reports using two alternative methods: 1) completion of financial reports through the user interface of the “Financial Control” CSS; and 2) completion of financial reports by uploading predefined Excel files;
- validation of the content of submitted financial reports, including verification of all mandatory data, compliance checks against predefined constraints on report values, and the display of error messages identifying all detected deficiencies in the report content;
- issuance of citations by CEC employees, with the attachment, as applicable, of the Decision on the administrative offence and the minutes of the administrative offence;
- implementation of an electronic signature mechanism to authenticate users via the MPass government service and to sign reports and their annexes via the MSign government service;
- integration with the MConnect interoperability platform for data exchange with external computer systems in order to validate the content of submitted financial reports (i.e. SRP – personal code validation, SRLE – IDNO validation, the State Tax Register, etc.);

- exhaustive logging of business events related to the operation of the “Financial Control” CSS;
- printing (previewing) completed and accepted reports, as well as the content of other electronic forms completed within the “Financial Control” CSS, and downloading them in Excel, PDF, or WORD format;
- automatic publication on the CEC website of depersonalized data of public interest generated within the business processes of the “Financial Control” CSS;
- provision of operational public data through the interactive map on the CEC website;
- notification of users regarding business events related to their roles within the “Financial Control” CSS;
- generation and analysis of final aggregated statistical data.

Furthermore, the “Financial Control” CSS shall automate a set of verifications on the content of financial reports completed and submitted by political entities, including:

- verification of the completion of mandatory fields in financial reports;
- verification of the correctness of data types in financial report fields;
- verification of the admissible value ranges of data in financial report fields, in accordance with the computer system’s metadata system;
- verification of data relating to individuals provided in the financial reports;
- verification of data relating to legal persons included in the financial report;
- other relevant automated verifications.

Architecture of the “Financial Control” CSS

The “Financial Control” CSS is a web-based IT solution accessible through commonly used web browsers (MS Edge, Mozilla FireFox, Opera, Google Chrome, and Safari), implemented using a service-oriented architecture (SOA) to ensure interoperability with CEC computer subsystems and external computer systems.

The “Financial Control” CSS employs a three-tier client-server architecture, preventing direct access between the application and the database, and is implemented with state-of-the-art web technologies. All client-server interactions are secured through VPN channels and TLS/SSL sessions to ensure proper information security.

The interactions among all actors and nodes of the computer subsystem are provided in Figure 2.1, which shows that the solution for resource cooperation supporting the “Financial Control” CSS consists of five distinct node categories:

- **M-Cloud** – the ICT infrastructure of the common government technology platform, constituting the government cloud (MCloud), hosting the “Financial Control” CSS and the computer subsystems that interact with it.
- **Data Centers of Banking Institutions** – the ICT infrastructure of banking institutions where political parties and electoral competitors hold settlement accounts, whose transactions must be monitored within the electoral period. Treasury accounts (party financing from the State Budget) are monitored throughout the entire political party financing period. Integration with the “Financial Control” CSS is performed via the MConnect interoperability platform.

- **Client Computers** – computers from which users, depending on their rights and roles, access the functionalities of the “Financial Control” CSS.

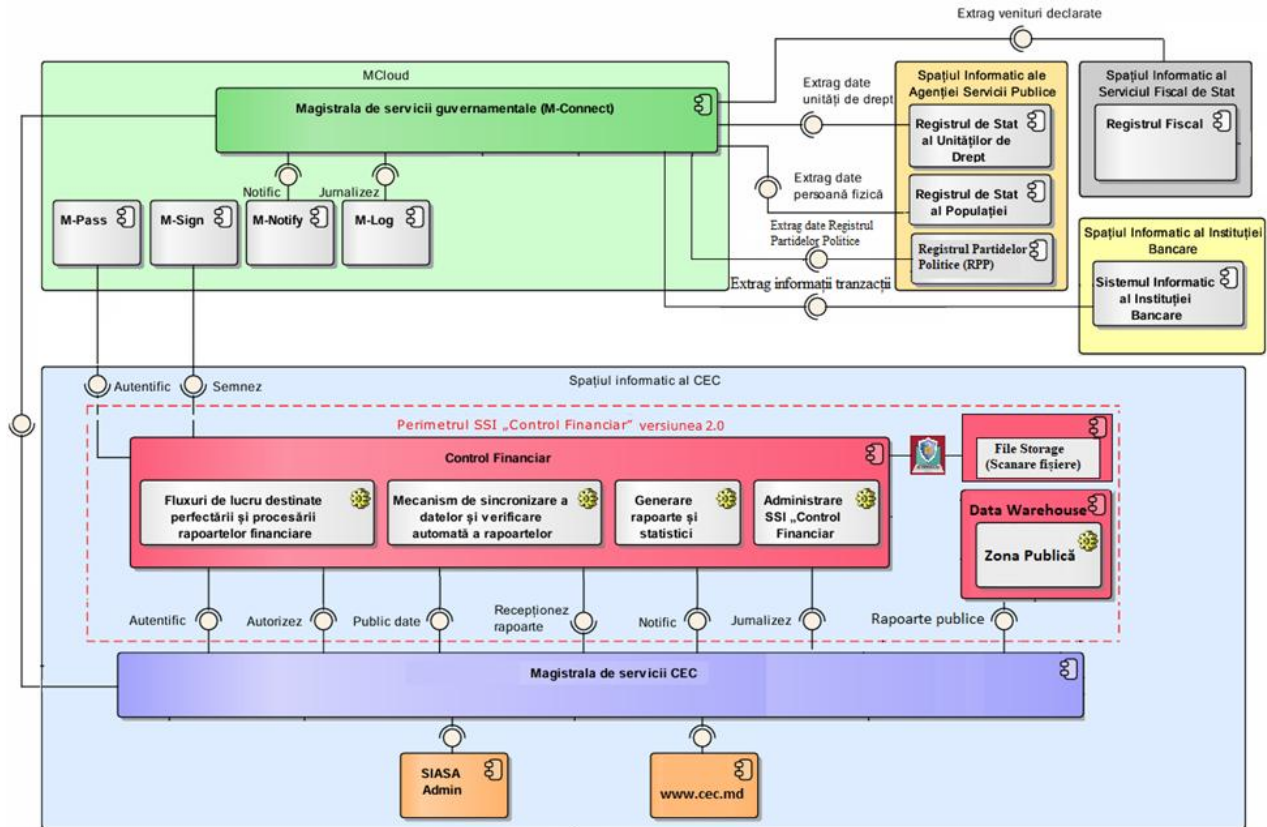


Figure 2.1. Architecture of the “Financial Control” CSS

Client computers use widely adopted Internet browsers as client applications to access and operate the “Financial Control” CSS. The interface and functionalities available to each user depend on their assigned rights and roles.

The “Financial Control” CSS interacts with a number of external computer systems via the MConnect interoperability platform. For this purpose, the following services provided by external computer systems will be used:

1. **Authentication WEB Service** – interacts with the MPass platform service and is used to implement authentication procedures for external CEC users via electronic signatures.
2. **Signature WEB Service** – interacts with the MSign platform service to apply and validate electronic signatures, including mobile signatures.
3. **Logging WEB Service** – interacts with the MLog platform service and is intended for legally valid logging of sensitive business events within the “Financial Control” CSS.
4. **Notification WEB Service** – integrates with the MNotify platform service to manage notifications for external CEC users of the “Financial Control” CSS.
5. **Population Data Extraction WEB Service** – connects to the State Register of Population (SRP) to obtain registration data on individuals who finance political actors.

6. **Economic Agent Data Extraction WEB Service** – connects to the State Register of Legal Entities (SRLE) to obtain registration data on economic agents financing political actors.
7. **STS-declared Income Extraction WEB Service** – implements interaction with the State Tax Service (STS) Register to obtain data on the declared income of individuals who finance political parties and electoral competitors.
8. **Bank Data Reception WEB Service** is provided by the “Financial Control” CSS and interacts with Banking Computer Systems to synchronize data on the turnover of accounts held by electoral competitors and political parties.

Considering that the CSS “Financial Control” is a component of ESIAS, for a better understanding of the ESIAS architecture, Annex 40 of this Terms of Reference may be consulted.

Note: The ESIAS architecture may undergo changes over time, which must be taken into account by the developer of the CSS “Financial Control” during the implementation process.

Stakeholders and their roles within the computer system

The entities involved in the development of the new version of the “Financial Control” CSS:

- **Central Electoral Commission** – the permanent public authority responsible for administering and operating ESAIS, including the “Financial Control” CSS, and acting as an independent body to supervise and control the financing of political parties and electoral campaigns;
- “Improving the Quality of Moldovan Democracy through Parliamentary and Electoral Support” **UNDP Project** (UNDP is the institution responsible for financing and monitoring the development and implementation of version 2 of the “Financial Control” CSS).
- **e-Governance Agency** – the body responsible for developing and implementing the e-Transformation Policy and the interoperability framework, which enables interaction between the “Financial Control” CSS and common platform services (MConnect, MPass, MSign, MLog, and MNotify).
- **Information Technology and Cyber Security Service Public Institution** – the entity managing the MCloud solution that provides platform services implemented within the “Financial Control” CSS.
- **Owner of the Computer Subsystem** – the Central Electoral Commission (CEC). This role reflects the administrative responsibilities and overall authority of the CEC necessary for the administration and continuous development of the computer system. As the owner of the “Financial Control” CSS, the CEC is authorized to assign roles and access rights to the user interface and data for its employees in accordance with their job responsibilities.
 - The “Financial Control” CSS will be implemented with the support of the UNDP project. Although the CEC is the direct beneficiary of the IT solution, UNDP project consultants will participate in all stages of development, implementation, and final acceptance of the “Financial Control” CSS.

Users and their roles within the computer system

The “Financial Control” CSS will have seven types of users, each with access to specific functionalities as follows:

1. **Treasurer** represents external users authorized as Treasurers, responsible for creating, signing, and submitting financial reports to the CEC. These users will have access to the following functionalities:
 - a. Logging into the system exclusively via the MPass government service using an electronic or mobile signature;
 - b. Creating financial reports;
 - c. Attaching primary documents for reports;
 - d. Signing reports with the Treasurer's signature;
 - e. Sending reports to the CEC, generating receipts, and saving reports in PDF, Word, or Excel format;
 - f. Receiving confirmations of reports sent to the CEC, including receipts in PDF format at the specified email address;
 - g. Creating new financial report by copying data from previously submitted report;
 - h. Creating corrected reports;
 - i. Viewing and confirming receipt of citations sent by the CEC;
 - j. Downloading and/or printing reports, citations, decisions on administrative offenses (including minutes), primary documents, and receipts;
 - k. Viewing system messages.

2. **President** represents external users authorized as Presidents, responsible for creating, signing, and submitting financial reports to the CEC. These users will have access to the following functionalities:
 - a. Logging into the system exclusively via the MPass government service using an electronic or mobile signature;
 - b. Creating financial reports;
 - c. Attaching primary documents for reports;
 - d. Signing reports with the President's signature;
 - e. Sending reports to the CEC, generating receipts, and saving reports in PDF, Word, or Excel format;
 - f. Receiving confirmations of reports sent to the CEC, including receipts in PDF format at the specified email address;
 - g. Creating new financial report by copying data from previously submitted report;
 - h. Creating corrected reports;
 - i. Viewing and confirming receipt of citations sent by the CEC;
 - j. Downloading and/or printing reports, citations, decisions on administrative offenses (including minutes), primary documents, and receipts;
 - k. Viewing system messages.

3. **Independent Candidate** represents external users authorized as Independent Candidates, responsible for creating, signing, and submitting financial reports to the CEC. These users will have access to the following functionalities:
 - a. Logging into the system exclusively via the MPass government service using an electronic or mobile signature;
 - b. Creating financial reports;
 - c. Attaching primary documents for reports;
 - d. Signing reports with the Independent Candidate's signature;
 - e. Sending reports to the CEC, generating receipts, and saving reports in PDF, Word, or Excel format;

- f. Receiving confirmations of reports sent to the CEC, including receipts in PDF format at the specified email address;
 - g. Creating new financial report by copying data from previously submitted report;
 - h. Creating corrected reports;
 - i. Viewing and confirming receipt of citations sent by the CEC;
 - j. Downloading and/or printing reports, citations, decisions on administrative offenses (including minutes), primary documents, and receipts;
 - k. Viewing system messages.
4. **CEC Examiner** represents authorized internal users of the CEC responsible for managing the financial reporting process within the system. These users will have access to the following functionalities:
- a. Logging into the system using an electronic or mobile signature;
 - b. Creating, configuring, and activating/deactivating reporting periods;
 - c. Viewing users' activity within the system, including the process of completing financial reports at any stage, as well as new reports;
 - d. Viewing and downloading financial reports and Annex files (primary documents) submitted electronically through the system;
 - e. Receiving notification messages, both at the specified email address and within the system, regarding the submission of reports to the CEC;
 - f. Creating profiles for system users (political parties, initiative groups, independent candidates, etc.) and assigning roles and access rights to authorized users (Treasurer, President, and Independent Candidate only);
 - g. Creating, generating, and viewing statistical reports related to the activity within the "Financial Control" CSS;
 - h. Configuring workflows, classifiers/nomenclatures, and validations;
 - i. Configuring automated notifications delivered through the system and via email;
 - j. Editing the text of system-generated message templates (internal messages and emails);
 - k. Configuring depersonalized data fields for the public display of information (reports);
 - l. Creating citations and attaching the corresponding minutes;
 - m. Creating/editing financial report templates;
 - n. Changing the status of reports and/or citations.
5. **CEC Authorized Officer** represents authorized internal users responsible for the creation/analysis of citations within the system. These users will have access to the following functionalities:
- a. Logging into the system using an electronic or mobile signature;
 - b. Viewing and downloading financial reports and Annex files (primary documents) submitted electronically through the system;
 - c. Creating, generating, and viewing statistical reports related to the activity within the "Financial Control" CSS;
 - d. Creating citations and attaching decisions and minutes on administrative offences;
 - e. Creating/editing citation templates;
 - f. Changing the status of citations.
6. **Auditor** represents authorized internal users responsible for the analysis and/or monitoring of the reporting process within the system as auditors. These users will have access to the following functionalities:
- a. Logging into the system using an electronic or mobile signature;

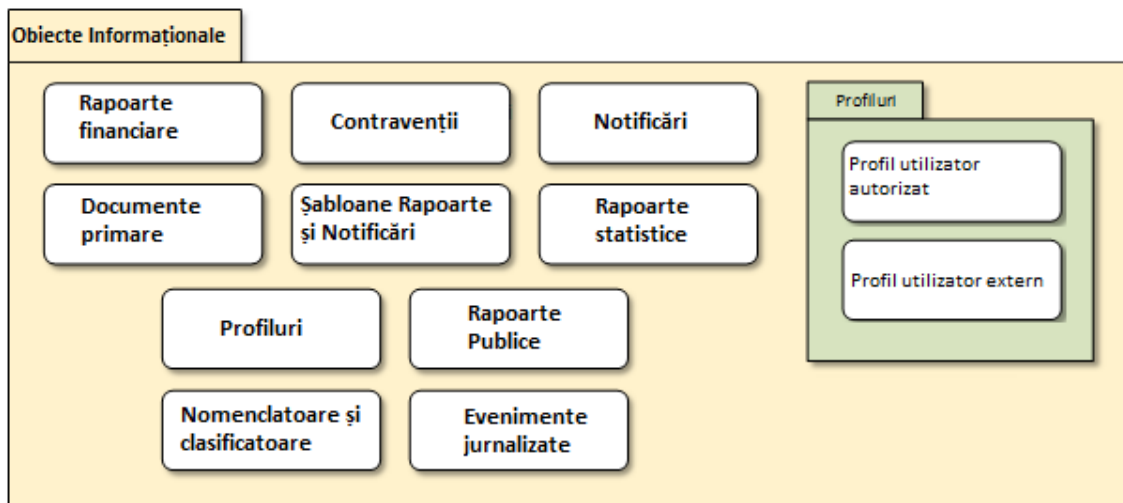
- b. Viewing and downloading financial reports and Annex files (primary documents) submitted electronically through the system;
 - c. Viewing and downloading citations submitted electronically through the system, as well as the related minutes;
 - d. Generating and viewing statistical reports related to the activity within the “Financial Control” CSS.
7. **Administrator** represents authorized users within the CEC responsible for ensuring the optimal operation and administration of the “Financial Control” CSS. These users will have access to the following functionalities:
- a. Logging into the system using an electronic or mobile signature;
 - b. Creating, configuring, and activating/deactivating reporting periods;
 - c. Viewing users’ activity within the system, including the process of completing financial reports at any stage, as well as new reports;
 - d. Viewing and downloading financial reports and Annex files (primary documents) submitted electronically through the system
 - e. Creating profiles for system users (political parties, initiative groups, independent candidates, etc.) and assigning roles and access rights to authorized users;
 - f. Creating, generating, and viewing statistical reports related to the activity within the “Financial Control” CSS;
 - g. Configuring workflows, classifiers/nomenclatures, and validations;
 - h. Configuring automated notifications delivered through the system and via email;
 - i. Editing the text of system-generated message templates (internal messages and emails);
 - j. Configuring depersonalized data fields for the public display of information (reports);
 - k. Creating/editing templates for financial reports and/or citations;
 - l. Managing roles and access rights of authorized internal CEC users of the “Financial Control” CSS;
 - m. Configuring system roles, transitions, and workflows;
 - n. Monitoring the operation of the system.
8. **External Public User** represents unauthenticated users who can access depersonalized public information on the official CEC website (<http://www.cec.md>). These users will have access to the following functionalities:
- a. Viewing depersonalized financial reports available on the CEC official website;
 - b. Downloading financial reports in PDF, Word, Excel, or JSON formats;
 - c. Viewing interactive statistical charts available on the official CEC website.

Functional model of the computer system

Information objects of the computer system

During the implementation of version 2 of the “Financial Control” CSS, all information objects forming the foundation for the system’s design and development, shown in Figure 3.1, will be considered.

Figure 3.1. Information objects of version 2 of the “Financial Control” CSS.



The IT solution shown in Figure 3.1. includes 10 categories of information objects of different complexity, all of which must be considered in the design and implementation of the system:

1. Financial reports;
2. Primary documents;
3. Administrative offences (Citations);
4. Report and notification templates;
5. Profiles;
6. Nomenclatures and classifiers;
7. Notifications;
8. Statistical reports;
9. Public reports;
10. Logged events.

Core functionalities of the computer subsystem

The functionalities provided by “Financial Control” CSS to actors with access to the computer subsystem include the following use cases:

3.2.1 Management of users, their roles and rights.

This use case describes the functionalities available to the Administrator for managing profiles and roles of authorized actors within the computer system, including managerial-level users authenticated

via electronic/mobile signature. It also provides all necessary functionalities to define user access rights to the system's interface components and to specify the behavior of these components in interaction with authorized users. Furthermore, these functionalities are integrated with the ESAIS Admin computer subsystem. Version 2 of the "Financial Control" CSS must be able to retrieve the configuration settings of CEC's internal users through ESAIS Admin.

3.2.2 Dashboard use.

This functionality allows authorized users of the "Financial Control" CSS to receive notifications and quickly view and access all business events related to their interaction with the computer system and their job responsibilities (i.e., system notifications, workflow events, etc.). Through the Dashboard mechanism, authorized users will also have direct access to functionalities relevant to the notified business events, such as direct access to financial reports. The Dashboard will serve as the main page of the system's user interface, displaying all elements and notifications pertinent to each user, according to the rights assigned to their roles.

3.2.3 Requirements for generating the financial report.

This functionality allows authorized external users to register financial reports in version 2 of the "Financial Control" CSS. The financial report registration process guides the user through all necessary steps to ensure the complete and successful registration of a report, including selecting the reporting period, creating the report, entering the required data, attaching primary documents (if applicable), applying the electronic signature, sending the report to the CEC, and viewing, printing, or saving the report through version 2 of the "Financial Control" CSS.

3.2.4 Requirements for correcting the financial report.

This functionality allows authorized external users to create corrections for financial reports previously registered in version 2 of the "Financial Control" CSS. The procedure for creating a corrected financial report guides the user through all necessary steps to ensure complete and successful registration of the correction, including selecting the report previously submitted to the CEC, creating the correction, updating/modifying the data in the report, attaching/removing primary documents (if applicable), applying the electronic signature, and submitting the corrected report to the CEC via "Financial Control" CSS.

3.2.5 Requirements for cloning the financial report.

This is the functionality that lets authorized external users create financial reports using the cloning method. The data cloning procedure will invoke all the necessary actions on the part of the user to successfully create the report in its entirety: selecting the report previously submitted to the CEC, activating the cloning functions, selecting the period for creating a new financial report, creating a new financial report by copying the data from the selected report that was previously submitted to the CEC.

3.2.6 Requirements for generating and viewing citations.

This functionality enables CEC's authorized internal users to create citations in version 2 "Financial Control" CSS. The citation drafting procedure guides the user through all necessary steps to ensure complete and successful registration of the citation, including creating the citation, entering the required data, sending it to the address of the cited political actor, and, if applicable, attaching the corresponding decision or minutes through the system.

Additionally, this functionality allows external users to view and confirm receipt of citations submitted by the CEC to the political entity they represent.

3.2.7 Requirements for reviewing financial reports received by the CEC.

This functionality allows CEC's authorized users to view registered Financial reports and to download the reports along with any attached primary documents. It must also provide sorting and filtering options for the displayed data. Additionally, a search function for Financial reports must also be available, allowing users to find reports according to multiple criteria, such as reporting period, report type, submission date, political actor, and other relevant parameters.

3.2.8 Requirements for public display of depersonalized financial reports and statistical data.

This section describes the functionalities for publishing depersonalized data from financial reports submitted to the CEC via "Financial Control" CSS, which will be made publicly available on the CEC official website (<http://www.cec.md>). It also specifies the requirements for the Administrator to configure which fields in financial reports must be depersonalized.

The mechanism for public access to depersonalized financial report data will be integrated into the CEC website and shall provide the following functionalities:

- Filtering financial reports based on selection criteria, including reporting period, report type, report name, political actor, etc.;
- Selecting the format for downloading information (PDF, Word, Excel).

Furthermore, these functionalities shall allow external users to view interactive statistical charts based on selection criteria such as reporting period, political actor(s), revenue/expenditure, etc.

3.2.9 Requirements for automated generation and submission of notifications.

This use case describes the functionality for generating notifications for authorized users of "Financial Control" CSS (via internal messages and emails) regarding business events that concern them. It also specifies the functionality for editing notification message templates. The system shall ensure the automatic generation and submission of notifications to all actors involved in the activities within "Financial Control" CSS.

3.2.10 Requirements for automated receipt of notifications.

This use case describes the functionality through which authorized users of "Financial Control" CSS receive system-generated notifications, both via email and within their personal dashboard.

3.2.11 Requirements for printing and/or downloading files from the system.

This functionality allows authorized users of “Financial Control” CSS to download and/or print (preview) documents related to financial or statistical reports, and citations. All actions performed for downloading, printing, or previewing documents shall be recorded in the system log.

3.2.12 Requirements for drafting citations and notification templates in the system.

This functionality enables users with the Administrator role in “Financial Control” CSS to edit/configure message templates (System notifications), such as: sending a financial report to the CEC, receiving a citation for user review, or confirming the receipt of a financial report by the CEC. It also supports drafting of “Financial Control” CSS forms (templates), enabling the editing of the citation text, without changing its structure (compartments, alignment, additional fields, etc.).

3.2.13 Requirements for creating/modifying templates for financial reports in the system.

This functionality allows CEC’s users with Administrator and/or Examiner roles to create and configure templates for financial reports, including attributes such as report name, type, validity, sections, and fields to be completed. The functionality also generates an Excel file (template) for the created/modified report, which can be used by system users to create financial reports by uploading data from the Excel file.

3.2.14 Requirements for managing the nomenclature and classifiers system.

This use case describes the functionalities available to the Administrator, enabling the management of all nomenclatures, classifiers, and configurations that constitute the metadata system of version 2 of the “Financial Control” CSS.

3.2.15 Requirements for generating and viewing statistical reports related to activity within “Financial Control” CSS.

This functionality allows authorized users to generate reports based on available criteria (data set) in the system (i.e., Number, Period, Report Name, Political Actor, Report Creation Date, Report Submission Date, Treasurer, President, report version, Report Correction Date, etc.). Reports related to activity within the “Financial Control” CSS are created using a template defined by the user’s selection (checking) of the available criteria and by specifying reporting period (from – to) and type(s) of report. Users can save report templates under a custom name. Besides, the system provides a set of predefined statistical reports. All generated reports can be downloaded in PDF, Word, or Excel formats.

3.2.16 Requirements for logging events occurring within the system.

This use case defines the functionalities for logging business events generated by the functional components of “Financial Control” CSS. All events occurring within the business processes of the “Financial Control” CSS will be recorded and stored in the corresponding Database tables. A minimum set of critical business events will also be logged and stored via the MLog platform.

Logged events within “Financial Control” CSS will be accessible for viewing by authorized CEC’s users.

3.2.17 Requirements for interaction with other external systems via the MConnect interoperability platform.

This functionality allows the information exchange between the “Financial Control” CSS and external systems (e.g., PSA, STS, TI) through the MConnect platform. The purpose of this interaction is to obtain data from external sources for use in internal system validations and in the generation of statistical reports within the system.

3.2.18 Requirements for attaching primary documents by system users.

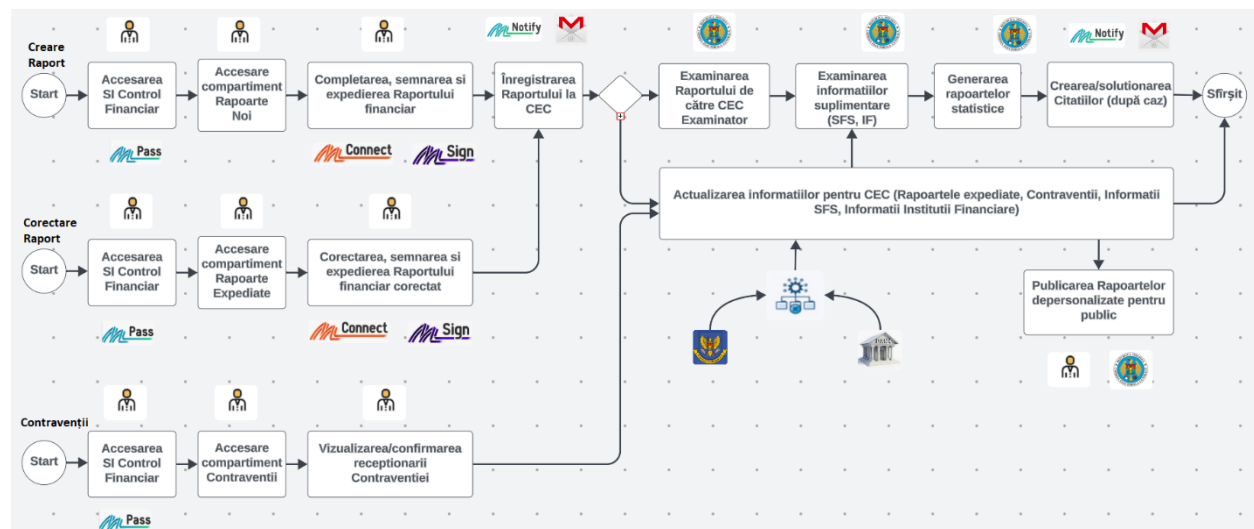
This functionality allows authorized users of the “Financial Control” CSS to attach and view primary documents associated with financial reports created within the system.

Generic workflow for the financial reporting process

3.3.1 Report creation.

The financial reporting procedure for political actors involves several functional stages, shown in Figure 3.3.1.

Figure 3.3.1 Generic workflow for the financial reporting process.



Logging into the system is the first step in the financial reporting process. The process begins with the Start block and ends with the End block. Users access the system via the MPass service using their electronic signature. Based on the configured user profile, the user selects the type of political actor: political party, electoral competitor, referendum participant, or independent candidate. After selecting the political actor, the user is directed to the Reports section, where the report can be created using two alternative methods:

Method I): Creating the report in the system interface, with manual data entry;

Method II): Creating the report by uploading an Excel file with pre-filled data.

Creating a report using **method I** (manual data entry): the user initiates report creation by clicking the «New report» button, selecting the desired report from the available list, and then clicking “Save”. The newly created report appears in the “New reports” section. The user accesses the report from the list, fills in all required fields with the relevant data, and attaches PDF documents, if necessary, by clicking the “Attach primary documents” button. Once all data is entered, the user confirms the data saving. The system automatically validates the correctness of each field and calculates totals. If any validation errors occur, the system displays alerts highlighting the incorrect data in red.

The next step involves signing the Report by users with the Treasurer and President roles who apply their electronic signatures by clicking the «Sign» button. In the case of reports for Independent Candidates, if the roles of Treasurer and President are held by the same person (same personal code), only a single electronic signature will be applied.

Note: The Report can only be signed if it does not contain any incorrect data (meaning that all report fields have been successfully validated).

If necessary, the user may delete the entire report by selecting it from the list, clicking the “Delete Report” button, and confirming the operation.

Following the application of both required signatures (Treasurer and President), or a single signature in the case of an Independent Candidate, the report can be submitted to the CEC using the “Submit” button.

Note: After at least one electronic signature has been applied, the report data can no longer be modified. If necessary, the applied signature may be canceled (deleted) by clicking the “Cancel Signature” button.

Once the report has been submitted to the CEC, it is moved from the “New Reports” section to the “Submitted Reports” section and assigned the corresponding version number (a report submitted to the CEC for the first time is automatically assigned version 0). From this section, the user may preview the report (“Print” button), download the report and its annexes (“Download” button), create a correction (“Correct the Report” button), or generate a new report using the cloning function (“Clone” button).

Important! Data contained in reports located in the “Submitted Reports” section cannot be modified or deleted by any user, including CEC’s users with Administrator roles.

The system shall automatically notify the user both within the system and via the email, of the report submission and provide the Receipt in PDF format.

To create a report using **method II** (uploading an Excel file with pre-filled data), the user clicks the “New report” button, selects one of the available Reports from the list, then clicks the “Upload Excel file” button, selects the Excel file from the user’s computer, and clicks “Save”. The system shall validate the data contained in the Excel file and display information to the user regarding the number of rows successfully uploaded for each report section, as well as the number of rows that were not uploaded due to non-compliance with the required financial report format.

The report containing pre-filled data from the Excel file is displayed in the “New Reports” section. The user accesses the report from the list, completes and/or modifies, as necessary, all report sections with the required data, and, if applicable, attaches supporting documents in PDF format by clicking the “Attach primary documents” button, after which the data is saved. The system shall validate the correctness of the data entered for each field individually and automatically calculate the totals. In

the event of data validation errors, corresponding alert messages shall be displayed and the incorrectly completed fields shall be highlighted in red.

The next step involves signing the Report by users with the Treasurer and President roles who apply their electronic signatures by clicking the «Sign» button. In the case of reports for Independent Candidates, if the roles of Treasurer and President are held by the same person (same personal code), only a single electronic signature will be applied.

Note: The Report can only be signed if it does not contain any incorrect data (meaning that all report fields have been successfully validated).

If necessary, the user may delete the entire report by selecting it from the list, clicking the “Delete Report” button, and confirming the operation.

Following the application of both required signatures (Treasurer and President), or a single signature in the case of an Independent Candidate, the report can be submitted to the CEC using the “Submit” button.

Note: After at least one electronic signature has been applied, the report data can no longer be modified. If necessary, the applied signature may be canceled (deleted) by clicking the “Cancel Signature” button.

Once the report has been submitted to the CEC, it is moved from the “New Reports” section to the “Submitted Reports” section and assigned the corresponding version number (a report submitted to the CEC for the first time is automatically assigned version 0). From this section, the user may preview the report (“Print” button), download the report and its annexes (“Download” button), create a correction (“Correct the Report” button), or generate a new report using the cloning function (“Clone” button).

Important! Data contained in reports located in the “Submitted Reports” section cannot be modified or deleted by any user, including CEC’s users with Administrator roles.

The system shall automatically notify the user both within the system and via the email, of the report submission and provide the Receipt in PDF format.

3.3.2 Report correction.

Logging into the system is the first step in the financial report correction process. Users shall log into the system via the MPass service using an electronic signature. Depending on the configured user profile, the user selects **the relevant type of political actor**: Political Party, Initiative Group, Electoral Bloc of Parties, Electoral Competitor, Referendum Participant, or Independent Candidate. After selecting the political actor, the user is redirected to the Reports section of the system. He/she accesses the “Submitted Reports” section, selects (check) the report to be corrected from the list of submitted reports, and clicks the “Correct” button. After confirming the correction, the system generates a new report containing the same data, assigned the next sequential version number (i.e., version 2), and displays it with the “New Reports” status. The user then opens the report, completes/modifies all necessary sections, attaches or deletes primary documents in PDF format using the “Attach primary documents” button, and confirms the saving of the data.

The user may also replace the Excel file uploaded during the report creation stage (from previous versions prior to correction) by using the Excel data upload method. In this case, all data from the

newly uploaded Excel file shall be re-imported and shall fully replace the data contained in the report selected for correction.

The system shall validate the correctness of the data entered for each field individually and automatically calculate the totals. In the event of data validation errors, corresponding alert messages shall be displayed and the incorrectly completed fields shall be highlighted in red.

The next step involves signing the Report by users with the Treasurer and President roles who apply their electronic signatures by clicking the «Sign» button. In the case of reports for Independent Candidates, if the roles of Treasurer and President are held by the same person (same personal code), only a single electronic signature will be applied.

Note: The Report can only be signed if it does not contain any incorrect data (meaning that all report fields have been successfully validated).

If necessary, the user may delete the entire report by selecting it from the list, clicking the “Delete Report” button, and confirming the operation.

Following the application of both required signatures (Treasurer and President), or a single signature in the case of an Independent Candidate, the report can be submitted to the CEC using the “Submit” button.

Once the report has been submitted to the CEC, it is moved from the “New Reports” section to the “Submitted Reports” section and assigned the corresponding version number (i.e. version 1). The report will be displayed in the list of reports next to the report(s) with the previous version. From this section, the user may preview the report (“Print” button), download the report and its annexes (“Download” button), create one more correction (“Correct the Report” button), or generate a new report using the cloning function (“Clone” button).

The system shall automatically notify the user both within the system and via the email, of the submission of corrected report and provide the Receipt in PDF format.

Important! The system shall store and display all versions of financial reports, including corrected ones. Only the most recent version of a report may be corrected. For example, if the initial report (version 0) and a correction to it (version 1) have been submitted, the next corrected report will be assigned version 2.

3.3.3 Cloning the Report.

Logging into the system is the first step in the report cloning process. The user logs into the system via the MPass service using an electronic signature. Depending on the user profile settings, he/she selects the applicable type of political actor: political party, electoral competitor, referendum participant, or independent candidate. After selecting the political actor, the user is redirected to the “Reports” section of the system. From the “Submitted Reports” section, the user selects (checks) the report to be cloned and starts the process by clicking the “Clone” button. Then, he/she selects the report type and the reporting period for which the data from the selected report will be reused and confirms the creation of the new report. For example, data from a report submitted for the first half of 2025 may be copied when creating the report for the second half of 2025.

Note: The system shall validate the report types eligible for cloning and shall allow the creation of new reports using the cloning method only from reports of the same type. For example, when creating

a monthly report (**with the same data structure specific to this report type**), data cloning will only be allowed from Monthly reports that have the same structure (same fields and columns).

Then, the report created by cloning data from a previously submitted report will appear in the “New Reports” list and will be assigned an initial version (version 0). The subsequent steps of applying signatures and submitting the report will follow the same procedure as for creating a report.

3.3.4 Citation creation.

Logging into the system is the first step in the citation creation process. CEC users with the role of “Authorized Officer” can log into the system via the MPass service using their electronic signature. After logging in, the user is directed to the “Administrative Offences” section of the system. A new citation can be created by clicking the “Create Citation” button and filling in the required fields, such as selecting the “Cited Political Actor” from the available list, entering the First /Last Name of the cited person, and filling in the “Address of the Political Actor” along with other required information. Once the “Submit Citations” button is clicked, the citation is created and submitted to the cited person both within the system and via email. Created and submitted citations are displayed in the “Submitted Citations” section. A citation can also be canceled by selecting it from the “Submitted Citations” list and clicking the “Cancel Citation” button. Canceled citations are moved to the “Canceled Citations” sub-section, and an informational email is sent.

Furthermore, the user with the role of “Authorized Officer” will be able to attach the Decision on the administrative offence (including the corresponding minutes) to a citation that has already been submitted and received by the cited person, by selecting the corresponding citation, clicking the “Attach Decision/Minutes” button, and uploading the document in PDF format.

For users with the role of Treasurer, President, or Independent Candidate, the citations submitted to them will be displayed in the “Administrative Offences” section, under the “Received Citations” sub-section. The user will be able to view the details of the received citation and confirm its receipt by clicking the “Confirm Citation Receipt” button, thereby moving the citation from the “Received Citations” sub-section to “Accepted Citations”. Additionally, the citations can be saved as PDF documents using the “Download” button.

Generic workflow for the system administration process

Logging into the system is the first step in the system administration process. CEC’s users can log into the system via the MPass service, using their electronic signature. After logging in, users can access the “Settings” section of the system. Depending on the user’s role (either CEC’s Examiner or Administrator), various sub-sections will be displayed within this section, such as:

“*All Users*” allows management of all system users, including adding new users, suspending accounts, editing user information, etc.

“*Political Actors*” allows management of the political actors’ profiles within the system, including adding actors, suspending accounts, and editing information on a political actor’s profile.

“*Actor Types and Roles*” allows viewing and managing the types of actors available within the system, as well as the Roles that can be assigned to a user. *By default, the following actor types will be created: Political Party, Initiative Group, Electoral Bloc of Parties, Electoral Competitor, Referendum Participant, and Independent Candidate.*

“Reporting Periods” allows viewing and setting all periods required for the reporting process within the system

“Report Templates” a comprehensive functionality that enables the creation of financial report templates within the system by establishing the report sections and adding the necessary columns from the available list. This functionality also allows editing of previously created and saved report templates and generates Excel forms compatible with a specific report template, enabling users to submit reports using these Excel files via the import method.

“Citation Templates” allows editing the text of citation templates, while pre-defined fields (i.e., Number, Addressee, Issued on, Prepared by, etc.) remain uneditable.

“Message Templates” allows editing the text of internal System-generated messages as well as automatically generated email messages.

“Nomenclatures” enables management of the system’s internal nomenclatures;

„Log” provides access to all events logged by the system.

“Other Settings” allows management of other general system configurations.

User interface of the computer system

Version 2 of the “Financial Control” CSS must provide a user interface in Romanian that is ergonomic, intuitive, and accessible to all types of users through a web browser optimized for a 1920×1080 resolution. The system will feature a responsive interface that adapts to the device used, including notebooks, desktop computers, smartphones, tablets, etc. **The development of the user interface, including the use of logos, colors, styles and other elements will adhere to the CEC brand guidelines and the requirements of the Unified Design Model of the Republic of Moldova, available at <https://mud.egov.md/>.**

Reporting, auditing, and statistics mechanism of the computer system

SSI Version 2 of the “Financial Control” CSS will implement industry-standard auditing and logging functionalities. It will be configurable to log both technical and business events.

Meanwhile, the computer system will provide a mechanism for generating statistical reports based on the criteria (data set) available in the system, enabling a relevant analysis or evaluation of the reporting processes within the system. Statistical reports related to the activity within version 2 of the “Financial Control” CSS will be created using templates defined by the user, based on the selection (checking) of available criteria and on specifying reporting period (start–end/selection of the reporting period). Report templates can be saved with custom names, with the system supporting at least 15 user-created templates. In addition, the system will include a set of predefined statistical reports.

Functional requirements for version 2 of the “Financial Control” CSS

Users, their roles and rights

UC01: Users, their roles and rights

The functionalities of the component responsible for managing users, their roles and rights are set out in Table 4.1.

Table 4.1. Functional requirements for UC01 use case

Identifier	Compulsoriness	Description of functional requirements
FR 01.01	M	For “Financial Control” CSS there will be eight predefined user types: <ul style="list-style-type: none"> ■ External User – Treasurer; ■ External User – President; ■ External User – Independent Candidate; ■ Administrator; ■ CEC Examiner; ■ CEC Authorized Agent; ■ Auditor; ■ Public External User.
FR 01.02	M	Logging into the system by internal users (<i>CEC Authorized Officer, CEC Examiner, Auditor, Administrator</i>) will be performed using MPass services with electronic signatures.
FR 01.03	M	Logging into the system by external users will be performed only via MPass government service, using electronic signature.
FR 01.04	M	CEC’s internal users will be authorized, as necessary, taking into account the facilities provided by <i>ES AIS Admin (users created in the existing CEC system)</i> .
FR 01.05	M	Users and Political actor profiles will be configured in the “Settings” menu, available to CEC’s users acting as Examiner and Administrator.
FR 01.06	M	Within the profiles of external users (<i>Treasurer, President, Independent Candidate</i>), the following categories of mandatory data can be managed, including but not limited to: <ul style="list-style-type: none"> ■ Personal code; ■ User’s last name; ■ User’s first name; ■ Email address; ■ Phone number; ■ Political actor(s) to which they are affiliated; ■ User’s roles; ■ Active/inactive account; ■ Access validity period.

Identifier	Compulsoriness	Description of functional requirements
		<p>Note: <i>Public External Users will not have profiles within the system.</i></p> <p>Note: During the registration of a user assigned the President role, when selecting the “Political Actor to which the user belongs”, the system shall implement an additional validation against the Register of Political Parties (RPP) maintained by the Public Services Agency (ASP). This validation shall be performed based on the data retrieved via MConnect, in accordance with the requirements specified in FR 17.09. If, for the user identified by the specified Personal code and the selected IDNO (political actor), ASP records indicate that the respective individual is registered as a citizen holding the role of Party President (Party Membership Indicator – value 1 (YES)), the system shall allow the assignment of the President role for the selected Political Actor. Otherwise (Party Membership Indicator – value 0 (NO)), the system shall display an informational message: “The user with this Personal code has not been registered with ASP as a Party President for the selected Political Actor.”</p> <p>Note: When updating information regarding Party Presidents who were previously registered with the Public Services Agency (ASP) but have subsequently been removed from the Register of Political Parties (RPP) (in accordance with the requirements specified in FR 17.09), the Financial Control System shall deactivate the user account by changing its status from Active to Deactivated. The access validity period shall be updated to reflect the date on which the information was received from ASP, namely the date of the ASP call providing updated information on the removal of the respective IDNP, for the specified IDNO, from the Register of Political Parties (RPP).</p> <p>Note: For the “Email address” field, validation will be implemented to ensure that a correct address is provided (i.e., contains the “@” symbol, etc.). Only one email address can be entered. This email address will serve as the reference email to which the “Financial Control” CSS will send informational messages (as described in detail in UC09 use case).</p>
FR 01.07	M	<p>Within the profiles of external users (<i>CEC Authorized Officer, CEC Examiner, Auditor, Administrator</i>), the following categories of mandatory data can be managed, including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal code; ■ User’s last name; ■ User’s first name; ■ Email address; ■ Phone number; ■ User’s roles; ■ Active/inactive account;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ Access validity period. <p>Note: For the “Email address” field, validation will be implemented to ensure that a correct address is provided (i.e., contains the “@” symbol, etc.). Only one email address can be entered. This email address will serve as the reference email to which the “Financial Control” CSS will send informational messages (as described in detail in UC09 use case).</p>
FR 01.08	M	<p>A role is defined by a generic name, a brief description, and a status (active/inactive). Inactive roles will not be displayed when configuring access rights to application resources or when assigning access rights to users.</p>
FR 01.09	M	<p>Users with the role of Treasurer are authorized external users who interact with the “Financial Control” CSS via the CEC website. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system only through the MPass government service using an electronic/mobile signature; ■ Creating financial reports; ■ Attaching primary documents to reports; ■ Signing reports with the Treasurer’s signature; ■ Submitting reports to the CEC, generating receipts, and saving reports in PDF, Word, or Excel; ■ Receiving confirmation of report submission and receipts in PDF format at the specified email address; ■ Cloning reports; ■ Creating corrected reports; ■ Viewing and confirming receipt of citations submitted by the CEC; ■ Downloading and/or printing reports, citations, Decisions on administrative offenses (including the corresponding minutes), primary documents, and receipts; ■ Viewing system-generated messages.
FR 01.10	M	<p>Users with the role of President are authorized external users who interact with the “Financial Control” CSS via the CEC website. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system only through the MPass government service using an electronic/mobile signature; ■ Creating financial reports; ■ Attaching primary documents to reports; ■ Signing reports with the President’s signature; ■ Submitting reports to the CEC, generating receipts, and saving reports in PDF, Word, or Excel;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ Receiving confirmation of report submission and receipts in PDF format at the specified email address; ■ Cloning reports; ■ Creating corrected reports; ■ Viewing and confirming receipt of citations submitted by the CEC; ■ Downloading and/or printing reports, citations, Decisions on administrative offenses (including the corresponding minutes), primary documents, and receipts; ■ Viewing system-generated messages.
FR 01.11	M	<p>Users with the role of Independent Candidates are authorized external users who interact with the “Financial Control” CSS via the CEC website. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system only through the MPass government service using an electronic/mobile signature; ■ Creating financial reports; ■ Attaching primary documents to reports; ■ Signing reports with the Independent Candidate’s signature; ■ Submitting reports to the CEC, generating receipts, and saving reports in PDF, Word, or Excel; ■ Receiving confirmation of report submission and receipts in PDF format at the specified email address; ■ Cloning reports; ■ Creating corrected reports; ■ Viewing and confirming receipt of citations submitted by the CEC; ■ Downloading and/or printing reports, citations, Decisions on administrative offenses (including the corresponding minutes), primary documents, and receipts; ■ Viewing system-generated messages.
FR 01.12	M	<p>Users with the role of CEC Examiner are CEC’s authorized users responsible for management of the financial reporting process within the system. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system using an electronic/mobile signature; ■ Creating, configuring, and activating/deactivating reporting periods; ■ Viewing user activity within the system, including the progress of report completion at any stage (including New Reports). ■ Viewing and downloading financial reports and Annexes (primary documents) submitted electronically through the system;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ Receiving notifications (via the system and at the specified email address) of the submission of reports to the CEC; ■ Creating profiles for system users (political parties, initiative groups, independent candidates, etc.) and assigning roles and access rights to authorized users (to Treasurer, President, and Independent Candidate only); ■ Creating, generating, and viewing statistical reports related to the activity within the “Financial Control” CSS; ■ Configuring workflows, classifiers/nomenclatures, and validations; ■ Setting up automated notifications through the system and via email; ■ Editing system-generated message templates (internal messages and emails); ■ Configuring depersonalized fields for public display of information (reports); ■ Creating citations; ■ Creating/editing templates for new financial reports and citations; ■ Changing the status of reports and/or citations.
FR 01.13	M	<p>Users with the role of CEC Authorized Officer are CEC’s authorized internal users responsible for generating/analyzing the citations within the system. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system using an electronic/mobile signature; ■ Viewing and downloading financial reports and Annexes (primary documents) submitted electronically through the system; ■ Creating, generating and viewing statistical reports related to the activity within the “Financial control” CSS; ■ Creating citations and attaching Decisions on administrative offenses (including the corresponding minutes); ■ Creating/editing Citation templates; ■ Changing the Citation status.
FR 01.14	M	<p>Users with the role of CEC Auditor are CEC’s authorized internal users responsible for analyzing and/or monitoring reporting activities within the system as auditors. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system using an electronic/mobile signature; ■ Viewing and downloading financial reports and Annexes (primary documents) submitted in electronic format through the system; ■ Viewing and downloading citations submitted electronically through the system and related minutes; ■ Generating and viewing statistical reports related to the activity within the “Financial control” CSS;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ Viewing data related to political actors' and user' profiles (Treasurer, President, and Independent Candidate roles) configured within the system.
FR 01.15	M	<p>Users with the Administrator role are authorized users within the Central Election Commission responsible for ensuring the proper operation and administration of the "Financial Control" CSS. These users will have access to the following functionalities:</p> <ul style="list-style-type: none"> ■ Logging into the system using an electronic/mobile signature; ■ Creating, configuring, and activating/deactivating reporting periods; ■ Viewing user activity within the system, including the progress of report completion at any stage (including "New Reports"); ■ Viewing and downloading financial reports and Annexes (primary documents) submitted electronically through the system; ■ Creating profiles for system users (political parties, initiative groups, independent candidates, etc.). Assigning roles and rights to authorized users; ■ Creating, generating, and viewing statistical reports related to activity within the "Financial Control" CSS; ■ Configuring workflows, classifiers/nomenclatures, and validations; ■ Configuring automated notifications (via the system and by email); ■ Configuring depersonalized fields for the public display of information (reports); ■ Creating/editing templates for new financial reports and the citation; ■ Drafting templates for system-generated messages (internal messages and emails); ■ Managing the roles and access rights of CEC's authorized internal users of the "Financial Control" CSS; ■ Configuring system roles, transitions, and workflows; ■ Changing the status of reports and/or citations; ■ Monitoring the operation of the system.
FR 01.16	M	<p>External Public Users are unauthenticated users who can access depersonalized public information on the CEC official website (https://www.cec.md). These users will have access to the following functionalities :</p> <ul style="list-style-type: none"> ■ Viewing the content of depersonalized financial reports; ■ Downloading depersonalized financial reports in PDF, Word, Excel, and JSON formats; ■ Viewing interactive statistical charts.
FR 01.17	M	<ul style="list-style-type: none"> ■ The users assigned the Treasurer, President, or Independent Candidate role, shall specify the political actor(s) to whom they belong.

Identifier	Compulsoriness	Description of functional requirements
FR 01.18	M	<p>The Political Actor Profile shall include, but not be limited to, the following data categories. Fields marked with an asterisk (*) are mandatory:</p> <ul style="list-style-type: none"> ■ *Personal code; ■ *Political Actor Type (selected from a drop-down list in accordance with the system nomenclature, as defined in UC14); ■ *Full name; ■ *Short name; ■ Address (optional for filling in); ■ *President/ Independent Candidate (selected from the list of users assigned the President or Independent Candidate role); ■ *Treasurer (selected from the list of users assigned the Treasurer role); <p>Note: For the Political Actor Type – Independent Candidate, the selection of a Treasurer shall be prohibited;</p> <ul style="list-style-type: none"> ■ *Email (validated text – see Note below); ■ *Phone number; ■ Comments (free text); ■ *Bank name (selected from a drop-down list in accordance with the system nomenclature, as defined in UC14); ■ *Basic bank account (text); ■ *Bank account opening date (date in dd.mm.yyyy format); ■ *Bank account currency (selected from a drop-down list in accordance with the system nomenclature, as defined in UC14); ■ *Bank account type (selected from a drop-down list in accordance with the system nomenclature, as defined in UC14); ■ Logo (image file that may be attached; JPEG format, maximum size 480×480); ■ Limitations on the submission of corrections (specification of the report(s) and the date (dd.mm.yyyy format) from which the restriction on submitting corrected reports shall apply). <p>Note: External Public users shall not have user profiles within the system.</p> <p>Note: Fields marked with an asterisk (*) are mandatory; and all other fields are optional.</p> <p>Note: For the “Email address” field, validation shall be implemented to ensure that the address is entered correctly (i.e., contains the “@” symbol, etc.). Only one email address may be entered. This email address shall serve as the reference contact to which the “Financial Control” CSS will send informational messages, as described in UC09 Use Case.</p>
FR 01.19	M	<p>The “Financial Control” CSS shall, as necessary, take into account the configuration of CEC’s internal users within the ESAIS Admin in order to ensure appropriate access to the user interface and information content of the computer system for each individual user.</p>

Identifier	Compulsoriness	Description of functional requirements
FR 01.20	M	Access restrictions may be combined to achieve the required level of access for a specific user category.
FR 01.21	M	The system shall ensure the logging of events related to users, including the date and time of the change and the type of event held (i.e., created, modified, etc.), in accordance with the requirements set out in UC16.
FR 01.22	M	A user account may be physically deleted only if no events have been logged for that user and no data have been entered by him/her.
FR 01.23	O	The interface models are shown in Annexes 7, 8, 20, and 21. These models are provided for reference purposes only and serve solely as guidance for the developer during system implementation. The final system interface, as implemented by the developer, may differ from the models presented in these Terms of Reference.
FR 01.24	M	All user interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .

Dashboard

UC02: Dashboard

The functionalities of the component intended for use with the **Dashboard** are set out in Table 4.2.

Table 4.1. Functional requirements for UC02 use case

Identifier	Compulsoriness	Description of functional requirements
FR 02.01	M	The “Financial Control” CSS shall provide authorized users with a “Dashboard” interface, through which they can view key business events and quickly access detailed information.
FR 02.02	M	The following categories of business events may be displayed on the Dashboard: <ul style="list-style-type: none"> ■ System notifications; ■ Notifications requiring user action in the workflow activities of the “Financial Control” CSS (including validation alerts); ■ Report status; ■ Access to “Financial Control” CSS sections (i.e., Reports, Administrative Offences, Statistical Reports, Settings, etc.); ■ Access to “Financial Control” CSS functionalities according to the user’s access rights; ■ Access to the “Help” section, which includes guidance documentation (User Guide) and links to relevant law and regulations;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ Other relevant events.
FR 02.03	M	The Dashboard of the “Financial Control” CSS user shall display only business events that are relevant to the user’s roles and available data.
FR 02.04	M	The Dashboard shall group business events and display them as indicators with aggregate values (i.e., Unread System Notifications – 20; New Reports – 2; Submitted Reports – 12, etc.), each providing a reference for accessing detailed information.
FR 02.05	M	The “Financial Control” CSS shall provide authorized users with interfaces through which they can view business events and quickly access their details, depending on the user’s role and the selected status. To create or edit Reports, the information will be displayed in separate sections, such as: “Report List” (displaying the names of the Reports created); “Status” (displaying the status of Reports); “Signature” (displaying the status of signatures (Signed by Treasurer/Signed by President) or Signed by Independent Candidate (in the case of Independent Candidate)); “Primary Documents (Annexes)” (displaying the status of Annexes to the report); “Political actor” (abbreviated name of the political actor); “Version” (version of the Report); “Created by” (first and last name of the user who created the report); “Creation date” (date of the report creation in the system).
FR 02.06	M	The system will display information about Submitted Reports in separate sections, such as: “Report List” (displaying the names of the Reports submitted); “Status” (displaying the status of Reports); “Primary Documents (Annexes)” (displaying the status of Annexes to the report); “Political actor” (abbreviated name of the political actor); “Version” (version of the Report); “Created by” (first and last name of the user who created the report); “Creation date” (date of the report creation in the system); “Submission date” (date of the report submission in the system).
FR 02.07	O	To create, edit, view, or confirm citations (in the Administrative Offences section), information will be displayed in separate columns, such as Received/Submitted, Accepted, and Cancelled. Additionally, the information will be displayed in separate sections, such as: “Citation No” (the system-generated citation number), “Citation Date” (the date the user created the citations in the system), “Political Actor” (abbreviated name of the political actor to whom the citation was submitted), “Political Actor Address” (email address of the political actor to whom the citation was submitted), “First and Last Name” (of the person cited), “Address of Appearance” (the address stated by the CEC for the cited person to appear), “Date of Appearance” (the date indicated by the CEC for appearance), “Time of Appearance” (the time specified by the CEC for appearance), and

Identifier	Compulsoriness	Description of functional requirements
		"Decisions/Minutes" (status (YES/NO) regarding the existence of minutes issued by the CEC);
FR 02.08	M	To select or edit Statistical Reports (in the Statistical Reports section), the system will display information in separate sections, including "Select Template", "Report Name", "Sort By" (sorting criteria), "Generate" (report generation format), "Reporting Period" (selection filter for the From – To period), Report Type(s) (i.e., Annual, Semi-annual, etc.), as well as the selection of all available values for creating the report (i.e., Number, Political Actor, Report Version, etc.).
FR 02.09	M	For the Settings section, the information will be displayed in separate sections and includes, but is not limited to, "User List", "Political Actors", "Actor Types and Roles", "Reporting Periods", "Report Templates", "Citation Templates", "Message Templates", "Nomenclatures", "Log", and "Other Settings".
FR 02.10	M	The user interface shall be optimized for a resolution of 1920x1080, ensuring that scroll bars do not appear in the user interfaces provided by the IT solution.
FR 02.11	M	The "Financial Control" CSS shall deliver a responsive user interface capable of adapting to the user's device, including notebooks, desktop computers, smartphones, tablets, etc.
FR 02.12	O	The interface models are shown in Annexes 8 to 36. These models are provided for reference purposes only and serve solely as guidance for the developer during system implementation. The final system interface, as implemented by the developer, may differ from the models presented in these Terms of Reference.
FR 02.13	M	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .

Requirements for generating the financial report

UC03: Requirements for generating the financial report

The functionalities of the component designed to draw up **financial reports** are set out in Table 4.3.

Table 4.3. Functional requirements for UC03 use case

Identifier	Compulsoriness	Description of functional requirements
FR 03.01	M	Within the "Financial Control" CSS, financial reports shall be configured during system development in accordance with Annex No 1 ("Monthly Information on Party Expenses from Allocations"), Annex No 2 ("Semi-Annual Financial Management Report"), Annex No 3 ("Annual Financial Management Report"), Annex No 4 ("Report on the Financing of the Electoral

Identifier	Compulsoriness	Description of functional requirements
		Campaign”), and Annex No 5 (“Report on the Financing of the Initiative Group’s Activities”), using the template functionalities described in UC13. Therefore, it is necessary to initially develop the functionality described in UC13 within the system.
FR 03.02	M	The developer shall implement the functionality that allows users to create (draw up) new reports through the “Financial Control” CSS.
FR 03.03	M	<p>The reports shall be drawn up according to the following algorithm:</p> <ul style="list-style-type: none"> ■ When accessing the “New Reports” section, the user shall click the “New Report” button, select the report name from the list (“the Report”), and confirm by clicking the “Save” button. <p>Note: If using an Excel file with predefined report data, the user shall use the “Upload Excel File” function by clicking the corresponding button.</p> <p>Important! Data will be loaded (extracted) from the Excel file into the system report only if the report allows data to be retrieved for the specific Row/column and if the data are compatible in format (<u>the system will validate the format of the data in the Excel file</u>). Otherwise, an error message will be displayed stating: “The data in the file does not match the required format: Rows N... in column Y, Rows N... in column X..., etc.”</p> <p>Note: Clicking the “Cancel” button will prevent the report from being created.</p> <ul style="list-style-type: none"> ■ The completed report shall be created in the “New Reports” section with all predefined fields automatically filled in according to the selected report template. The report shall receive the status “Created” and, by default, version 0. Additionally, the following information shall be displayed in the interface: the political actor (abbreviated name) who created the report in the “Political Actor” section; the user (first and last name) who created the report in the “Created By” section; and the creation date in the “Creation Date” section, formatted as dd.mm.yyyy hh:mm; ■ When accessing a created report, the user shall be able to add data directly in the interface. The user shall be able to add new records (rows to be completed in the report or sub-sections within existing sections) by clicking the “Add Record” button, or delete selected records by clicking the “Delete Record” button. When accessing a Report Row, the user shall be able to change the entered data in a separate sub-interface and save the changes using the “Save” button, or cancel the changes using the “Cancel” button;

Identifier	Compulsoriness	Description of functional requirements
		<p>Important! When using the Excel Report Creation function, the data may be modified later in the interface if the column type allows it;</p> <p>Note: The general sections of a report shall be hidden by default but can be expanded using the (+) button or collapsed using the (-) button;</p> <ul style="list-style-type: none"> ■ While entering data, the user shall be able to attach primary documents to the report (functionality described in UC18). If primary documents are attached, the “Primary Documents (Annexes)” section of the interface shall display “YES” with a link to download the Annex archive; ■ After completing data entry in the report, the user shall be able to save the report by clicking the “Save” button. <p>Note: Clicking the “Cancel” button shall discard (delete) any data entered by the user.</p> <ul style="list-style-type: none"> ■ When the “Save” button is accessed, the system shall automatically perform validation for all entries, including checking that all required fields have been completed, as well as system validations such as verifying the accuracy of the personal code (MConnect validation), validating the correctness of the IDNO, and confirming that the user is at least 18 years old based on the Day/Month/Year of Birth field, among others. <p>Important! If any discrepancies are identified in the report, the system shall display the full list of discrepancies in the user interface, indicating the row in the report, the field name, and the error (i.e., IDNO has more than 15 symbols). If the report contains errors, it shall be assigned the “Wrong” status and shall not be allowed to be signed. Additionally, fields containing errors shall be highlighted in red, and shall be marked with an exclamation mark (!), in accordance with the interface model presented in the Annex.</p> <ul style="list-style-type: none"> ■ Once the report has been completed with correct data (i.e., no errors), the user shall be able to sign the report by clicking the “Sign” button. Depending on which role signs the report (Treasurer, President, or Independent Candidate), the information shall appear in the “Signature” section, indicating the role that applied the signature. The report shall then receive the status “Signing in Progress” if not all required signatures have been applied. <p>Important! Once the report has been signed (with at least one signature applied), the system shall not allow any changes to the report content until the signatures are canceled by clicking the “Cancel Signature” button.</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>Note: Once the signatures are canceled, the status of the report shall change from “Signing in Progress” or “Signed” to “Created.”</p> <ul style="list-style-type: none"> ■ Once the report has been signed by all required roles, its status in the “Signature” section shall be updated to “Signed.” <p>The user shall be able to delete the report by selecting it from the list and clicking the “Delete Report” button. Upon clicking the button, a confirmation message shall appear: “Are you sure you want to delete this report?” If the user clicks YES, the report and all associated data will be deleted. If the user clicks NO, the deletion will be canceled.</p> <ul style="list-style-type: none"> ■ Once the report has been completed, validated with correct data, and signed by all required roles, it shall be sent to the CEC by selecting the report and clicking the “Submit” button. After the report has been submitted, it shall be moved from the “New Reports” section to the “Submitted Reports” section, and its status shall be updated to “Submitted.” <p>Important! Reports with the status “Submitted” cannot be modified or deleted, even by system users, including those with the Administrator role.</p>
FR 03.04	M	<p>The “Financial Control” CSS shall allow users to preview reports in both “New Reports” and “Submitted Reports” status by selecting the report and clicking the “Print” button.</p> <p><i>Attention:</i> The print form provides a preview of the report, which can be saved in PDF format.</p>
FR 03.05	M	<p>From the “Submitted Reports” section, the user shall be able to view and download the “Receipt” in PDF format by clicking the “Receipt” button.</p> <p>The receipt shall include the following information:</p> <ul style="list-style-type: none"> ■ Receipt Header (see template in Annex 17); ■ Unique receipt number generated by the system and its date; ■ Political Entity (name of the political actor); ■ Report Name (for which the receipt was generated); ■ Report Version; ■ Date of Report Creation (in dd.mm.yyyy hh:mm format); ■ Date of Signing (date of the last signature applied to the report, in dd.mm.yyyy hh:mm format); ■ Date of Report Submission (in dd.mm.yyyy hh:mm format); ■ Date of Receipt Generation (in dd.mm.yyyy hh:mm format).

Identifier	Compulsoriness	Description of functional requirements
		Note: The user shall be able to download the receipt in PDF format by clicking the “Download” button.
FR 03.06	M	It shall not be permitted to create more than one report of the same type for the same reporting period. Note: The system shall display in the report selection list only those reports that can be created for periods currently active for the user, and only those reports that have not already been created or submitted for the same period.
FR 03.07	M	The “Financial Control” CSS shall provide a data import mechanism, accessible via the “Upload Excel File” button, allowing the import of data from standardized files in a predefined Excel format.
FR 03.08	M	Templates for the standardized Excel files shall be available in the “Help” menu.
FR 03.09	M	The “Financial Control” CSS shall ensure verification of all mandatory data (fields) in the report.
FR 03.10	M	The “Financial Control” CSS shall ensure that data fields are filled in using the correct data types for each report. If content errors are identified, the system shall display an informative message to the user indicating the section, row, and field in which the wrong data was entered.
FR 03.11	M	“Financial Control” CSS shall ensure data validation in accordance with the information obtained through the MConnect platform, including but not limited to the following: - Validation of the correctness of the personal code (verification of the correspondence between the date of birth (day/month/year) and the indicated personal code, based on data from the APS SRP); - Validation of the correctness of the IDNO (verification of the existence of the indicated IDNO in the APS SRLE)
FR 03.12	M	“Financial Control” CSS shall ensure data validation in accordance with the information obtained through the MConnect platform, including but not limited to the following: - Validation, for legal entities, of the existence of arrears to the state budget during the specified period (based on data obtained from the STS through the MConnect platform); - Validation, for legal entities, of whether, during the specified period, they have recorded profits exceeding the amounts donated (based on data obtained from the STS through the MConnect platform); - Validation, for legal entities, of whether, on the date of the donation, they have arrears to the state social insurance budget

Identifier	Compulsoriness	Description of functional requirements
		<p>or to the compulsory health insurance funds (based on data obtained through the MConnect platform);</p> <p>- Validation, for legal entities, of whether, during the specified period, they have concluded public procurement contracts for works, goods, or services within the meaning of Law on public procurement No 131/2015 (based on data obtained through the MConnect platform).</p>
FR 03.13	M	<p>Reports may be submitted to the CEC only if they meet the following conditions (system validation):</p> <ol style="list-style-type: none"> 1. The report does not contain wrong data (critical errors); 2. All mandatory fields have been filled in; 3. Fields subject to validation do not contain critical errors; 4. The report has been signed by the President / Independent Candidate and the Treasurer, as applicable. <p><i>Note:</i> If certain data validations generate warning messages to users (for example, indicating that the donor is under 18 years of age), but these are not considered critical errors in the report content, the system will accept the report.</p>
FR 03.14	M	<p>For the exceptions configured in the form, as described in UC13, the corresponding fields shall be displayed with an “X” at the interface level and in the preview (print) form, and no user input shall be permitted. Similarly, data from the uploaded Excel form (using the Excel import method) shall not be extracted for these fields.</p>
FR 03.15	M	<p>The “Financial Control” CSS shall enable the application of the electronic signature of the President/ Treasurer/ Independent Candidate on the electronic form via the MSign platform service.</p>
FR 03.16	M	<p>The procedure for validating external users authenticated in the system via electronic signature shall be implemented, including verification of the electronic signature’s compliance when signing a Report. The system shall allow the Report to be signed only by users who are part of the political actor for which the report was created (for example, only users with the role of Treasurer/ President/ Independent Candidate who belong to Political Actor X may sign the report created for Political Actor X). In other words, a user with a given personal code may only sign using the electronic signature that corresponds to that same personal code. If this condition is not met, signing shall not be permitted, and the system shall display an informational message to the user.</p>
FR 03.17	M	<p>After signing the Report in the system, the preview (print) form of the Signed Report, located at the bottom of its last page, shall display the inscriptions: “Signed electronically by _____ on _____.” The system shall automatically populate the</p>

Identifier	Compulsoriness	Description of functional requirements
		“Signed electronically by” field with the First and Last Name of the user who signed the Report, and the “on” field with the date and time of the electronic signature in dd.mm.yyyy hh:mm format.
FR 03.18	M	The “Financial Control” CSS shall include a mechanism for configuring the frequency of report submission and shall notify political actors of the requirement to submit reports or of any delays in submission (functionality described in UC09).
FR 03.19	M	The “Financial Control” CSS shall notify users by email of report traceability events, as well as through the internal messaging system of the “Financial Control” CSS (in accordance with the functionalities described in UC09 and UC10).
FR 03.20	M	The final aggregated statistical data derived only from Submitted Reports, shall be accessible through the “Statistical Reports” section, using the functionalities described in UC15.
FR 03.21	M	The “Financial Control” CSS shall automatically notify all CEC users with the role of Examiner regarding the arrival of a Report for verification, via email and the internal system messaging functionality (as described in UC09 and UC10).
FR 03.22	M	The report shall calculate totals for both positive and negative values (amounts). Amounts shall be displayed with a maximum of two decimal places, without rounding .
FR 03.23	M	The system shall ensure the logging of all user-related events, including the date and time of the change and the type of event (i.e., created, amended, etc.).
FR 03.24	O	Interface models are shown in Annexes 9 – 15. These models are provided as reference only and shall serve as a guide for the developer during system implementation. The final system interface implemented by the developer may differ from the models presented in these Terms of Reference.
FR 03.25	M	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/

Requirements for correcting the financial report

UC04 Correction of the financial report

The functionalities of the component designed to complete and finalize a **corrected financial report** are set out in Table 4.4.

Table 4.4. Functional requirements for UC04 use case

Identifier	Compulsoriness	Description of functional requirements
FR 04.01	M	The developer shall implement the correction functionality for Submitted Reports through the “Financial Control” CSS.
FR 04.02	M	<p>A report shall be corrected according to the following algorithm:</p> <ul style="list-style-type: none"> ■ When accessing the “Submitted Reports” section, the user shall be able to select a report, after which a “Correct” button shall become available. ■ Upon clicking the “Correct the Report” button, an informational message (“Do you want to correct the selected report?”) shall appear. The user shall confirm the action by clicking “Confirm” or cancel it by clicking “Cancel” button. <p>Important! Before displaying the Correction confirmation message, the system shall validate the settings of the report selected for correction against the “Correction Deadline” configured in the report template, in accordance with UC13. For example, if the “Correction Deadline” is set to 01.01.2027 and the user attempts to make corrections in the system on a later date (i.e., 02.02.2027), the system shall refuse to create the correction and display the informational message: “The period for submitting corrections for this report has expired”.</p> <p>Important! Additionally, before displaying the Correction confirmation message, the system shall validate the settings of the report selected for correction against the “Correction Submission Restrictions” configured in the Political actor’s profile, in accordance with UC01. Specifically, the system shall verify whether the date on which the correction action is attempted for the selected report does not exceed the date specified in the profile settings (i.e., the start date from which restrictions on submitting corrected reports apply for reports included in the Political actor’s profile). If this condition is not met, the system shall display the informational message: “Correction is not allowed for the selected report”.</p> <ul style="list-style-type: none"> ■ The corrected report shall appear in the “New Reports” section, with all fields pre-filled from the database of the original report.
FR 04.03	M	The corrected report shall be assigned version 1 if it is created based on a report previously submitted with version 0.
FR 04.04	M	For each subsequent correction, the system shall automatically assign the next version number (+1) (for example, a correction performed on a version 2 Submitted Report results in a corrected report with version 3).
FR 04.05	M	Corrections can only be made to the report with the most recent (latest) version. For example, if multiple reports of the same type have been submitted for the same period (version 0 (original

Identifier	Compulsoriness	Description of functional requirements
		report), version 1 (first correction), and version 2 (second correction)), the user shall only be able to correct the latest version (version 2 in this case). <i>Note:</i> If a previous version of a submitted report is selected and the “Correct the Report” button is clicked, the system shall display the message: “ <i>Correcting an older version of a report is prohibited. Please select the most recent version of the submitted report for correction.</i> ” The correction shall be denied.
FR 04.06	M	Fields automatically filled in (copied from the original report) may be edited later.
FR 04.07	M	<i>Important!</i> The system shall also allow the correction of a report by replacing the Excel file initially used to create the report (Excel upload method) submitted for correction.
FR 04.08	M	Once the Excel file is replaced with a new one, data extraction and validations shall be applied in the same manner as when creating a report using the “Upload Excel file” method described in UC03.
FR 04.09	M	The “Financial Control” CSS shall ensure that all mandatory data in a report created through the correction method is validated, using the same checks applied when creating a Report.
FR 04.10	M	The “Financial Control” CSS shall ensure that all data fields in a report created using the correction method are filled with the correct data types, applying the same validations as during Report creation.
FR 04.11	M	The validation procedure shall display all content errors in the report to the user at the interface level.
FR 04.12	M	Simultaneous correction of multiple reports for the same user shall not be allowed. <i>Note:</i> If multiple reports are selected and the “Correct the Report” button is clicked, the system shall display the message: “ <i>Simultaneous correction of reports is not allowed. Please select only one report for correction.</i> ” The correction shall be denied.
FR 04.13	M	If a report has already been submitted for correction and is in the “New Reports” section, further corrections to the same report shall not be allowed. The system shall display the message: “ <i>Further correction is prohibited for any report that has an existing version submitted for correction in the ‘New Reports’ status.</i> ” The correction shall be denied.
FR 04.14	M	All user actions shall be logged in accordance with the requirements described in UC16.

Requirements for cloning the financial report

UC05: Creating a financial report using the cloning method

The functionalities of the component designed to create a **financial report by cloning an existing report** are set out in Table 4.5.

Table 4.5. Functional requirements for UC05 use case

Identifier	Compulsoriness	Description of functional requirements
FR 05.01	O	The developer shall implement a functionality that allows political actors to create new reports by cloning previously submitted reports through the “Financial Control” CSS.
FR 05.02	O	<p>A new report can be created by cloning an existing report following the algorithm below:</p> <ul style="list-style-type: none"> ■ When accessing the “Submitted Reports” section and explicitly selecting a report, a “Clone” button shall be available. ■ Upon clicking the button, the user will be prompted to select the report type, and the system shall validate the uniqueness of the report for the selected period. Cloning will be allowed for the same type of report (for example, cloning data from a submitted Financial Management Report to create a new Financial Management Report for a different period chosen from the list available to the user). <p><i>Important!</i> Cloning a report shall only be allowed if the selected period for the same report type has an identical data structure. For example, if a monthly report from 2025 is cloned for 2026, the system shall automatically verify that the structure of the monthly report for 2026 matches the original report (i.e., the same fields, rows, and columns with the same data types). If the structures do not match, cloning shall be prohibited, and the system shall display the message: “The structure of the report selected for cloning does not match the structure of the new report. Cloning data is not possible”.</p> <p>Note: The system shall display only periods eligible for cloning.</p> <p><i>Important!</i> Cloning shall be denied if a report has already been created for the selected period.</p> <ul style="list-style-type: none"> ■ After selecting the report type, the user shall confirm the action by clicking the “Confirm” button or cancel it by clicking the “Cancel” button. <p>If allowed, the system will create the cloned report in the “New Reports” section, automatically populating all fields from the report it was copied from.</p>
FR 05.03	O	Fields automatically populated from the cloned report may be subsequently edited by the user.
FR 05.04	O	“Financial Control” CSS shall verify that all mandatory fields in the report created by cloning are filled in, applying the same validations as when creating a new Report.

Identifier	Compulsoriness	Description of functional requirements
FR 05.05	O	“Financial Control” CSS shall ensure that all data fields in the cloned report are filled in with the correct data types, using the same validations as those applied when creating a Report.
FR 05.06	O	The form generated through the cloning procedure shall include content constraints and validation rules to avoid mechanical errors.
FR 05.07	O	The validation procedure shall display all report content errors to the user at the interface level.
FR 05.08	O	The newly created report shall be assigned version 0.
FR 05.09	O	Cloning multiple reports simultaneously for the same user shall be prohibited. <i>Note: If multiple reports are selected and the “Clone” button is clicked, the system shall display the message: “Simultaneous cloning of reports is prohibited. Please select only one report for cloning”.</i> Cloning shall be denied.
FR 05.10	O	Cloning shall also be denied if a report already exists for the specified period.
FR 05.11	O	All user actions shall be logged in accordance with the requirements described in UC16.

Requirements for generating and viewing citations

UC06: Completing and viewing citations

The functionalities of the component designed to create, complete, and view citations through “Financial Control” CSS are set out in Table 4.6.

Table 4.6. Functional requirements for UC06 use case

Identifier	Compulsoriness	Description of functional requirements
FR 06.01	O	“Financial Control” CSS will include a citation management functionality.
FR 06.02	O	The Create/Cancel Citation functionality will be available to CEC’s internal users (Authorized Officer and Administrator) by accessing the “Administrative Offences” section (module) and by clicking the “Create Citation” button.
FR 06.03	O	The functionality to view and confirm citations sent by the CEC will be available to external users with the roles of Treasurer, President, or Independent Candidate.
FR 06.04	O	Only users who belong to the Political Actor to whom a citation was submitted will be able to view it. For example, if Citation X was submitted to Political Actor Y, only users with the roles of Treasurer, President, or Independent Candidate who are part of

Identifier	Compulsoriness	Description of functional requirements
		Political Actor Y will be able to view and confirm the citation received by this actor.
FR 06.05	O	"Financial Control" CSS will provide a standardized electronic form (<i>as per Annex 24</i>) for generating citations.
FR 06.06	O	The citation will use a predefined text template, which can be modified using the functionality described in UC12 .
FR 06.07	O	The citation will include the following mandatory fields, which must be filled in by the CEC user: "First Name" (of the cited person), "Last Name" (of the cited person), "Cited Political Actor" (to be selected from the list of political actors), "Article" (to be selected according to the nomenclature configured in the system according to UC14), "Paragraph" (to be selected according to the nomenclature configured in the system according to UC14), "Date of Appearance" (format dd.mm.yyyy), "Time of Appearance" (format hh.mm), "Address of Appearance" (to be selected according to the nomenclature configured in the system according to UC14), "Context of Examination of Contravention Case" (case number and series, dated (format dd.mm.yyyy)), and "Reason" (text description, with a maximum of 1000 characters). Note: The other textual component of the citation cannot be edited by the user when creating the notification; it will be automatically pre-filled by the system according to the template configured in accordance with the functionality described in UC12 .
FR 06.08	O	"Financial Control" CSS will automatically generate and assign the citation number in ascending order, as well as the citation creation date in dd.mm.yyyy format.
FR 06.09	O	The citation will be created in the system and submitted to the email address specified by the CEC's internal user when the "Submit" button is clicked, or its creation will be canceled if the "Cancel" button is selected.
FR 06.10	O	Email notifications will be submitted on behalf of the CEC via the MNotify platform.
FR 06.11	O	The notification message (email) will include a PDF attachment (citation) generated by the system based on the data entered by the CEC's user.
FR 06.12	O	Notifications submitted cannot be deleted from the "Financial Control" CSS.
FR 06.13	O	The citation may be downloaded (saved on the computer) by the user by selecting the citation and clicking the "Download" button.
FR 06.14	O	For a citation that has already been submitted ("Submitted" or "Accepted" status), the CEC user will be able to attach the Decision on the contravention case (including the minutes of the

Identifier	Compulsoriness	Description of functional requirements
		<p>administrative offence) in PDF format by clicking the “Attach Decision/Minutes” button.</p> <p>The Annex document will be available for access when opening the citation or through the “Decision/Minutes” column, where the system will automatically display “YES” together with a link for downloading the Annex document.</p>
FR 06.15	O	<p>The citation may be previewed using the “Print” button and downloaded in PDF format generated by the system.</p> <p>Attention! The print form represents a preview form and may be saved in PDF format.</p>
FR 06.16	O	<p>Before submission, the citation shall be automatically signed by the system via the MSign platform using the qualified electronic signature configured for a specific user (an individual acting as a CEC’s representative).</p>
FR 06.17	O	<p>After the form is signed in the system, the text “Signed electronically by _____ on _____” shall appear on the Citation form, and the system shall automatically populate the field “Electronically signed by” with the First and Last Name of the user who signed the citation and the field “on” with the date and time of the electronic signature in dd.mm.yyyy hh:mm format. Information regarding the application of the electronic signature shall be included in the citation generated in PDF format and attached to the email submitted to the political actor.</p>
FR 06.18	O	<p>Previously submitted citations may be canceled by a CEC’s user acting as an Authorized Officer and/or Administrator by selecting a “Submitted” or “Accepted” citation and clicking the “Cancel Citation” button. Upon clicking the “Cancel Citation” button, the system shall display a confirmation message reading “Are you sure you want to cancel the Citation?”, together with the “YES” and “NO” buttons. If the user selects “YES”, the citation status shall be automatically changed from “Submitted/Accepted” to “Cancelled”, and the system shall generate and submit an email notification to the political actor, in accordance with UC10, informing him/her of the cancellation of the citation.</p>
FR 06.19	O	<p>External users with the roles of Treasurer, President, or Independent Candidate shall be able to view citations received (with status “Received”) for the political actor to which they belong and shall be able to confirm receipt by selecting the citation and clicking the “Confirm Receipt of Citation” button, after which the system shall automatically change the citation status from “Received” to “Accepted”.</p>
FR 06.20	O	<p>Each action performed by a user shall be logged in accordance with the requirements described in UC16.</p>
FR 06.21	O	<p>Interface models are shown in Annexes 25 – 26.</p>

Identifier	Compulsoriness	Description of functional requirements
		These models are provided as reference only and shall serve as a guide for the developer during system implementation. The final system interface implemented by the developer may differ from the models presented in these Terms of Reference.
FR 06.22	O	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .

Requirements for CEC review of submitted financial reports

UC07: Examination of received financial reports by the CEC

The functionalities of the component designed for the CEC to examine received Financial Reports are set out in Table 4.7.

Table 4.7. Functional requirements for UC07 use case

Identifier	Compulsoriness	Description of functional requirements
FR 07.01	M	The developer will implement the functionality for viewing submitted reports («Submitted» status) through the “Financial Control” CSS.
FR 07.02	M	All reports submitted via the “Financial Control” CSS will be accessible to CEC users in the “Submitted Reports” section for the roles: Examiner, CEC’s Authorized Officer, Auditor, and Administrator. <i>Note:</i> External users acting as a Treasurer, President, and Independent Candidate will only be able to view the Submitted Reports of the Political Actors to whom they belong. For example, a Treasurer who is a member of party X will only be able to view reports submitted by party X.
FR 07.03	M	The “Submitted Reports” section will display the following data sets: <ul style="list-style-type: none"> ■ “Report List” displays the names of the periods and the reports associated with these periods. <i>Note:</i> All reports are grouped and displayed by period. <ul style="list-style-type: none"> ■ “Status” displays the current status of the reports (by default, the status “Submitted” will be shown). ■ “Primary Documents (Annexes)” indicate whether any primary documents are attached (YES) or not (NO) to the report. <i>Note:</i> If the indicator shows YES, it will include a link to the full list of attached documents, which can be downloaded as an archive to the user’s computer. <ul style="list-style-type: none"> ■ “Political Actor” displays the abbreviated name of the political actor;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ “VER” displays the version number of the report (for example: “0” for the initial version, “1” for the first correction, “2” for the second correction, etc.); ■ “Created by” displays the First and Last Name of the user who created the report. ■ “Creation Date” displays the date the report was created in the system (dd.mm.yyyy hh.mm format); ■ “Submission Date” displays the date the report was submitted in the system (timestamp in dd.mm.yyyy hh.mm format, corresponding to the moment the report status changed from “New” to “Submitted”).
FR 07.04	M	<p>The “Submitted Reports” section will include information search filters under the “Search” heading. Users will be able to select from a drop-down list: “Period”, “Report Name”, “Political Actor”, and “Created by”, and enter relevant text or period values to apply the filters.</p> <p>The search filters will be applied when the “Execute” button is clicked.</p>
FR 07.05	M	<p>Data visualization is organized into pages with an adjustable number of records for viewing. Navigation between pages will be done as follows:</p> <ul style="list-style-type: none"> ■ Moving to the next or previous page; ■ Moving to the first or last page; ■ Moving to a random page from the list of available pages.
FR 07.06	M	<p>The displayed data can be sorted in ascending or descending order according to the data type (text, number, calendar date, etc.).</p>
FR 07.07	M	<p>The displayed data can be filtered according to certain predefined criteria or to the data groups provided.</p>
FR 07.08	M	<p>The “Submitted Reports” section will have a “Download” button, which will allow the user to download the selected report and all primary documents attached to it.</p>
FR 07.09	M	<p>The “Submitted Reports” section will have a “Print” button, which will allow the user to view and print (preview) the selected report.</p> <p><i>Note:</i> If more than one report is selected, the system will display only the first selected report for Printing.</p>
FR 07.10	M	<p>The “Submitted Reports” section will include a “Return Report” button for CEC users, accessible only to CEC Examiners and Administrators. Selecting a report and clicking this button will open a menu to input the “Reason” (maximum 500 characters) and provide two options (buttons): “Confirm” and “Cancel”. The user will confirm the action by clicking “Confirm” or cancel the action by clicking “Cancel”.</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>If the action is confirmed, the electronic signatures on the report will be canceled, and the report will be moved from the “Submitted Reports” to the “New Reports”, preserving all data content, attached primary documents (if any), and existing system information such as Political Actor, VER, Created By, and Creation Date.</p> <p><i>Note:</i> This button is intended for use by the CEC only in exceptional circumstances and for specific reasons. All actions will be logged in accordance with UC16.</p>
FR 07.11	O	<p>Interface model is shown in Annex 18.</p> <p>This model is provided as reference only and shall serve as a guide for the developer during system implementation. The final system interface implemented by the developer may differ from the models presented in these Terms of Reference.</p>
FR 07.12	M	<p>User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/.</p>

Requirements for public display of depersonalized financial reports and statistical data

UC08: Public display of depersonalized financial reports and statistical data.

The functionalities of the component intended for public display of depersonalized financial reports and statistical data are set out in Table 4.8

Table 4.8. Functional requirements for UC08 use case

Identifier	Compulsoriness	Description of functional requirements
FR 08.01	M	The “Financial Control” CSS will provide a separate web interface, accessible via the CEC portal (http://www.cec.md), for publishing public system-generated data, specifically depersonalized data from Financial Reports submitted to the CEC (with “Submitted” status).
FR 08.02	M	The separate web interface will function as an independent sub-module of the “Financial Control” CSS.
FR 08.03	M	The sub-module will interact with the “Financial Control” CSS through a set of services provided by the “Financial Control” CSS, which supply all functionality required for public access to Depersonalized Reports.
FR 08.04	M	The services offered by the “Financial Control” CSS to the public will be technologically neutral, supporting any Operating System, Internet browser, etc.

Identifier	Compulsoriness	Description of functional requirements
FR 08.05	M	Publicly available data will be organized into three sections: “Statistical Reports”, “Sanctioned Political Actors”, and “Statistical Charts”.
FR 08.06	M	<p>For the “Statistical Reports” section, the public data display functionality will include the following headings for selection by users, in the specified consecutive order:</p> <ul style="list-style-type: none"> ■ Period; ■ Report type; ■ Report name; ■ Political Actor; ■ Format.
FR 08.07	M	The public data display functionality in the “Statistical Reports” section will enable users to select up to three sets of depersonalized reports within a single document, based on predefined fields. Extra sets of reports with selection fields can be added using the (+) button.
FR 08.08	M	<p><i>Important!</i> Based on the chosen Period and Report Type, users will only be able to select from report names and political actors that have data in the system. For instance, if for the period 01.01.2026–30.06.2026 only three political parties submitted this type of report, only those report names and the corresponding parties will be displayed. Only reports marked as “Submitted” will be displayed (considered).</p> <p>“Period” field will allow selection of “Period from” and “Period to” in dd.mm.yyyy format.</p> <p>“Report type” field will display a drop-down list containing all report types defined in the “Report Type” Classifier.</p> <p>“Report Name” field will display a drop-down list of all available report names (with status “Submitted Reports”) for the selected period and report type.</p> <p>“Political actor” field will display a drop-down list of all actors defined in the “Political actor type” Classifier, including only those parties that have submitted reports matching the selected report type and name within the selected period.</p> <p>“Format” field will provide a drop-down list of available formats: PDF, Excel, Word, CSV and JSON.</p> <p>After confirming the selected options by clicking the “Generate” button, the system will generate the report form with pre-filled, but depersonalized data (according to the “Anonymization” classifier settings) from the “Submitted Reports” for the selected Political Actor.</p>

Identifier	Compulsoriness	Description of functional requirements
		<p><i>Note:</i> Documents generated in PDF, Excel, Word, CSV and JSON formats will also include information about the “Report Submission Date” (displayed in dd.mm.yyyy hh.mm format).</p> <p><i>Note:</i> If you click the “Cancel” button, all preliminary selections will be canceled.</p>
FR 08.09	M	<p>In the “Statistical Reports” section, the public data display will include the following note in a separate box below the selection fields:</p> <p>“*Note: Only data from Reports submitted online through “Financial Control” CSS will be displayed. The data has been depersonalized”.</p>
FR 08.10	M	<p>The “Sanctioned Political Actors” section will display the following information drawn from the system’s “Sanctioned Political Actors” nomenclature: Number; Political Actor’s name; Sanction Application Date; Sanction Expiry Date; CEC Decision; Sanction Type.</p>
FR 08.11	M	<p>In the “Statistical Charts” section, public data will be shown using interactive charts.</p>
FR 08.12	M	<p>The main menu of the interactive charts will include the following fields for selection by the user:</p> <ul style="list-style-type: none"> ■ Period (“Period from” and “Period to” in dd.mm.yyyy format) ■ Report Type (drop-down list) – all report types defined in the “Report Type” Classifier; ■ Political Actor (drop-down list); ■ Income; ■ Expenses. <p><i>Note:</i> Users will be able to select multiple sets of values, allowing for comparative visualization of data, such as comparing the financial data of several political actors (for instance: 3, 5, or all actors).</p>
FR 08.13	M	<p>The interactive map will show data only at the national level, not at the local level.</p>
FR 08.14	M	<p>The “Income” section will include the following sub-sections:</p> <ul style="list-style-type: none"> ■ Party membership fees; ■ Donations from individuals; ■ Donations from legal entities; ■ Donations in the form of property, goods, or free services; ■ Income generated by the party from economic activities. <p><i>Note:</i> Statistical data will be displayed as a colored pie chart, showing amounts and percentages when selected.</p>

Identifier	Compulsoriness	Description of functional requirements
FR 08.15	M	<p>The “Party membership fees” sub-section will display data by gender (Women/Men) and by age categories: 18-25, 26-40, 41-55, and 55+ years.</p> <p>Note: The age category will be determined based on the difference between the “Day, Month, Year of Birth” specified in the report and 31 December of the reporting year.</p> <p>Note: The displayed amount represents the total obtained from the “Party membership fees” sub-section of Section II: Sources of Funding.</p>
FR 08.16	M	<p>The “Donations from individuals” sub-section will display data separately by gender (Women/Men) and by age categories: 18-25, 26-40, 41-55, and 55+ years.</p> <p>Note: The age category will be determined based on the difference between the “Day, Month, Year of Birth” specified in the report and 31 December of the reporting year;</p> <p>Note: The displayed amount represents the total obtained from the “Donations from individuals within the country” and “Donations from individuals outside the country” sub-sections in Section II: Sources of Funding.</p> <p>Note: The interface model for this sub-section is similar to that of the “Party membership fees” sub-section.</p>
FR 08.17	M	<p>The “Donations from legal entities” sub-section will display the summarized data.</p> <p>Note: The total amount is calculated based on the data for legal entities (based on IDNO) recorded in the “Donations from legal entities” sub-section of Section II: Sources of Funding</p>
FR 08.18	M	<p>The “Donations in the form of property, goods, free services” sub-section will display the categorized information as follows:</p> <p>“In the form of property”; “Goods”; “Free services or services provided at terms more favorable than market value”; and “Payment for goods or services used by the party”.</p> <p>Note: The amounts will be calculated as the total of the data available in the “Donations in the form of property, goods, free services” sub-section of Section II: Sources of Funding.</p>
FR 08.19	M	<p>The “Income obtained by the party from economic activities” sub-section will display the information according to the following categories: “Publishing activity”; “Activity directly related to property management”; “Other economic activities directly</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>resulting from the purpose set out in the Articles of Association” and “Other income”.</p> <p>Note: The amounts will be calculated as the total of all entries available in the “Income obtained by the party from economic activities” sub-section of Section II: Sources of Funding.</p>
FR 08.20	M	<p>The “Expenses” section will be presented without detailing the individual types of expenses. Only summarized data will be displayed, without details.</p> <p>Note: The amounts will be calculated as the total of all entries available in Section III: Payments.</p>
FR 08.21	M	Political actors will be selectable by their abbreviated names
FR 08.22	M	The user interface must provide a modern UI/UX design . During development, the CEC brand book and the overall system design must be considered.
FR 08.23	M	<p>Important! The sub-module must comply with the following Information Security Requirements:</p> <ul style="list-style-type: none"> ■ Functionalities accessible to unauthenticated users shall include mechanisms to prevent service/database overload within “Financial Control” CSS; ■ The functionalities must be secured against the OWASP Top 10 vulnerabilities (2025).
FR 08.24	M	Each user action shall be logged in accordance with the requirements described in UC16.
FR 08.25	M	The public data display functionality in the “ Statistical Charts ” section shall allow users to save the generated information in WORD, EXCEL, CSV and PDF formats.
FR 08.26	O	<p>Interface models are shown in Annexes 29 to 36.</p> <p>These models are provided as reference only and shall serve as a guide for the developer during system implementation. The final system interface implemented by the developer may differ from the models presented in these Terms of Reference.</p>
FR 08.27	M	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .

Requirements for automated generation and submission of notifications

UC09: Creating and submitting electronic notifications

The functionalities of the component intended to create and submit electronic notifications to users through the “Financial Control” CSS are set out in Table 4.9.

Table 4.9. Functional requirements for UC09 use case

Identifier	Compulsoriness	Description of functional requirements
FR 09.01	M	“Financial Control” CSS will support the automatic generation and submission of electronic notifications to users. Notifications will be submitted to the email address specified in the user profile and will also be available through the internal messaging system, accessible via the “Messages” button.
FR 09.02	M	The electronic notification will use a predefined text template, which may be modified using the functionality described in UC12.
FR 09.03	M	Notifications will be automatically generated and submitted by the system when the corresponding event occurs (for example, when a report is submitted to the system; when a citation is received from the CEC; upon reaching the deadline for report submission, etc.).
FR 09.04	M	The Notification Message (email) will contain text automatically generated by the system based on predefined templates, and, in the case of citations and receipts submitted to users, the corresponding PDF document (citation or receipt) will be attached.
FR 09.05	M	Notifications will be submitted on behalf of the CEC using the CEC email address configured for use by the system or the email address configured for the MNotify service.
FR 09.06	M	“Financial Control” CSS will use the MNotify platform as the external mechanism for notifying users.
FR 09.07	M	All events will be logged in accordance with the requirements described in UC16.
FR 09.08	M	The list of system-generated notifications (but not limited to these) is described in Annex 39 .

Requirements for automated receipt of notifications

UC10: Automated receipt of notifications

The functionalities of the component intended for the automated receipt of notifications by users of the “Financial Control” CSS are set out in Table 4.10.

Table 4.10. Functional requirements for UC10 use case

Identifier	Compulsoriness	Description of functional requirements
FR 10.01	M	Users will receive notifications at the email address specified in their profile and in the profile of the political actor to whom they belong.
FR 10.02	M	External users with the roles of Treasurer, President, and Independent Candidate will receive notifications by email, as well as through the internal messaging system accessible from the user’s Dashboard.
FR 10.03	M	Internal users acting as CEC Examiner and CEC Authorized Officer will receive notifications by email, including via the internal messaging system accessible from the user’s Dashboard.
FR 10.04	M	The “Financial Control” CSS will not send messages to external public users.

Requirements for printing and/or downloading files from the system

UC11: Printing and/or downloading files from the system

The functionalities of the component intended for printing (previewing) and/or downloading files from the system are set out in Table 4.11.

Table 4.11. Functional requirements for UC11 use case

Identifier	Compulsoriness	Description of functional requirements
FR 11.01	M	“Financial Control” CSS will ensure the availability of a mechanism enabling external users (Treasurer, President, Independent Candidate) and internal users (CEC Authorized Officer, Examiner, Auditor, Administrator) to preview and download Reports, Citations, and other accessible documents, including Annexes, in PDF format, on their personal workstations.
FR 11.02	M	“Financial Control” CSS will provide a mechanism that allows external public users to download depersonalized public reports in PDF, Excel, Word, and JSON formats, in accordance with the requirements described in UC08.
FR 11.03	M	Each user action related to downloading documents will be logged in compliance with the requirements described in UC16.

Requirements for editing citations and notification templates within the system

UC12: Editing the citation forms and notification templates in the system.

The functionalities of the component intended to edit the citation forms and notification templates are set out in Table 4.12.

Table 4.12. Functional requirements for UC12 use case

Identifier	Compulsoriness	Description of functional requirements
FR 12.01	M	“Financial Control” CSS will offer a tool for users acting as Administrator to edit/configure message templates (System Notifications). Editing of message templates will be performed via the “Settings” menu, accessible to users acting as CEC Examiner and Administrator.
FR 12.02	M	“Financial Control” CSS will provide a tool for editing/configuring message templates (System Notifications), including, at least (but not limited to), the following events: <ul style="list-style-type: none"> ■ Confirmation of report submission to the CEC; ■ Receipt of a report for analysis by the CEC; ■ Receipt of a citation for analysis by the user; ■ Acceptance of a citation by the user; ■ Cancellation of a citation previously submitted to the user; ■ Expiration of the deadline for submitting reports to the system.
FR 12.03	O	“Financial Control” CSS will provide a tool accessible to the System Administrator for editing the text of citation forms. Citation templates will be generated and edited via the “Settings” menu – Citation Templates, available to users acting as CEC Examiner and Administrator.
FR 12.04	M	“Financial Control” CSS will provide a tool accessible to the System Administrator for editing receipt texts. Receipt templates will be edited via the “Settings” menu – Receipt Templates, available to available to users acting as CEC Examiner and Administrator.
FR 12.05	M	Each template will have a unique name within the system.
FR 12.06	M	Each template (for notifications) will have the option to select the Notification type: Internal Notification (within the system) or Email Notification (via MNotify).
FR 12.07	M	Each template (for notifications) will also have the option to edit the notification subject (title).
FR 12.08	M	“Financial Control” CSS will ensure the versioning of templates (for at least three previous versions). “Financial Control” CSS will use the latest version of the template in business processes.
FR 12.09	M	The system will ensure the logging of events related to the user, the date/time of the change, the event that occurred (or was created, modified, etc.).

Requirements for generating/modifying financial report templates in the system

UC13: Generating/modifying financial report templates in the system

The functionalities of the component intended to generate/modify financial report templates in the system are set out in Table 4.13

Table 4.13. Functional requirements for UC13 use case

Identifier	Compulsoriness	Description of functional requirements
FR 13.01	M	“Financial Control” CSS will provide a tool (functional module) available to CEC system users acting as Administrator and Examiner for generating financial report templates in the system, as well as for modifying existing financial report templates.
FR 13.02	M	This functionality will allow the generation and/or modification of the structure, values, and content of the financial reporting forms.
FR 13.03	M	The module will be accessible from the “Settings” menu, under the “Report Templates” sub-section.
FR 13.04	M	Users can add a new report template via the “Add” button, modify/edit an existing template via the “Edit” button, or remove a template via the “Delete” button. <i>Important!</i> A template cannot be deleted if it has been used in the reporting process (i.e., if reports have been generated and submitted using this template). If a user selects a template that has been used and clicks the “Delete” button, the system will display the message: “This template cannot be deleted because it is used in reporting processes”, and the deletion will be blocked.
FR 13.05	M	When editing a template, changes can be saved by clicking the “Save” button, or canceled (reverting to the state before editing) by clicking the “Cancel” button. Templates can also be deactivated with the “Stop” button or reactivated with the “Activate” button. <i>Note:</i> Reports with templates that are deactivated will not be visible to external users in the New Reports selection list when creating new reports (“New Reports” menu).
FR 13.06	M	The interface will display a list of all templates available in the system. The list will include the following columns: “Form Name”, “Status” (Active/Inactive), “Created by” (First and Last Name of the CEC’s user who created the template), “Period from” (start date of the reporting period for reports using this template), “Period to” (end date of the reporting period), “Report start date” (date from which users can begin submitting reports), “Report end date” (deadline for report submission), and “Correction deadline” (last date for submitting corrected reports for this report). <i>Note:</i> The “Correction deadline” field is optional.

Identifier	Compulsoriness	Description of functional requirements
FR 13.07	M	<p>To create a template, the following fields must be specified: “Form Name”; “Report Type” (selectable from the drop-down list according to the nomenclature in the “Report Type” system nomenclature as described in UC14); “Period from” (start date of the reporting period for reports using this template, in dd.mm.yyyy format); “Period to” (end date of the reporting period, in dd.mm.yyyy format); “Report start date” (date from which users may begin submitting the report); and “Report end date” (deadline for report submission).</p> <p>Users also may add sections via the “Add Section” button and sub-sections via the “Add Sub-section” button. Deletion of sections or sub-sections is done using the (-) symbol.</p>
FR 13.08	M	<p><i>Important!</i> Each template must have a unique name within the system, and name uniqueness will be validated. If a user attempts to create a template with a name that already exists, the system will display the message: “A report with this name already exists in the system. Please change the name”, and saving will be blocked.</p>
FR 13.09	M	<p><i>Important!</i> When creating a new report template, the system will ensure that no other template exists for the same Reporting Period and Report Type. If a template with the same type and reporting period already exists, the system will display the message: “A report of the same Type and in the same reporting period already exists in the system. Please change the Type or Reporting Period”, and saving will be blocked.</p> <p><i>Note:</i> The system will validate the reporting period not only by the “Start date” and “End date”, but also for any dates that fall within the period. For example, if a user attempts to create a new report template for the period 15.02.2026 – 16.04.2026 with the Electoral Campaign type, the system will block creation because an existing template of the same type already covers the period 30.02.2026 – 30.04.2026, which overlaps with the requested period.</p>
FR 13.10	M	<p>For each section and sub-section in the report, its name must be specified.</p>
FR 13.11	M	<p>When adding a sub-section to the report, the system will display, by default, a List of all available rows/columns that can be included in a financial report, based on the “Report Data Type” nomenclature defined in UC14. It is therefore essential that all required data set types are preconfigured in the system. Rows and columns can be added using the (+) symbol or removed using the (-) symbol.</p> <p>Thus, all necessary data sets must be preconfigured in the system according to UC14.</p>

Identifier	Compulsoriness	Description of functional requirements
FR 13.12	M	<p>The template generation functionality will include, but is not limited to, the following data sets (Row type):</p> <ol style="list-style-type: none"> 1. Report name – String value (up to 100 symbols), used to display the “Form Name”; 2. Reporting period – the System will display the reporting period according to the report type selected by the user; 3. Full name – String value (up to 100 symbols), displaying the full name of the political actor from his/her profile, as set in UC1; 4. Abbreviated name – String values (up to 20 symbols), displaying the abbreviated name of the political actor as defined in his/her profile, as set in UC1; 5. Initiative group – String values (up to 100 symbols), displaying the name of the political actor of the Initiative Group type from his/her profile, as set in UC1; 6. Headquarters address (political actor) – String values (up to 120 symbols), displaying the registered address of the political actor as specified in his/her profile, as set in UC1; 7. State identification number (IDNO) of the political actor – Integer values (up to 13 symbols), displaying the political actor’s IDNO as provided in his/her profile, as set in UC1; 8. Phone number, Fax, Email (political actor) – String values (up to 100 characters), displaying the political actor’s phone number, fax, and email as provided in his/her profile, as set in UC1; 9. Current Account (political actor) – String values (up to 24 symbols), displaying the political actor’s current account number (IBAN) from his/her profile, as set in UC1; 10. Bank (Commercial Bank Name/SWIFT) (political actor) – String values (up to 50 symbols), displaying the name of the commercial bank serving the political actor, as listed in his/her profile, as set in UC1; 11. Account for State Budget Allocations (political actor) – String values (up to 24 symbols), displaying the IBAN for the political actor’s allocations as listed in his/her profile, as set in UC1; 12. Leader – String values (up to 50 symbols). The following data will be automatically extracted from the report: First and Last Name of the President of the political actor completing the report, as listed in his/her profile, as set in UC1; 13. Treasurer – String values (up to 50 symbols). The following data will be automatically extracted from the report: First and Last Name of the Treasurer of the political actor completing the report, as listed in his/her profile, as set in UC1; 14. Party Members – Integer values (up to 10 symbols);

Identifier	Compulsoriness	Description of functional requirements
		<p>15. Staff – Integer values (up to 10 symbols);</p> <p>16. Territorial Organizations – Integer values (up to 3 symbols);</p> <p>17. International Organizations (to which the party belongs) – Integer values (up to 3 symbols).</p> <p>18. Personal Headquarters – Integer values (up to 3 symbols);</p> <p>19. Leased Headquarters – Integer values (up to 3 symbols);</p> <p>20. Balance as of (date) – Decimal number values (up to 10 symbols);</p> <p>21. Allocations from the State Budget – Decimal number values (up to 10 symbols);</p> <p>22. Date – Date field (format: dd.mm.yyyy);</p> <p>23. Week – Integer values (up to 2 symbols);</p> <p>24. District Electoral Council (DEC) – String values (up to 10 symbols);</p> <p>25. Row (Text) – String values (up to 100 symbols), displaying only the row name in the form; users cannot enter values;</p> <p>26. Row (Number) – the row name will be displayed as text (up to 200 symbols) and will allow users to enter Integer values in the report (up to 10 symbols);</p> <p>27. Row (Date) – the row name will be displayed as text (up to 200 symbols) and will allow users to enter Dates in the report (format: dd.mm.yyyy);</p> <p>28. Row (Amount) – the row name will be displayed as text (up to 200 symbols) and will allow users to enter Decimal number values in the report (up to 10 symbols);</p> <p>29. (Sub-section – Date) – displays the sub-section name as text (up to 200 symbols) along with a Date value (format: dd.mm.yyyy). including exceptions specifying which report columns should not contain values;</p> <p>30. (Sub- section – YES/NO) – displays the sub-section name as text (up to 200 symbols) and allows users to select one of two options from a drop-down list: YES or NO.</p> <p>31. (Sub-section – manually-entered amount) – displays the sub-section name as text (up to 200 symbols) + the amount value (Decimal number (up to 10 symbols)+ exception if necessary (for which column no values will be allowed to be entered (in the report, at the form level for that Row and column, “X” will be displayed).</p> <p>For this type of row, the user can manually enter the amount in the created report, or the amount can be automatically extracted from the uploaded Excel file (when creating the report via Excel upload method).</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>32. Sub-section – Automatically-calculated amount – displays the sub-section name as text (up to 200 symbols) along with a Decimal amount (up to 10 symbols) and the addition rule (specifying which columns are summed). For this Row type, the system automatically calculates the amounts in the report; users cannot manually modify the values or import them from an Excel file (when creating the report by importing an Excel file).</p>
FR 13.13	M	<p>The template creation functionality will include, according to the “Report Data Type” nomenclature defined in UC14, but is not limited to, the following data sets (Columns and their types):</p> <p><i>Attention!</i> The defined columns specify the data types that system users may enter in report rows for these columns, or that the system will automatically display or fill in:</p> <ol style="list-style-type: none"> 1. Column (text) – String values (up to 50 symbols). Only the column name is displayed in the form (as a text); users cannot enter any values in this field; 2. Number (No) – Integer values automatically generated by the system. The system automatically populates this column with a number for each record added by the user in the report. Users cannot modify these values, even if the report is created via Excel upload method; 3. First name Last Name – String values (up to 50 symbols); 4. Gender (male/female) – allows the user to select one of two options from a drop-down list: Male or Female; 5. Personal code (PC) – Integer values (up to 13 symbols) validated via MConnect to ensure that such personal code exists for the person’s Date of Birth (taken from the “Day/Month/Year of Birth” column) based on verification from the PSA – State Register of Population (SRP). 6. Name of the Entity and Organizational Form – String values (up to 50 symbols). 7. Day/Month/Year of Birth – Day/month/year of birth – values of the “Date” type in the dd.mm.yyyy format. Additionally, the system will check the data entered by the user for this field, namely, whether the age exceeds 18 years (calculation formula: the number of days between the “Period to” (set for the corresponding report template) and the “Date of birth” specified by the user in the completed report > 365×18); 8. Home address/place of residence – String values (up to 50 symbols). 9. Place of Work – String values (up to 30 symbols). 10. Position Held (Occupation/Type of Activity) – String values (up to 20 symbols).

Identifier	Compulsoriness	Description of functional requirements
		<p>11. Source of Income – String values (up to 20 symbols);</p> <p>12. Date of Receipt – Date values in dd.mm.yyyy format;</p> <p>13. Amount – Decimal number values (up to 10 symbols);</p> <p>14. Amount (Cash) – Decimal number values (up to 10 symbols);</p> <p>15. Amount (by transfer) – Decimal number values (up to 10 symbols);</p> <p>16. Party Membership (Yes/No) – allows the user to select one of two options from a drop-down list: YES or NO;</p> <p>17. Special Status (according to Law No 133/2016) (Yes/No) – allows the user to select one of two options from a drop-down list: YES or NO;</p> <p>18. Individuals with Income from the Country (cash) – Decimal number values (up to 10 symbols);</p> <p>19. Individuals with National Income (by transfer) – Decimal number values (up to 10 symbols);</p> <p>20. Individuals with Foreign Income (cash) – Decimal number values (up to 10 symbols).</p> <p>21. Individuals with Foreign Income (by transfer) – Decimal number values (up to 10 symbols).</p> <p>22. State Identification Number (IDNO) – Integer values (up to 13 symbols), validated via MConnect to ensure the IDNO exists, based on verification from the PSA – State Register of Legal Entities (SRLE);</p> <p>23. Legal Address/headquarters – String values (up to 50 symbols);</p> <p>24. Contact Address – String values (up to 50 symbols);</p> <p>25. Payment Document Number – String values (up to 20 symbols);</p> <p>26. Donation amount – Decimal number values (up to 10 symbols);</p> <p>27. Donation date – Date values in dd.mm.yyyy format;</p> <p>28. Income amount – Decimal number values (up to 10 symbols);</p> <p>29. Membership fee amount – Decimal number values (up to 10 symbols);</p> <p>30. Number/quantity – Integer values (up to 10 symbols);</p> <p>31. Reception act – String values (up to 20 symbols);</p> <p>32. Donation Contract Number/ Reception act – String values (up to 20 symbols);</p> <p>33. Donation Contract/ Reception act date – Date values in dd.mm.yyyy format;</p> <p>34. Value declared by Donor (Price per Unit, in MDL) – Decimal number values (up to 10 symbols);</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>35. Value declared by Party (Market Price per Unit, in MDL) – Decimal number value (up to 10 symbols);</p> <p>36. Allocations from the State Budget – Decimal number (up to 10 symbols);</p> <p>37. Party Membership Fees – Decimal number values (up to 10 symbols);</p> <p>38. Name of Donation, Asset, or Service – String values (up to 30 symbols);</p> <p>39. From the State Budget – Decimal number values (up to 10 symbols);</p> <p>40. From other sources – Decimal number values (up to 10 symbols);</p> <p>41. IBAN Code – Integer values (up to 13 symbols);</p> <p>42. Date of Deposit into Account – Date values in dd.mm.yyyy format;</p> <p>43. Beneficiary – String values (up to 50 symbols);</p> <p>44. Date – Date values in dd.mm.yyyy form;</p> <p>45. Fiscal code – Integer values (up to 13 symbols);</p> <p>46. Payment Order Number – String values (up to 20 symbols);</p> <p>47. Payment Order Date – Date values in dd.mm.yyyy format;</p> <p>48. Supporting Document Number (Tax Invoice, Contract) – String values (up to 20 symbols);</p> <p>49. Supporting Document Date (Tax Invoice, Contract) – Date values in dd.mm.yyyy format;</p> <p>50. Volunteer/Agitator First and Last Name – String values (up to 30 symbols);</p> <p>51. Type of Volunteering Activities – String values (up to 20 symbols);</p> <p>52. Date of Reward Payment – Date values in dd.mm.yyyy format;</p> <p>53. Amount of Reward Paid (MDL), in accordance with point 67 of the Regulations – Decimal number values (up to 10 symbols);</p> <p>54. Public Entity – String values (up to 30 symbols);</p> <p>55. Credit Agreement Number – String values (up to 20 symbols);</p> <p>56. Credit Agreement Date – Date values in dd.mm.yyyy format;</p> <p>57. Payment Document Number – String values (up to 20 symbols);</p> <p>58. Payment Document Date – Date values in dd.mm.yyyy format;</p> <p>59. Column (Date) – displays the column name as text (up to 50 symbols) along with a Date value (in dd.mm.yyyy format),</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>including exceptions specifying columns in which no values may be entered;</p> <p>60. (Column – YES/NO) – displays the column name as text (up to 50 symbols) and allows selection of one of two values from a drop-down list: YES or NO;</p> <p>61. (Column – Number) – include the column name as text (up to 50 symbols) and will allow users to enter Integer values in the report (up to 10 symbols);</p> <p>62. (Column – manually-entered amount) – displays the column name as text (up to 50 symbols) and the amount value (Decimal number (up to 10 symbols). For this column type, the user may manually enter the amount in the report or the amount may be extracted from an uploaded Excel file during report creation.</p> <p>63. (Column – Automatically Calculated Amount) – displays the column name as text (up to 50 symbols) along with a Decimal number value (up to 10 symbols) that is calculated automatically based on an addition rule (formula), for example:</p> <ul style="list-style-type: none"> - Specification of the sub-sections in the report and, where applicable, the columns from which the values are summed; - Or a calculation formula, for example: the amount in the Row from the “Donation Amount” column multiplied by 10; - Or a calculation formula, for example: the amount in the Row from the “Donation Amount” column multiplied by the amount in the Row from the “Number/Quantity” column; <p>Example: A column titled “Donation Amount” will be created to sum the amounts from rows in sub-section 2.1 “Funds from Donations from Individuals”, together with the amounts in the “Cash” column.</p> <p>For this type of column, the system automatically calculates the amounts in the generated report; users are not allowed to manually change these values or import them from an Excel file.</p> <p><i>Important!</i> The formula configuration for calculating amounts must be sufficiently flexible to allow specification of the sub-sections, rows, and/or columns from which values are aggregated. For example, in some cases it may be necessary to add most of the amounts from rows in one section to the amounts in another section. In other cases, certain amounts are calculated only at the level of specific rows for informational purposes and must not be included in the General Total. For instance, the calculation formula for the rows “Expenses for Youth and Women” must not be included in the General Total calculation. These amounts will be calculated and displayed only</p>

Identifier	Compulsoriness	Description of functional requirements
		at the Row level, for informational purposes, without affecting the total amount reported.
FR 13.14	M	<i>Important!</i> The developer will define formulas for rows and columns so that report templates can allow some rows or columns to automatically pull data from reports that have already been submitted (“Submitted”). An example is the reports on the financing of the Initiative Group’s activities, for which a specific report template displays data from other submitted report templates, i.e., data from the Week 5 Report may include data automatically extracted by the system from Weeks 1-4 reports, which correspond to the same type of template in terms of structure.
FR 13.15	M	<i>Important!</i> For the template creation functionality, additional logic must be implemented so that at the level of the report filling interface for system users (the functionality described in UC03), for each sub-section (for rows - Row), the user could add sub-rows to the generated report form, and the system would: <ul style="list-style-type: none"> ■ Allow the user to manually enter/or extract from uploaded Excel forms (Excel Upload Method) the names of these sub-rows (accordingly, the sub-rows become report sub-sections); ■ Automatically generate the number of sub-rows depending on the main row (for example, sub-rows are added for row No 1, and the sub-rows will be numbered 1.1, 1.2, etc.); ■ Automatically calculate the sub-row amounts for columns with Total values. For example, if sub-rows are added for the main row No 1, all amounts indicated in the sub-rows will be added to the Total column (total from 1.1 + total from 1.2, etc.).
FR 13.16	M	<i>Important!</i> The module will allow the generated forms to be exported to Excel using the “Generate an Excel File” button. The generated Excel file must be compatible with the system when users import data using the “Upload Excel Method”.
FR 13.17	M	<i>Important!</i> Each report template will be compatible with the preview (Print) form (automatically) generated by the system.
FR 13.18	M	“Financial Control” CSS will support versioning of templates (at least the three most recent versions). The system will use the latest template version in all business processes.
FR 13.19	M	<i>Important!</i> When creating a new template, the system will allow the user to retrieve settings from an existing template by selecting it and clicking the “Copy” button, enabling the user to adopt certain settings from existing templates.
FR 13.20	M	<i>Important!</i> The report will calculate totals for both positive and negative amounts. Amounts will be displayed with a maximum of two decimal places, without rounding.

Identifier	Compulsoriness	Description of functional requirements
FR 13.21	M	<i>Important!</i> All data sets described in UC13 can be modified by name and configured for values. For example, the maximum number of symbols in the IDNO field can be changed from 13 to another value (i.e., 15 symbols) using the UC14 functionality.
FR 13.22	M	<i>Important!</i> The developer shall independently configure, prior to the system testing stage (in cooperation with the CEC, if necessary), all report templates using only the functionalities described in UC13 (without any additional development). This includes all forms for monthly, semi-annual, and annual reporting, Electoral campaign reports, and Initiative Group reports, in accordance with Annex No 1 “Monthly Information on Party Expenses from Allocations”, Annex No 2 “Semi-Annual Financial Management Report”, Annex No 3 “Annual Financial Management Report”, Annex No 4 “Report on Electoral Campaign Financing”, and Annex No 5 “Report on the Financing of Initiative Group’s Activities”.
FR 13.23	M	The system will log events related to the user, including the date and time of the change and the type of event (i.e., created, modified).
FR 13.24	O	Interface model for creating/modifying the financial report templates is shown in Annexes 27 to 28. This model is provided as reference only and shall serve as a guide for the developer during system implementation. The final system interface implemented by the developer may differ from the models presented in these Terms of Reference.
FR 13.25	M	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .

Requirements for managing the nomenclature and classification system

UC14: Managing the nomenclature and classification system of the “Financial Control” CSS

The functionalities of the component intended for managing the nomenclature and classification system of “Financial Control” CSS are set out in Table 4.14.

Table 4.14. Functional requirements for UC14 use case

Identifier	Compulsoriness	Description of functional requirements
FR 14.01	M	“Financial Control” CSS will include a mechanism for managing nomenclatures and classifiers that contain all metadata required for system configuration and business process management. These will be accessible from the “Settings” menu and available to users acting as CEC Examiner and Administrator.

Identifier	Compulsoriness	Description of functional requirements
FR 14.02	M	The “Financial Control” CSS will include a mechanism for configuring workflows and defining their processing rules for all scenarios related to report and citation management processes.
FR 14.03	M	Workflows will be defined by specifying the statuses through which an electronic form may pass and the processing steps (stages or transitions within the workflow) performed by users with specific roles.
FR 14.04	M	A workflow will be implemented as a set of activities through which a completed electronic form passes within sequential business processes.
FR 14.05	M	For the internal nomenclature and classification system, the IT solution will provide a mechanism for their dynamic definition and administration.
FR 14.06	M	<p>“Financial Control” CSS will allow the addition, deletion, activation, and deactivation of metadata within internal nomenclatures and classifiers.</p> <p><i>Important!</i> The system will not allow the deletion of a metadata category if it is used in at least one database record.</p>
FR 14.07	M	In the case of activation or deactivation of metadata within internal nomenclatures and classifiers, in system business processes where metadata is selected based on system nomenclatures/classifiers, such metadata will be visible and available for user selection when activated, and unavailable for selection when deactivated.
FR 14.08	M	<p>The “Financial Control” CSS will include at least (but will not be limited to) the following internal nomenclatures and classifiers:</p> <ul style="list-style-type: none"> ■ System configurations (will include the parameters required for the operation of the “Financial Control” CSS, such as, but not limited to, configuration of the day, time, and recall period for the MConnect platform call service); ■ Parameters and constants (will include the parameters required for the operation of the “Financial Control” CSS, such as, but not limited to: <ul style="list-style-type: none"> • File size for Primary documents; • Quota for individuals (Year + quota (Decimal number values, up to 4 symbols)). <i>Note:</i> Values can be configured for multiple years; • Average salary per country (Year + average salary per country (Decimal number values, up to 10 symbols)). <i>Note:</i> Values can be configured for multiple years; • Quota for legal entities (Year + quota (Decimal number values, up to 4 symbols)). <i>Note:</i> Values can be configured for multiple years;

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> • Ceiling for individuals, % of annual income (Year + ceiling) (Decimal number values, up to 4 symbols). Note: Values can be configured for multiple years; • Ceiling for individuals holding public functions, % of annual income (Year + ceiling) (Decimal number values, up to 4 symbols). Note: Values can be configured for multiple years; • Quota for individuals holding public office, limit (number) of average salaries (Year + ceiling) (Decimal number values, up to 4 symbols). Note: Values can be configured for multiple years; • Ceiling for legal entities, % of annual income (Year + ceiling) (Decimal number values, up to 4 symbols). Note: Values can be configured for multiple years; • Ceiling for individuals (% of annual income) receiving income solely from scholarships, pensions, or other social benefits (Year + ceiling) (Decimal number values, up to 4 symbols). Note: Values can be configured for multiple years; • Articles (Citation); • Paragraphs (Citation); • Address of appearance (Citation); ■ Type of users (by default, Treasurer, President, Independent Candidate, CEC Authorized Officer, CEC Examiner, Auditor, Administrator); ■ Report type (by default, Monthly, Semi-annual, Annual, Electoral Campaign, Initiative Group); ■ Reporting templates; ■ Type of political actor (by default, Political Party; Initiative Group; Electoral Bloc of Parties; Independent Candidate; Electoral Competitor; Referendum Participant); ■ List of bank names; ■ Bank account currency type; ■ Bank account type; ■ Anonymization (used to select all types of data in reports to be anonymized. In depersonalized financial reports, the information will be replaced with five asterisks *****, in accordance with UC08); ■ List of sanctioned political actors (used to record sanctioned actors, including the following data: Number; Name of Political Actor; Date of Sanction Application; Date of Sanction Expiry; CEC Decision; Type of Sanction); ■ Report data type (includes the configuration of all data types used in the functionality described in UC13, including: Field

Identifier	Compulsoriness	Description of functional requirements
		name + data type (i.e., string, date, MConnect personal code validation/nomenclature X, Automatically-calculated amount (formula), select from, etc.) + maximum number of symbols allowed + assignment to Row, column, or text (template) report + selection of whether the field is mandatory + Active + (optional) error message, etc.)).
FR 14.09	M	Each user action will be logged in accordance with the requirements specified in UC16.

Requirements for generating and viewing statistical reports related to activity within the “Financial Control” CSS

UC15: Generating and viewing reports related to activity within the “Financial Control” CSS.

The functionalities of the component responsible for generating and viewing statistical reports related to activity within the “Financial Control” CSS are set out in Table 4.15

Table 4.15. Functional requirements for UC15 use case

Identifier	Compulsoriness	Description of functional requirements
FR 15.01	M	“Financial Control” CSS will include a mechanism for generating statistical reports related to the system’s activities.
FR 15.02	M	Reports related to activity within the “Financial Control” CSS will be available in a dedicated section (module) called “Statistical Reports”.
FR 15.03	M	These statistical reports related to activity within the “Financial Control” CSS will be accessible to CEC users acting as Authorized Officers, Examiners, Auditors, or Administrators.
FR 15.04	M	“Financial Control” CSS will have a mechanism for generating Reports based on criteria (data sets) available in the system, applicable to all data sets valid for financial reports from the system, for example: Period; Report name; Report section; Report sub-section; Corrected report version; Report Correction Date; Ceiling exceedances; Political Actor; Treasurer; President; Month/Week reported; Report creation date; Report Submission Date; Created by; Day, month, year of birth; Number/quantity; Amount declared by the donor, price per unit (MDL); Donation amount (MDL); Fee amount (lei); Expenditures from the state budget; Expenditures from other sources; Value assessed by the party (at market price) per unit (MDL), etc.
FR 15.05	M	Reports related to activity within the “Financial Control” CSS will be created based on a template, according to the user’s selection (by checking) of the available criteria (types of data to be selected and included in the report) and the mandatory indication

Identifier	Compulsoriness	Description of functional requirements
		(selection) of search criteria, namely the specified Reporting Period (dd.mm.yyyy – dd.mm.yyyy) and Report type(s).
FR 15.06	M	Report templates can be saved under a user-defined name. The system will support the storage of at least 15 report templates.
FR 15.07	M	Users with access to statistical reports related to activity within the “Financial Control” CSS will be able to delete previously created report templates.
FR 15.08	M	<p>“Financial Control” CSS will also include four predefined statistical reports, which will contain the following data:</p> <p>The first report is entitled “List of political actors who did not submit reports on time”. The search criteria will be the specified Reporting period (dd.mm.yyyy – dd.mm.yyyy) and Report type(s). The generated Statistical report will include the following data:</p> <p>Statistical report name; Date of statistical report generation (dd.mm.yyyy hh.mm format); Number; Period; Report name; Name of the political actor; Final reporting date (deadline for report submission); Report Submission date.</p> <p><i>Note:</i> Only political actors for whom the Report Submission Date exceeds the end date of the reporting period will be displayed.</p> <p>The second report is entitled “Exceedances of ceilings”. The search criteria will be the specified Reporting period (dd.mm.yyyy – dd.mm.yyyy) and Report type(s). The report will display the following data: Statistical report name + Date of statistical report generation (dd.mm.yyyy hh.mm format) + the following data extracted from Reports submitted to the CEC (“Submitted Reports”):</p> <ul style="list-style-type: none"> ■ Number; ■ First and last name / Name of donor (first and last name of the donor, if an individual, or the Name of the donor, if a legal entity); ■ personal code/IDNO (personal code of the donor, if an individual, or IDNO of the donor, if a legal entity); ■ Reporting period (the period covered by the report); ■ Report type; ■ Report name (the name of the report for the specified period); ■ Political actor (the abbreviated name of the political actor for whom the donation was made); ■ Amount(s) donated (the amount(s) donated in each separate report for the specified period); ■ Date of donation (the date of each donation made);

Identifier	Compulsoriness	Description of functional requirements
		<p>Total amount donated (the total amount of all donations made by each donor individually);</p> <ul style="list-style-type: none"> ■ Limit amount exceeded (only if <u>positive values</u> are recorded), calculated as follows: Total amount donated minus Quota for individuals (extracted from the nomenclature settings according to UC14 for the selected period) × Average salary per country (extracted from the nomenclature settings according to UC14 for the selected period), or Quota for legal entities (extracted from the nomenclature settings according to UC14 for the selected period) × Average salary per country (extracted from the nomenclature settings according to UC14 for the selected period), or if, in the individual’s report, the value in the column “Special status within the meaning of Law No 133/2016” is “YES”, then the calculation will be: Quota for individuals holding public office, limit (extracted from the nomenclature settings according to UC14 for the selected period) × Average salary per country (extracted from the nomenclature settings according to UC14 for the selected period). ■ Exceedances (ceiling for individuals) recorded according to STS data. <u>Only positive values will be displayed, if according to the calculation formula, the Total amount is positive (with +)</u> = Total amount donated (by the individual) – Amount (Amount of annual income recorded (according to STS data under UC17) × Ceiling for individuals (% of annual income, according to UC14 nomenclature settings)) / 100). Note: If the resulting Total amount is negative (i.e., -1,500), this information will not be displayed in the statistical report. ■ Exceedances (ceiling for individuals holding public office) recorded according to STS data. If in the individual’s report, the value in the column “Special status within the meaning of Law No 133/2016” is «YES”, then <u>only positive values</u> will be displayed, (if according to the calculation formula, the Total amount is positive (with +) = Total amount donated – Amount (Amount of annual income recorded (according to STS data under UC17) × Ceiling for individuals holding public office (% of annual income (according to UC14 nomenclature settings)) / 100). Note: If the resulting Total amount is negative (i.e., -1,800), this information will not be displayed in the statistical report. ■ Exceedances (ceiling for individuals) recorded according to data obtained from financial institutions. <u>Only positive values will be displayed (if, according to the calculation formula, the Total amount is positive (with +)</u> = Total amount donated (by the individual) – Cumulative amounts of transactions for the reporting period (according to data obtained from financial institutions under UC17) × Ceiling for individuals (% of annual income (according to UC14 nomenclature settings)) / 100). Note:

Identifier	Compulsoriness	Description of functional requirements
		<p>If the resulting Total amount is negative (i.e., -1,700), this information will not be displayed in the statistical report.</p> <ul style="list-style-type: none"> ■ Exceedances (ceiling for individuals holding public office) recorded according to data obtained from financial institutions, if in the individual’s report, in the column “Special status within the meaning of Law No 133/2016” the value is “YES”, then <u>only positive values will be displayed (if according to the calculation formula the Total amount is positive (with +))</u> = Total amount donated – Cumulative amounts of transactions for the reporting period (according to data obtained from financial institutions under UC17) × Ceiling for individuals holding public office (% of annual income (according to UC14 nomenclature settings)) / 100). Note: If the resulting Total amount is negative (i.e., -1,900), this information will not be displayed in the statistical report. ■ Exceedances (ceiling for legal entities) recorded according to STS data. Only positive values will be displayed (if according to the calculation formula Total is a positive amount (with +)) = Total amount donated (by the legal entity) – Amount (Amount of annual income recorded (according to STS data under UC17) × Ceiling for legal entities (% of annual income (according to UC14 nomenclature settings)) / 100). Note: If the resulting Total amount is negative (i.e., - 25,000), this information will not be displayed in the statistical report. ■ Exceedances (ceiling for legal entities) recorded according to data obtained from financial institutions. Only positive values will be displayed (if, according to the calculation formula, the Total amount is positive (with +)) = Total amount donated (by the legal entity) – Cumulative amounts of transactions for the reporting period (according to data obtained from financial institutions under UC17) × Ceiling for legal entities (% of annual income (according to UC14 nomenclature settings)) / 100). Note: If the resulting Total amount is negative (i.e., -1,000), this information will not be displayed in the statistical report. <p><i>Important!</i> Statistical report No 2 “Exceedances of ceilings” will display only information for those donors who have recorded: the exceeded Limit amount, and/or Exceedances of ceilings for individuals recorded based on STS data, and/or Exceedances recorded based on data obtained from financial institutions.</p> <p><i>Important!</i> During statistical report configuration, the system will enable the selection of the Report Type, Template, and Report Fields (for the chosen template(s)) that will be used to calculate donated amounts (i.e., PF Donations from the First Semester Report template, Donations in other forms from the Second Semester Report template, and PF Donations from the Electoral Campaign template for the same reporting period, etc.)</p>

Identifier	Compulsoriness	Description of functional requirements
		<p><i>Note:</i> When preparing statistical reports, the developer must also consider the Defining aspects specified in Annex No 38.</p> <p><i>Important!</i> Where necessary, the developer will implement other evaluation criteria based on the regulatory requirements specified in Annex No 38.</p> <p>The 3rd report, entitled “System Activity”, will use as search criteria the specified Reporting Period (dd.mm.yyyy – dd.mm.yyyy) and Report Type(s). The generated report will include the statistical report name, the date of statistical report generation (dd.mm.yyyy hh.mm format), and the following data sets: total number of reports submitted; total number of registered political actors; total number of registered users; total number of citations submitted; and total number of citations canceled.</p> <p>The fourth report, entitled “Financing of Multiple Electoral Competitors”, will display only information on individuals or legal entities that, within the same reporting period (for example, from 01.01.2026 to 31.06.2026, based on data from the semi-annual and electoral campaign reports for the same period), simultaneously financed more than one electoral competitor (for example, a donor with personal code X made donations to electoral competitor Y (political party) and, at the same time, to electoral competitor V (independent candidate or political party)). The search criteria will be the specified Reporting Period (dd.mm.yyyy – dd.mm.yyyy) and Report Type(s), and the report will display the following data:</p> <ul style="list-style-type: none"> ■ Statistical report name; ■ Statistical report generation date (dd.mm.yyyy hh.mm format); ■ Selected period (dd.mm.yyyy – dd.mm.yyyy); ■ Number; ■ Donor’s name (first and last name for individuals / name for legal entities); ■ personal code/IDNO (personal code for individuals or IDNO for legal entities); ■ Report name (for the selected period); ■ Political Actor (abbreviated name of the Political Actor to whom the donation was made); ■ Donated amount(s) (amount(s) donated in each individual report for the specified period); ■ Donation date (date of each donation).

Identifier	Compulsoriness	Description of functional requirements
FR 15.09	M	The system-generated statistical reports can be exported in PDF, Word, Excel and CSV formats.
FR 15.10	M	The system will record user-related events, including the date/time of the modification and the type of event held (i.e., created, modified, etc.).
FR 15.11	O	Interface model is shown in Annex 19. This model is provided as reference only and shall serve as a guide for the developer during system implementation. The final system interface implemented by the developer may differ from the models presented in these Terms of Reference.
FR 15.12	M	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .

Requirements for logging events occurring within the system

UC16: Events logging

The functionalities of the component responsible for logging events within the “Financial Control” CSS are set out in Table 4.16.

Table 4.16. Functional requirements for UC16 use case

Identifier	Compulsoriness	Description of functional requirements
FR 16.01	M	The “Financial Control” CSS will include a mechanism for logging all events occurring within the system.
FR 16.02	M	The system will log, at least, the following categories of events (without limitation): <ul style="list-style-type: none"> ■ User creation; ■ User access suspension; ■ User authentication; ■ User disconnection; ■ Adding/ modifying/deleting/accessing records; ■ Business events specific to “Financial Control” CSS, such as, but not limited to: creation/submission/deletion/access of Reports; Uploading Excel files for report creation; attaching primary documents to reports; changing Report status; Signing/canceling reports; Creating citations; Accepting/canceling citations; Downloading reports or citations; Printing reports; Attaching minutes; etc.; ■ Database queries; ■ Other system-specific business events. The list of events logged by default (but not limited to) is provided in Annex No 37 – List of Logged Events .

Identifier	Compulsoriness	Description of functional requirements
FR 16.03	M	<p>Logged events will save at least (but are not limited to) the following categories of data, depending on the nature of the event:</p> <ul style="list-style-type: none"> ■ Identifier of the user who generated the event; ■ Category of the logged event; ■ Date and time of logging; ■ “Financial Control” CSS resource that generated the business event; ■ Record affected by the business event; ■ Action performed by the use.
FR 16.04	M	<p>“Financial Control” CSS will use the MLog service of the Government Interoperability Framework as a mechanism for logging critical business events.</p>

Requirements for interaction with external systems via the MConnect Interoperability Platform

UC17: Interaction with external systems

The functionalities of the component responsible for interfacing with other systems within the “Financial Control” CSS are set out in Table 4.17.

Table 4.17. Functional requirements for UC17 use case

Identifier	Compulsoriness	Description of functional requirements
FR 17.01	M	<p>The “Financial Control” CSS will use and provide services for interacting with external systems via the MConnect government platform. During development, the developer shall comply with the technical guidelines of the MConnect interoperability platform.</p>
FR 17.02	M	<p>The “Financial Control” CSS will synchronize with the State Register of Population (SRP) via MConnect to verify and retrieve registration data of individuals (Personal code, First and last name, Date of birth) listed as financiers of political actors in financial reports submitted to the CEC.</p>
FR 17.03	M	<p>The “Financial Control” CSS will synchronize with the State Register of Legal Entities (SRLE) via MConnect to verify and retrieve registration data of legal entities (IDNO, entity name) reported as financiers of political actors in financial reports submitted to the CEC.</p>
FR 17.04	M	<p>“Financial Control” CSS will facilitate the exchange of information with the Tax Register of the STS via the MConnect platform to verify the income declared by individuals and legal entities who are financiers of political parties or candidates.</p> <p>For individuals:</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>Data provided by the CEC (automatically retrieved from financial reports submitted at the End of the reporting period, for each report type), including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal code; ■ Year. <p>Output data provided by the STS via MConnect platform:</p> <ul style="list-style-type: none"> ■ Personal code; ■ First and last name; ■ Year; ■ Amount of annual income recorded. <p>For legal entities:</p> <p>Data provided by the CEC:</p> <ul style="list-style-type: none"> ■ IDNO; ■ Year. <p>Output data provided by the STS:</p> <ul style="list-style-type: none"> ■ IDNO; ■ Company name; ■ Year; ■ Recorded annual income; ■ *Recorded annual profit; ■ *Period(s) of arrears to the state budget (dd.mm.yyyy – dd.mm.yyyy). <p>Note: The request signature, its parameters, and the type of data used in the queries shall be defined during the system design stage and implemented by the developer in accordance with the technical guidelines of the MConnect interoperability platform, with advisory support from the CEC technical team.</p>
FR 17.05	M	<p>The “Financial Control” CSS will synchronize with banks’ computer systems via MConnect to retrieve transaction data from political parties’ and candidates’ accounts.</p> <p>Data provided by the CEC (automatically extracted from financial reports submitted at the end of the reporting period, for each report type), including but not limited to:</p> <ul style="list-style-type: none"> ■ Bank code (IDNO of the bank to which the request is submitted); ■ Personal/IDNO (of the electoral competitor for whom data is requested); ■ Period (for which the information is requested).

Identifier	Compulsoriness	Description of functional requirements
		<p>Output data provided by banking institutions:</p> <ul style="list-style-type: none"> ■ Bank code (source of data); ■ Personal code / IDNO (electoral competitor for whom data is requested); ■ Name of the electoral competitor; ■ IBAN account; ■ Type of transaction; ■ Personal code / IDNO (donor); ■ Donor’s first and last name or Legal entity name; ■ Transaction date; ■ Transaction amount (MDL). <p>Note: The request signature, its parameters, and the type of data used must be defined during the system design stage and implemented by the developer in accordance with the technical guidelines of the MConnect interoperability platform, with advisory support from the CEC technical team. The developer shall be guided by the egov4dev resource — the official documentation library for developers working within the ecosystem of the e-Governance Agency (AGE).</p> <p>Note: The information will be requested on the next (working) day following the end of the Report’s reporting period, at a specified time, with the option to repeat the request in case of service unavailability. For example, if the reporting period for the Semi-annual Report ends on 31.07.2026 (Friday), the data will be requested via the MConnect platform on 03.08.2026 (Monday) at 08.00 a.m. If the service is unavailable or errors occur, the request will be retried every 30 minutes.</p> <p>Important! The system will allow configuration of the day/time/recall period for the MConnect platform request service.</p> <p>Note: Information obtained via the MConnect platform will be stored in the system database for subsequent use by other system functionalities, such as validations, statistical reports, etc.</p> <p>Important! For the same reporting period or data set already retrieved, the information will not be requested again from financial (banking) institutions via MConnect platform.</p>
FR 17.06	M	“Financial Control” CSS may use the MConnect platform to extract data from the National Health Insurance Company (NHIC),

Identifier	Compulsoriness	Description of functional requirements
		<p>National Social Insurance Company (NSIC), and the Ministry of Finance, including the following:</p> <p>For legal entities:</p> <p>Data provided by the CEC:</p> <ul style="list-style-type: none"> ■ IDNO; ■ Period (dd.mm.yyyy – dd.mm.yyyy). <p>Output data provided by MConnect:</p> <ul style="list-style-type: none"> ■ IDNO; ■ Company name; ■ Period (dd.mm.yyyy – dd.mm.yyyy); ■ Arrears to the state social security budget? (YES/NO); ■ Arrears to the compulsory health insurance funds? (YES/NO); ■ Are public procurement contracts for works, goods, or services registered under Law on public procurement No 131/2015? (YES/NO).
FR 17.07	M	<p>“Financial Control” CSS will compare the data in financial reports submitted by political actors with data synchronized from the PSA, banking computer systems, and the STS. If inconsistencies are found, system users will be alerted during report completion, and CEC users will be notified after the report is submitted, in accordance with UC03 and UC15.</p>
FR 17.08	M	<p>“Financial Control” CSS will provide a read-only interface for CEC users, allowing them to view the date and time of each request, the list of data requested by the system, and the data received in response, displayed separately for the STS and for financial institutions via MConnect.</p>
FR 17.09	M	<p>“Financial Control” CSS shall be synchronized with the Register of Political Parties (RPP) maintained by the Public Services Agency (ASP) via MConnect, for the purpose of verification and data exchange related to information on political party members registered with ASP, including Party Presidents.</p> <p>For the verification of information related to political party members registered with ASP:</p> <p><i>Input data from the CEC</i> (automatically retrieved from submitted financial reports), including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal code (the donor who is a political party member for whom information is requested). <p>Output data from ASP, including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal code (the donor who is a political party member for whom information is requested); ■ Party membership indicator (YES/NO);

Identifier	Compulsoriness	Description of functional requirements
		<ul style="list-style-type: none"> ■ Party IDNO (the IDNO of the party to which the party member identified by the specified IDNP belongs, where applicable). <p>Verification of information related to Party Presidents registered with ASP:</p> <p>Input data from the CEC (queried at the time of registration of a user assigned the President role), including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal code (of the user assigned the President role for whom information is requested); ■ Party IDNO (the IDNO for which confirmation is requested from ASP that the party member identified by the specified IDNP is registered as Party President). <p>Output data from ASP, including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal code (of the user assigned the President role for whom information is requested); ■ Party membership indicator with President role (values: 1 – YES / 0 – NO); ■ Party IDNO (political actor) (the IDNO for which the party member identified by the specified Personal Number is registered with ASP as Party President, where applicable). <p>Updating information related to Party Presidents previously registered with ASP but subsequently removed from the Register of Political Parties (RPP):</p> <p>Input data from ASP, including but not limited to:</p> <ul style="list-style-type: none"> ■ Personal Number (of the user assigned the President role for whom the information is being updated); ■ Updated Party membership indicator with President role (value: 0 – NO); ■ Party IDNO (political actor) (the IDNO for which the party member identified by the specified IDNP has been removed by ASP from the position of Party President). <p><i>Note:</i> The input data exchanged by CEC/ASP and the output data provided by ASP/CEC may be subject to change.</p> <p><i>Note:</i> The request signature, parameters, methods, and data structures used in the queries shall be defined during the system design phase and implemented by the developer in accordance with the technical guidelines of the MConnect interoperability platform, with advisory support from the CEC technical team.</p>

Identifier	Compulsoriness	Description of functional requirements
		<p>Note: Integration with the MConnect Events component is recommended, on an optional basis, for the exposure of events between CSS “Financial Control” and the PPR, in the context of delivering proactive services, in accordance with the technical guidelines published by the e-Governance Agency (AGE).</p> <p>(https://egov-moldova.github.io/egov4dev/guides/mconnect-events/).</p>

Requirements for attaching primary documents by system users

UC18: Attachment of primary documents

The functionalities of the component for attaching primary documents are set out in Table 4.18.

Table 4.18. Functional requirements for UC18 use case

Identifier	Compulsoriness	Description of functional requirements
FR 18.01	M	The developer will implement a functionality in the “Financial Control” CSS that allows system users to attach documents when submitting financial reports.
FR 18.02	M	System users acting as Treasurer, President, or Independent Candidate will be able to attach documents (files) through the interface by using the “Attach Primary Documents” button.
FR 18.03	M	Documents can be attached in PDF format. Each file must not exceed 20 MB by default (configurable), and the total size of all attached PDFs must not exceed 80 MB (also configurable). The system will validate file sizes and display an informational message if limits are exceeded: “The selected document exceeds the maximum allowed size of ____ MB. Please reduce the file size and try again”, or “The attached documents exceed the maximum total size of ____ MB. Please reduce the file size and try again”.
FR 18.04	M	The size of attached PDF files can be configured using the functionalities described in UC14.
FR 18.05	M	By default, files can be attached to all types of reports via the “Attach Primary Documents” button.
FR 18.06	M	Attachment of files is only allowed when a report is in the “New Reports” status, after the General reports have been created by the user.
FR 18.07	M	<i>Important!</i> Attached documents may be removed while the report is in “New Reports” status. After the report is signed and submitted to the CEC, document deletion will not be allowed for any user role.

Identifier	Compulsoriness	Description of functional requirements
FR 18.08	M	Files attached by users can be viewed by CEC users, as well as by the Treasurer, Independent Candidate, or President associated with the respective political actor.
FR 18.09	M	After reports are submitted, attached documents can be accessed in the “Accepted Reports” status.
FR 18.10	M	Users will be able to view and download the attached files to their computers.
FR 18.11	M	<p>Important! When saving documents in the “Financial Control” CSS, documents to be attached will first be stored in a Secure Repository (Fire storage) used exclusively for Antivirus scanning. Only if the document passes the antivirus scan without any detected risks, will it be accepted for attachment to the report and saved in the “Financial Control” CSS database for use in system reports. If a virus is detected, the system will display the following message to the user: “The selected document may contain a virus. Please attach only secure documents; otherwise, the user may be blocked”.</p> <p>Note: The Antivirus tool and the method of accessing the file repository will be jointly coordinated by the CEC IT team and the ITCSS (Information Technology and Cyber Security Service) team.</p>

Non-functional requirements for version 2 of the “Financial Control” CSS

General requirements

The general system requirements are established by the policies and strategies adopted in the Republic of Moldova. These acts follow recognized industry best practices and incorporate both organizational and technical measures. The general system requirements specific to the new version of the “Financial Control” CSS are set out in Table 5.1.

Table 5.2. General system requirements for version 2 of the “Financial Control” CSS

Identifier	Compulsoriness	Description of requirements
TGEN 001	M	All user interfaces and database content will be provided in Romanian, using proper Romanian diacritics.
TGEN 002	M	User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/ .
TGEN 003	M	The user interface will be optimized for a screen resolution of 1920×1080, ensuring that scroll bars do not appear in the standard views provided by the IT solution.
TGEN 004	M	“Financial Control” CSS will provide a responsive user interface that adapts to the device used by the user, including notebooks, desktop computers, smartphones, tablets, etc.
TGEN 005	M	The computer subsystem will be optimized for minimal data transfer between the client computer and the server, with an emphasis on avoiding unnecessary requests as much as possible, implementing AJAX with JSON, and minimizing the server resources required for authentication, authorization, and logging procedures.
TGEN 006	M	Eventually variable information within the “Financial Control” CSS (parameters, data storage paths, external service connection paths, etc.) shall be configurable without requiring recompilation of solutions or direct database intervention.
TGEN 007	M	The computer system shall use open standards for data formats and communication protocols.
TGEN 008	M	Services displayed publicly by the “Financial Control” CSS shall be technologically neutral (Operating systems and Web browsers).
TGEN 009	M	Files attached within the system shall be stored in a dedicated repository, secured with antivirus protection.

Identifier	Compulsoriness	Description of requirements
TGEN 010	M	For the integration with the MConnect, MPass, MNotify, and MSign services, the developer shall be guided by the egov4dev resource — the official documentation library for developers working within the ecosystem of the e-Governance Agency (AGE), which provides guidance on the integration of governmental platforms and services, the use of the common technological development stack, and compliance with established architectural principles.

Performance requirements

The performance requirements for the “Financial Control” CSS are set out in Table 5.2.

Table 5.3. Performance requirements of the computer system

Identifier	Compulsoriness	Description of performance requirements
PERF 001	M	The average server response time must not exceed three seconds under nominal system load.
PERF 002	M	The system shall support concurrent activity for at least 150 users and simultaneous handling of at least 100 queries.
PERF 003	M	Prior to delivery, all performance tests for the new version of the “Financial Control” CSS shall be conducted.
PERF 004	M	Performance testing shall include, at a minimum, system load testing and stress testing.

Security and protection requirements

The computer system shall comply with the technical requirements for information systems defined in Standard SM EN ISO/IEC 27002:2022 (Information security, cybersecurity, and privacy protection. Controls for information security).

Table 5.3. Security and protection requirements for the “Financial Control” CSS

Identifier	Compulsoriness	Description of security and protection requirements
SR 001	M	The computer system shall ensure full preservation and integrity of the data stored in the “Financial Control” CSS database.
SR 002	M	Access to functionalities available to unauthenticated users shall be protected by mechanisms that prevent service overload by one or more network nodes.
SR 003	M	All form fields completed by users shall be validated by data type at both client and server levels.
SR 004	M	The “Financial Control” CSS shall be secured against OWASP Top 10 vulnerabilities (2025).
SR 005	M	The “Financial Control” CSS shall ensure the confidentiality of data sent and received through communication channels.

Identifier	Compulsoriness	Description of security and protection requirements
SR 006	M	Access to the functionalities provided by the “Financial Control” CSS shall be strictly controlled.
SR 007	M	Access to functionalities shall be granted only after user authentication using an electronic signature.
SR 008	M	All user actions shall be recorded in electronic logs.
SR 009	M	The “Financial Control” CSS shall periodically generate and transmit a signal indicating its operational status.
SR 010	M	Before delivery of the IT solution, penetration testing of the “Financial Control” CSS will be completed.
SR 011	M	All files uploaded (attached) within the system shall be stored in a separate repository and scanned using antivirus software. Only files that successfully pass antivirus checks may be attached to system reports.

Software, hardware, and communication channel requirements

Table 5.4 includes all software, hardware, and communication technology requirements for the “Financial Control” CSS.

Table 5.4. Software, hardware, and communication requirements for “Financial Control” CSS

Identifier	Compulsoriness	Description of software, hardware, and communication requirements
SHC 001	M	<i>Important!</i> The computer system shall be developed using modern, standardized, and widely recognized technologies and programming languages (i.e., .NET 10, C#, SQL). Business logic, parameterized values, and configuration settings shall not be implemented through hard-coding , but shall be managed through configurable mechanisms, such as parameters, configuration files, databases, or administrative services.
SHC 002	O	It is recommended that the “Financial Control” CSS be developed in compliance with the following platform constraints: <ul style="list-style-type: none"> ■ Windows Server 2025; ■ IIS 10; ■ .NET 10; ■ Development tools: Visual Studio .NET, ASP.NET; ■ MS SQL Server.
SHC 003	M	The system shall be designed using a containerized architecture, based on cloud-native principles, and compatible with the implementation of a microservices architecture. Each service shall represent an independent functional unit.

Identifier	Compulsoriness	Description of software, hardware, and communication requirements
SHC 004	M	Each microservice shall be capable of being developed, tested, and deployed into production independently. Microservices shall also be capable of being scaled independently.
SHC 005	M	Microservices shall expose functionalities through standardized APIs (REST/HTTP). The APIs shall be versioned.
SHC 006	M	Each microservice shall manage its own data model. Direct access to another service's database shall be prohibited.
SHC 007	M	The system shall implement basic resilience mechanisms (e.g. timeout and retry).
SHC 008	M	Centralized logging shall be implemented for all services.
SHC 009	M	Communication between services shall be secured (HTTPS).
SHC 010	O	The use of mTLS is recommended to secure internal communication.
SHC 011	M	The system shall be developed using a container-based architecture. It shall be designed modularly, with each component (frontend, backend, databases, services) running in separate Docker containers.
SHC 012	M	All environment-specific settings (credentials, IP addresses, API keys, etc.) shall be injected exclusively via environment variables or .env files and must not be hardcoded.
SHC 013	M	The deliverables shall include clear procedures for building, updating, backing up volumes, and monitoring containers.
SHC 014	M	The system shall be compatible with advanced orchestrators (e.g., Kubernetes or Docker Swarm) to support future scalability.
SHC 015	M	The virtualization capability must be demonstrated by providing the CEC with a system image that can be loaded and become operational with minimal configuration on one of the virtualization solutions available on the market.
SHC 016	M	The "Financial Control" CSS must be accessible via communication channels of at least 512 Kbps.
SHC 017	M	The "Financial Control" CSS must be virtualizable at the software-hardware level.
SHC 018	M	The "Financial Control" CSS shall ensure fault tolerance by supporting clustering and failover for the whole platform and its components.
SHC 019	M	The publicly displayed components of the service must be technologically neutral.
SHC 020	M	The verification will be carried out using a set of modern platforms, with performance parameters expected to be similar or better than those of the reference configuration.

Identifier	Compulsoriness	Description of software, hardware, and communication requirements
SHC 021	M	The generic software product recommended for operating and interacting with the “Financial Control” CSS is a Web browser
SHC 022	M	The “Financial Control” CSS must be compatible with at least the two most recent versions of the following Web browsers: Google Chrome, Mozilla Firefox, MS Internet Explorer/MS Edge, Safari, and Opera.
SHC 023	M	The “Financial Control” CSS shall provide configurable mechanisms for technical logging.
SHC 024	M	System administration functions will be facilitated by the developer, enabling: <ul style="list-style-type: none"> ■ Starting system components; ■ Stopping system components; ■ Restarting system components; ■ Creating backup copies of the database; ■ Restoring data from a specified backup copy; Refreshing the system’s operational memory.
SHC 025	M	The system will operate over TCP/IP networks, specifically supporting HTTPS.
SHC 026	M	The developer shall recommend any additional network services or utilities required for system operation.

Related information technology aspects and initiatives

The requirements for information technology aspects and initiatives currently in force in the Republic of Moldova are set out in Table 5.5.

Table 5.5. Requirements for information technology aspects and initiatives

Identifier	Compulsoriness	Description of accepted initiatives
INI 001.	M	“Financial Control” CSS will use the MPass platform service for user authentication through electronic signature.
INI 002.	M	“Financial Control” CSS will use the functionalities of ESAIS Admin, as required, for user authorization.
INI 003.	M	“Financial Control” CSS will use the MSign platform service to apply and validate electronic signatures.
INI 004.	M	“Financial Control” CSS will use the MConnect interoperability platform to interact with the external institutional computer systems of other institutions.
INI 005.	M	“Financial Control” CSS will rely on the MLog service of the government interoperability framework to log critical business events.

Identifier	Compulsoriness	Description of accepted initiatives
INI 006.	M	“Financial Control” CSS will use the MNotify platform service to notify external users.

Requirements for computer system documentation

The IT solution must be delivered with a full set of computer system documentation, including all sections listed in Table 5.6.

Table 5.6. Documentation requirements for the “Financial Control” CSS

Identifier	Compulsoriness	Description of documentation requirements
DOC 001	M	The developer shall create a UX/UI design, which must be approved by the CEC team prior to commencing the front-end development of the system. User interface elements shall comply with the requirements of the Unified Design Model of the Republic of Moldova, available at: https://mud.egov.md/
DOC 002	M	The developer shall prepare and publish interactive guidance materials directly within the user interface of the “Financial Control” CSS.
DOC 003	M	The developer shall prepare and provide the full Technical design of the computer system.
DOC 004	M	The developer shall prepare and provide a User guide in Romanian.
DOC 005	M	The developer shall prepare and provide the administrator’s manual in Romanian.
DOC 006	M	The developer shall prepare test scenarios for “Financial Control” CSS to be used in pre-acceptance and final acceptance.
DOC 007	M	The developer shall prepare and provide the system installation and configuration guide, including, at least, instructions for code compilation, installation of application, hardware and software requirements, platform description and setup, configuration of application, rollback procedures, and disaster recovery procedures. The deliverables shall also include clear procedures for building, updating, backing up volumes, and monitoring containers.
DOC 008	M	The Developer shall prepare and deliver System architecture documentation describing the models using UML language, including a sufficient level of architectural detail across several sections, such as the logical and physical data models, as well as microservices-level architecture diagrams
DOC 009	M	The developer shall produce and deliver documentation for the APIs exposed for integration with other computer systems. The APIs shall be documented using OpenAPI/Swagger.

Identifier	Compulsoriness	Description of documentation requirements
DOC 010	M	Any code library or package developed by the vendor for reuse across multiple microservices (e.g., an internal logging or parsing package) shall be treated as a standalone product. It shall include its own detailed README.md with instructions for import and usage.
DOC 011	M	The developer shall deliver a disaster recovery plan that describes the reconstruction of the entire Docker platform (including networks, volumes, and containers) from scratch, using only the existing backups.
DOC 012	O	Optionally, the developer shall produce and submit Video user guides.
DOC 013	M	<i>Important!</i> The Developer shall submit the source code for all applications and components developed within the Project. The source code shall be accompanied by technical documentation detailing the exact steps (terminal commands) required to compile the source code and rebuild the Docker images from scratch. <u>The source code shall become the property of the CEC.</u>
DOC 014	M	The source code shall not be delivered as a static archive but through the complete transfer of Git repositories. These repositories must include the full commit history, branches, and tags from the initiation of the project up to acceptance.
DOC 015	M	Upon project completion, the developer shall deliver all administrator accounts, encryption keys, access tokens, and passwords necessary for autonomous management.

Requirements for computer system maintenance

The developer shall provide warranty and post-submission maintenance covering the sections included in Table 5.7.

Table 5.7. Warranty and maintenance requirements for the “Financial Control” CSS

Identifier	Compulsoriness	Description of warranty and maintenance requirements
GMS 001	M	The developer shall provide Warranty and maintenance for a 12-month period following acceptance of the computer system (confirmed by an Act), in particular: <ul style="list-style-type: none"> ■ Remedy, free of charge, any errors, malfunctions, or defects occurring within the warranty period; ■ Provide technical assistance to ensure the proper functioning of the system (i.e. minor updates, clarifications, configuration interventions); ■ Ensure that the system remains stable, secure, and compliant with the accepted requirements throughout the 12-month period.

Identifier	Compulsoriness	Description of warranty and maintenance requirements
GMS 002	M	The Beneficiary shall be able to report occurred technical issues via a ticketing system, email, and/or instant messaging, as agreed in advance with the Developer.
GMS 003	M	The developer shall provide documented support for technical issues, ensuring their traceability for the Beneficiary.
GMS 004	M	It is recommended that the deadline for responding to and resolving reported critical technical issues does not exceed 8 working hours from the moment of reporting.
GMS 005	M	It is recommended that, in the case of highly complex issues, the deadline for their resolution shall not exceed 72 hours.
GMS 006	M	<p>Upon final acceptance (system commissioning/go-live) of the “Financial Control” CSS, the Developer shall finalize and sign a Service Level Agreement (SLA). The SLA shall define in detail the provision of warranty services, technical support, and system maintenance.</p> <p>The SLA shall cover a minimum period of twelve (12) months starting from the date of final acceptance.</p>
GMS 007	M	<p>During the 12-month warranty period following final acceptance, the Developer shall provide adaptive system maintenance as part of the overall maintenance services. Adaptive maintenance includes modifications and adjustments required to ensure compatibility with changes in the operating environment (e.g., amendments to CEC regulations, changes to CEC forms, etc.).</p> <p>The proposal shall include a minimum allocation of sixty (60) working days for adaptive maintenance services, which shall be included in the financial offer and reflected in the Service Level Agreement (SLA).</p>

The developer shall provide training for the project/development team responsible for implementing the system, in accordance with the requirements specified in Table 5.8.

Table 5.8 – Implementation Team Requirements for “Financial Control” CSS

Identifier	Compulsoriness	Requirement Description
CEI 001	M	The developer’s implementation team shall consist of specialists with a minimum of three years of professional experience in ICT projects. Experience in similar projects shall be considered an advantage, ensuring the team’s real capacity to implement the proposed solution. The team shall include the following roles: <ul style="list-style-type: none"> ■ Project Manager ■ Business Analyst ■ Frontend Developer ■ Backend Developer ■ Software Tester / QA Engineer ■ System Architect ■ Database Architect
CEI 002	M	Considering that the system shall be developed using modern, standardized, and widely recognized technologies and programming languages (e.g., .NET 10, C#, SQL), each member of the development team shall possess a minimum of three years of professional experience in implementing ICT solutions using the programming language proposed by the developer.
CEI 003	O	Possession of relevant international certifications by the implementation team (e.g., PMP, PRINCE2, CSM, CBAP/CCBA, ISTQB, AZURE, TOGAF, or equivalents) shall be considered an advantage.

When preparing the commercial offer, the developer shall evaluate the Total Cost of Ownership (TCO) over a period of at least three years and shall specify all costs associated with the implementation and maintenance of the system, in accordance with the requirements specified in Table 5.9.

Table 5.9 – Evaluation Requirements TCO

Identifier	Compulsoriness	Requirement Description
CTCO 001	M	When preparing the commercial offer, the developer shall evaluate the Total Cost of Ownership (TCO) over a period of at least three years and shall specify all costs associated with the implementation and maintenance of the system, including but not limited to: implementation costs; licensing costs (if applicable); maintenance and support costs; training and documentation costs; software design costs (if applicable); and other related expenses.
CTCO 002	M	When calculating the TCO, annual depreciation and cost increases shall be taken into account, separately for each year.

Final product and delivered components

The final product (the new version of the “Financial Control” CSS) shall consist of software and documentation artifacts of the computer subsystems, as well as the transfer of knowledge to the system owner and administrator. The artifacts related to the “Financial Control” CSS deliverables are set out in Table 6.1.

Table 6.1. Artifacts delivered for “Financial Control” CSS

Identifier	Compulsoriness	Short description of artifacts
DELIV 001	M	Complete source code of the modules and components necessary to compile the delivered software products. The source code shall become the property of the CEC.
DELIV 002	M	Technical design of version 2 of the “Financial Control” CSS.
DELIV 003	M	Documentation for the configuration and deployment of the “Financial Control” CSS (deployment instructions).
DELIV 004	M	User guides (for all system roles).
DELIV 005	M	Pre-acceptance and final acceptance test scenarios.
DELIV 006	M	SLA for the provision of post-implementation warranty, maintenance, and technical support services.
DELIV 007	M	All artifacts copied to electronic media (i.e., a Flash storage device) or delivered by another agreed method shall be provided to the CEC.
DELIV 008	O	Optionally, video user guides (for all system roles).

In addition to the artifacts related to the deliverables of the new version of the “Financial Control” CSS, all services required for the knowledge transfer specified in Table 6.2 shall be provided.

Table 6.4. Knowledge transfer services related to the delivered artifacts

Identifier	Compulsoriness	Short description of artifacts
DELIV 009	M	Training administrators (about three system users with the role of System Administrator) and training approximately ten CEC’s users for the roles of CEC Authorized Officer; CEC Examiner and Auditor.
DELIV 010	M	Assistance during the testing (piloting) period of the new version of the “Financial Control” CSS. It is recommended that the “Financial Control” CSS system be piloted for at least two months.
DELIV 011	M	Assistance in acceptance testing of the new version (version 2) of the “Financial Control” CSS.
DELIV 012	M	Assistance in deploying the new version of the “Financial Control” CSS into production.
DELIV 013	M	Resolution of deficiencies identified during the piloting period and acceptance testing.

Implementation stages of the new version of the “Financial Control” CSS

The action plan for implementing version 2 of the “Financial Control” CSS is set out in Table 7.1. According to this Table, the indicative implementation deadlines are as follows:

- Pre-project activities (identification and contracting of the developer) – about 1-2 months;
- Design of version 2 of the “Financial Control” – about 1.5-2 months;
- Development of version 2 of the “Financial Control” CSS – about 6 months;
- Testing and debugging – about 1-2 months;
- Preparation of technical documentation and user guides – about 0.5 -1 month;
- Trainings for CEC users – about 0.5 month;
- Warranty and technical support after the system goes live (Go Live) – 12 months.

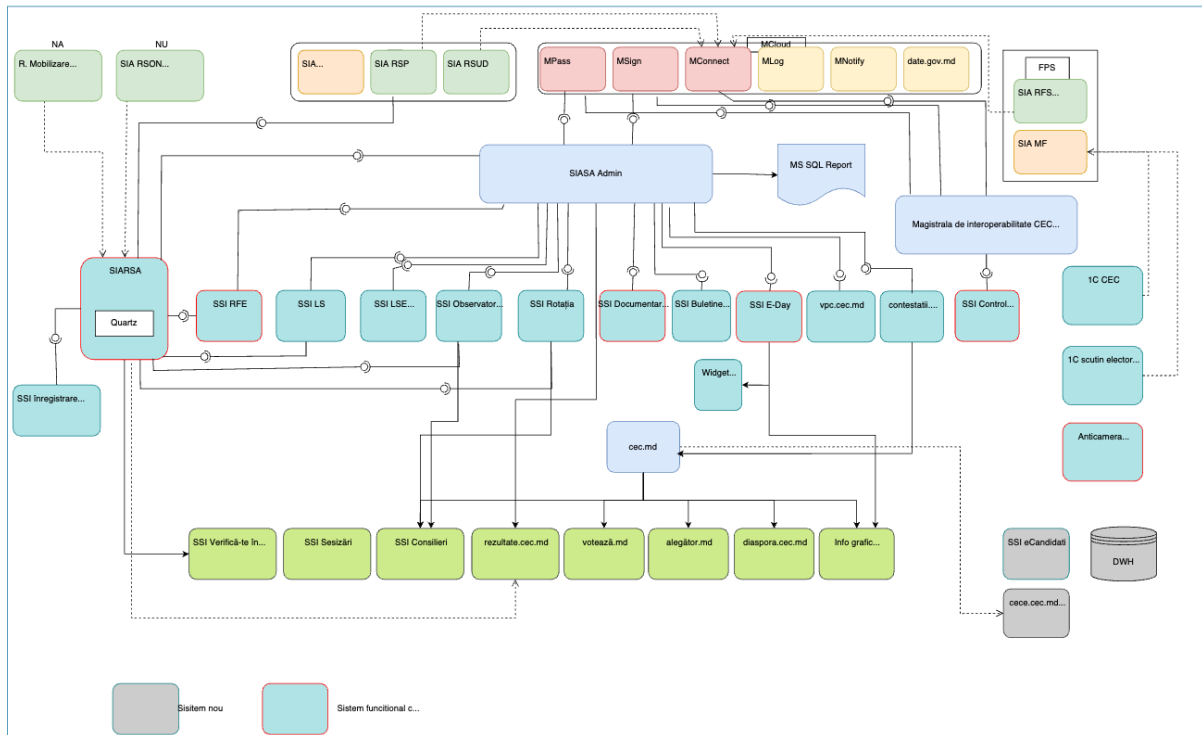
Overall, the time needed to select the developer, design and develop the system, and conduct testing and remove errors/non-conformities is estimated at approximately 13.5 calendar months. **Note:** Certain implementation activities can be performed concurrently.

Table 7.5. Implementation plan for version 2 of the “Financial Control” CSS

No	Activities	Estimated duration (weeks)	Predecessor
1. Implementation of version 2 of the “Financial Control” CSS			
1.1.	Identifying and contracting a software developer to carry out development work in accordance with the Terms of Reference (TOR)	4 - 8	-
1.2.	Participating in communication with the developer (setting priorities, defining the implementation strategy, providing additional clarifications)	2	1.1
1.3	System design by the developer	6 - 8	1.2
1.4	Development of version 2 of the “Financial Control” CSS	24	1.3
1.5	Installation and configuration of the system in the Test environment. Preparation of Test Plans.	1	1.4
1.6	Testing and removal of errors/non-conformities identified by the beneficiary	4 - 8	1.5
1.7	Preparation of technical documentation and User guides	2 - 4	1.6
1.8	Installation and configuration of the system in the Production environment	1	1.6
1.9	Training of CEC users on the system’s functionalities (online / CEC premises)	1 - 2	1.6

No	Activities	Estimated duration (weeks)	Predecessor
1.10	Setting access rights and configuring the system (periods, workflows, classifiers, and other parameters)	1	1.6
1.11	System piloting and correction/removal of errors	8	1.6
1.12	Presentation of system deliverables to the CEC (technical documentation, update packages, source code)	1	1.10
1.13	Drafting and signing of the Work Acceptance Certificate and SLA covering 12-months maintenance, warranty, and technical support services	1	1.12
Note: Certain activities can be performed concurrently			
2. Warranty and technical support			
2.1.	Removal of errors reported by the CEC	48	1.13
2.2.	Monitoring of the proper functioning of the system and ensuring necessary support to the CEC in the continuous optimization of configurations and performance parameters		
2.3.	Implementation of the necessary tests to demonstrate the operability and functionality of the system		
2.4.	Optimization of the source code to ensure application performance and optimal security		
2.5.	Submission of the updated versions of the source code and system documentation to the CEC		
2.6.	Assistance to the CEC for the implementation of new system versions, installation, and integration of application changes		
2.7	Drafting and signing the Work Acceptance Certificate for the maintenance works	1	2.6

Annex 1. Monthly information on political party expenses from allocations
Annex 2. Semi-annual financial management report
Annex 3. Annual financial management report
Annex 4. Report on the financing of the electoral campaign
Annex 5. Report on the financing of the initiative group's activities
Annex 6. Interface model 1
Annex 7. Interface model 2
Annex 8. Interface model 3
Annex 9. Interface model 4
Annex 10. Interface model 5
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Annex 16. Interface model 11
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Annex 39. "Financial Control" CSS notifications
Annex 40. The Architecture of ESAIS CEC



SECTION 6: CONDITIONS OF CONTRACT AND CONTRACT FORMS

6.1 The types of Contract to be signed and the **applicable UNDP Contract General Terms and Conditions**, as specified in Data Sheet, can be accessed at

<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

6.2 Special Conditions of Contract

N/A

SECTION 7: PROPOSAL FORMS

- **Form A: Proposal Confirmation**
- **Form B: Checklist**
- **Form C: Technical Proposal Submission**
- **Form D: Proposer Information**
- **Form E: Joint Venture/Consortium/Association Information**
- **Form F: Eligibility and Qualification**
- **Form G: Format for Technical Proposal**
- **Form H: Format for CV of Proposed Key Personnel**
- **Form I: Statement of Exclusivity and Availability**
- **Form J: Financial Proposal Submission** *[Form J is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*
- **Form K: Format for Financial Proposal** *[Forms K is part of the Financial Proposal and shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.]*

FORM A: PROPOSAL CONFIRMATION

Please acknowledge receipt of this RFP by completing this form and returning it by email to the address, and by the date specified, in the Letter of Invitation.

To: Insert name of contact person

Email: Insert contact person’s email - do not enter secure proposal email address

From: Insert name of proposer

Subject RFP reference [Click or tap here to enter text.](#)

Check the appropriate box	Description
<input type="checkbox"/>	YES , we intend to submit a proposal.
<input type="checkbox"/>	NO , we are unable to submit a competitive proposal for the requested services at the moment

If you selected NO above, please state the reason(s) below:

Check applicable	Description
<input type="checkbox"/>	The requested services are not within our range of supply
<input type="checkbox"/>	We are unable to submit a competitive proposal for the requested services at the moment
<input type="checkbox"/>	The requested services are not available at the moment
<input type="checkbox"/>	We cannot meet the requested terms of reference
<input type="checkbox"/>	The information provided for proposal purposes is insufficient
<input type="checkbox"/>	Your RFP is too complicated
<input type="checkbox"/>	Insufficient time is allowed to prepare a proposal
<input type="checkbox"/>	We cannot meet the delivery requirements
<input type="checkbox"/>	We cannot adhere to your terms and conditions e.g. payment terms, request for performance security, etc. Please provide details below.
<input type="checkbox"/>	Sustainability criteria/requirements are too stringent (if applicable)
<input type="checkbox"/>	We do not export
<input type="checkbox"/>	We do not sell to the UN
<input type="checkbox"/>	Your requirement is too small
<input type="checkbox"/>	Our capacity is currently full
<input type="checkbox"/>	We are closed during the holiday season
<input type="checkbox"/>	We had to give priority to other clients’ requests
<input type="checkbox"/>	The person handling proposals is away from the office
<input type="checkbox"/>	Other (please provide reasons below):
Further information: Click or tap here to enter text.	
<input type="checkbox"/>	We would like to receive future RFPs for this type of services
<input type="checkbox"/>	We don’t want to receive RFPs for this type of services

Questions to the Supplier concerning the reasons for no proposal should be addressed to [Click or tap here to enter text.](#) phone [Click or tap here to enter number.](#), email [Click or tap here to enter text.](#)

FORM B: CHECKLIST

This form serves as a checklist for preparation of your Proposal. Please complete the returnable Proposal Forms in accordance with the instructions and return them as part of your Proposal submission: No alteration to the format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the instructions in Section 2: Instructions to Proposers and Section 3: Data Sheet.

Technical Proposal:

Have you duly completed all the Returnable Proposal Forms?	
Form C: Technical Proposal Submission	<input type="checkbox"/>
Form D: Proposer information	<input type="checkbox"/>
Form E: Joint Venture/Consortium/Association Information	<input type="checkbox"/>
Form F: Eligibility and Qualification	<input type="checkbox"/>
Form G: Technical Proposal	<input type="checkbox"/>
Form H: CVs of proposed key personnel	<input type="checkbox"/>
Form I: Statements of exclusivity and availability for key personnel	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>
Have you provided the required documents in support of Form D: Proposer Information?	<input type="checkbox"/>

Financial Proposal:

Form J: Financial Proposal Submission	<input type="checkbox"/>
Form K: Financial Proposal	<input type="checkbox"/>

Forms J and K, representing the Financial Proposal shall be submitted directly in the system only in the “Commercial section” of the requirements. Please, ensure that no other documents are disclosing your financial proposal apart from Forms J and K. Non-compliance with this instruction may result in rejection of the proposal received.

FORM C: TECHNICAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to supply the services required for [Click or tap here to enter text.](#) in accordance with your Request for Proposals No. [Click or tap here to enter text.](#) We hereby submit our Proposal, which includes this Technical Proposal and our Financial Proposal uploaded separately under the commercial section in the system as instructed.

Proposer Declaration: on behalf of our firm, its affiliates, subsidiaries and employees, including any JV / Consortium / Association members or subcontractors or suppliers for any part of the contract.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Requirements and Terms and Conditions: I/We have read and fully understand the RFP, including the RFP Information and Data Sheet, Terms of Reference, the General Conditions of Contract and any Special Conditions of Contract. I/we confirm that the proposer agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the proposer has the necessary capacity, capability and necessary licenses to fully meet or exceed the requirements and will be available to deliver throughout the relevant contract period.
<input type="checkbox"/>	<input type="checkbox"/>	Ethics: In submitting this proposal I/we warrant that the proposer: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to lobby or solicit information in relation to the RFP; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the buyer.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we have read the United Nations Supplier Code of Conduct : https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN.
<input type="checkbox"/>	<input type="checkbox"/>	Conflict of interest: I/We warrant that the proposer has no actual, potential or perceived conflict of Interest in submitting this proposal, or entering into a contract to deliver the requirements. Where a conflict of interest arises during the RFP process the proposer will report it immediately to the Procuring Organisation’s Point of Contact.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prohibitions and Sanctions: I/We hereby declare that our firm, ultimate beneficial owners, affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	I/We do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
<input type="checkbox"/>	<input type="checkbox"/>	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against us that could impair our operations in the foreseeable future.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Validity Period: I/We confirm that this Proposal, including the price, remains open for acceptance for the proposal validity period.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any proposal you receive.
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorised by the Organisation/s to make this declaration on its/their behalf.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Proposer]

FORM D: PROPOSER INFORMATION

RFP Reference	Click or tap here to enter text.
Legal name of Proposer	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of registration	Click or tap here to enter text.
Proposer's Authorized Representative information	Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.
Legal structure	Choose an item.
No. of full-time employees	Click or tap here to enter number.
No. of staff involved in similar contracts	Click or tap here to enter number.
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert UNGM Vendor Number
Years of supplying to UN organisations	Click or tap here to enter text.
Are you a Click or tap here to enter text.vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, insert Vendor Number
Countries of operation	Click or tap here to enter text.
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the proposal)	Click or tap here to enter text.
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	Click or tap here to enter text.
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	Click or tap here to enter text.
Does your Company have a corporate environmental policy or environmental management system/accreditation such as ISO 14001 or ISO 14064 or equivalent? (If yes, provide a Copy of the valid Certificate):	Tick all that apply and provide supporting documentation: <input type="checkbox"/> Corporate Environmental Policy <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 14064 <input type="checkbox"/> Other, specify Click or tap here to enter text.
Does your organization demonstrate significant commitment to sustainability, including the following aspects that have been identified in the UN Sustainable Procurement Framework? Environmental: prevention of pollution, sustainable resources; climate change and mitigation and the protection of the environment, biodiversity. Social: human rights and labour issues, gender equality, sustainable	Attach a formal statement that outlines your organisation's commitment to sustainability, where possible providing evidence of tangible results that demonstrate progress such as: Tick all that are attached: <input type="checkbox"/> Formal statement <input type="checkbox"/> Sustainability report <input type="checkbox"/> UN Global Compact Communication on Progress <input type="checkbox"/> Other, specify Click or tap here to enter text.

<p>consumption, and social health and wellbeing. Economic: whole life cycle costing, local communities and small or medium enterprises, and supply chain sustainability.</p>	
<p>Does your company belong to a diverse supplier group including micro, small or medium sized enterprise, women or youth owned business or other? <i>(If yes, please provide details and documentation)</i></p>	<p>Click or tap here to enter text.</p>
<p>Is your company a member of the UN Global Compact?</p>	<p>Choose an item. If yes, please provide link to Global Compact profile: Click or tap here to enter text.</p>
<p>Bank Information</p>	<p>Bank Name: Click or tap here to enter text. Bank Address: Click or tap here to enter text. IBAN: Click or tap here to enter text. SWIFT/BIC: Click or tap here to enter text. Account Currency: Click or tap here to enter text. Bank Account Number: Click or tap here to enter text.</p>
<p>Contact person that may contact for requests for clarifications during Proposal evaluation</p>	<p>Name and Title: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email: Click or tap here to enter text.</p>

FORM E: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of services to be performed
1	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.

<p>Name of leading partner (with authority to bind the JV, Consortium, Association during the RFP process and, in the event a Contract is awarded, during contract execution)</p>	<p>Click or tap here to enter text.</p>
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture **OR** JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to Click or tap here to enter text for the fulfilment of the provisions of the Contract.

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

Name of partner:

Signature: _____

Date: _____

FORM F: ELIGIBILITY AND QUALIFICATION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

If JV/Consortium/Association, to be completed by each partner.

History of Non- Performing Contracts

<input type="checkbox"/> No non-performing contracts during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 5 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (state currency)	Contract Identification	Total Contract Amount (state currency)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the **last 5 years**.

List only those assignments for which the Proposer was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Proposer's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Proposer, or that of the Proposer's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Proposer should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken and role (Contractor, sub-contractor or consortium member)

Proposers may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual sales Turnover for the last 3 years	Year 2024	Currency: USD	Amount
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	Year 2023	Currency: USD	Amount
	Year 2022	Currency: USD	Amount
Latest Credit Rating (if any), indicate the source and date.			

Financial information (state currency)	Historic information for the last 3 years		
	2024	2023	2022
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio (current assets/current liabilities)			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Proposer or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM G: FORMAT FOR TECHNICAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer's proposal must be organised to follow the format of this Technical Proposal Form. Where the proposer is presented with a requirement or asked to use a specific approach, the proposer must not only state its acceptance, but also describe, where appropriate, how it intends to comply. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

Section 1: Proposer's qualification, capacity and expertise

1.1 Brief description of the organisation, including the year and country of incorporation, and types of activities undertaken.

1.2 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).

1.3 Relevance of specialised knowledge and experience on similar engagements done in the region/country.

1.4 Quality assurance procedures and risk mitigation measures.

1.5 Organization's commitment to sustainability.

Section 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

2.1 A detailed description of the approach, conceptual framework and methodology for how the Proposer will achieve or exceed the requirements of the Terms of Reference, keeping in mind the appropriateness to local conditions and project environment. Detail how the different service elements shall be organised, controlled and delivered.

2.2 A detailed description of the Bidder's internal technical and quality assurance mechanisms and risks identified, if any.

2.3 A detailed description of the System's technical functional and non-functional requirements.

2.4 Implementation plan including a Gantt chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

Section 3: Management Structure and Key Personnel

3.1 Describe the overall management approach toward planning and implementing the project. Include details of key personnel including their name and nationality, the Position they will assume and their role as per the ToR. Include an organisation chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.

3.2 For each of the key personnel provide: the CV using the format in **Form H** and the statement of exclusivity and availability using the format in Form I. *Please provide copies of Certifications/Awards for the Key Personnel to be involved in the project.*

FORM H: FORMAT FOR CV OF PROPOSED KEY PERSONNEL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

Position (as per ToR)			
Personnel Information	Name:		
	Nationality:	Date of birth:	
	Language Proficiency:		
Present Employment	Name of employer:	Contact: (manager or HR)	
	Address of employer:		
	Telephone:	Email:	
	Job title:	Years with present employer:	
Education Qualifications	/ Summarise college/university and other specialised education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.		
Professional Certifications	Provide details of professional certifications relevant to the scope of services including name of institution and date of certification.		
References:	Provide names, addresses, phone and email contact information for two (2) references.		

Summarise professional experience over the last 20 years in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

I, the undersigned, certify that, to the best of my knowledge and belief, this CV is accurate.

Signature of Personnel
(Day/Month/Year)

Date

FORM I: STATEMENT OF EXCLUSIVITY AND AVAILABILITY

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

I, the undersigned, hereby declare that I agree to participate exclusively with the Proposer [Click or tap here to enter text.](#) in the above referenced RFP. I further declare that I am able and willing to work for the period(s) foreseen for the position for which my CV has been included in the event that this proposal is successful, namely:

From	To
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.

I confirm that I am not engaged in other projects in a position for which my services are required during the periods where my services are required under this RFP.

By making this declaration, I understand that I am not allowed to present myself as a candidate to any other proposer submitting a proposal for this RFP. I am fully aware that if I do so, I will be excluded from this RFP, the proposals may be rejected, and I may also be subject to exclusion from other UNDP’s solicitation procedures and contracts.

Furthermore, should this proposal be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health or *force majeure*, I may be subject to exclusion from other [Click or tap here to enter text.](#) solicitation procedures and contracts and that the notification of award of contract to the Proposer may be rendered null and void.

Name: _____
 Title: _____
 Date: _____
 Signature: _____

FORM J: FINANCIAL PROPOSAL SUBMISSION

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

We, the undersigned, offer to provide the services indicated in our proposal and in accordance with your Request for Proposal. We are hereby submitting our Financial Proposal in the amount indicated herewith.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.

We understand that you are not bound to accept any Proposal that you receive.

Our attached Financial Proposal is for the sum of *[Insert amount in words and figures]*. Please make sure the total matches with the total indicated in the deliverables section of the system (lines) and with the total deriving from the cost breakdown (form K).

FORM K: FORMAT FOR FINANCIAL PROPOSAL

Name of Proposer:	Click or tap here to enter text.	Date:	Click or tap to enter a date.
RFP reference:	Click or tap here to enter text.		

The proposer is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Proposers. **The inclusion of any financial information in the Technical Proposal shall lead to disqualification of the Proposer.** The Financial Proposal should align with the requirements of the Terms of Reference and the proposer’s Technical Proposal.

Currency of the proposal: MDL (Moldovan Leu) for local suppliers and USD (US Dollars) for international suppliers

The proposer is required to present below Financial Proposal separately per LOTS. Please fill in the pricing information for all LOTS. UNDP shall award the Contract for one LOT only.

However, UNDP is not bound to accept any proposal per any of the LOTS, nor award a contract per any of the LOTS, without thereby incurring any liability to the affected proposer or proposers or any obligation to inform the affected proposer or proposers of the grounds for UNDP’s action.

LOT 1 – Development of the computer subsystem 'Financial Control' of State Automated Information System 'Elections' with MANDATORY Requirements (indicated with the sign “M” in the columns regarding functional and non-functional requirements sub-sections of SECTION 5 – Terms of Reference)

Table 1 Financial Proposal:

Deliverable / Activity description	Activity of the Table 7.1. Implementation plan (TOR)	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + subtotal 2)
		Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
	1.2.	1 (one) Project Manager				Travel (if any)				

<p>Activity 1: Kick off meeting with the CEC and the Project Team</p> <p>Deliverable 1: Detailed minutes of the meeting confirming the scope, approach and work plan – developed, submitted and approved by the CEC and Project Team</p>		1 (one) Business Analyst				Local transportation costs (if any)					
		1 (one) Frontend Developer				Communication Expenses					
		1 (one) Backend Developer				Other costs (please specify)					
		1 (one) Software Tester / QA Engineer									
		1 (one) System Architect									
		1 (one) Database Architect									
			Sub-total 1					Sub-total 2			
		Total:									
<p>Activity 2: Develop a detailed Project Implementation Plan</p> <p>Deliverable 2: Project Implementation Plan confirming the roles of stakeholders, focal points, deliverables, timeline, etc. – submitted and approved by CEC and Project Team</p>	1.2.	1 (one) Project Manager				Travel					
		1 (one) Business Analyst				Subsistence allowance					
		1 (one) Frontend Developer				Local transportation costs					
		1 (one) Backend Developer				Communication					
		1 (one) Software Tester / QA Engineer				Other costs (specify)					
		1 (one) System Architect									
		1 (one) Database Architect									

			Sub-total 1				Sub-total 2			
Total:										
Activity 3: Develop a detailed System Architecture Document Deliverable 3: System Architecture Document, confirming the architecture and components, data architecture, technology stack, integrations and interfaces, non-functional requirements, deployment setup, operational considerations, etc. - submitted and approved by CEC and Project Team	1.2., 1.3.	1 (one) Project Manager				Travel (if any)				
		1 (one) Business Analyst				Local transportation costs (if any)				
	1 (one) Frontend Developer				Communication Expenses					
	1 (one) Backend Developer				Other costs (please specify)					
	1 (one) Software Tester / QA Engineer									
	1 (one) System Architect									
	1 (one) Database Architect									
			Sub-total 1				Sub-total 2			
Total:										
Activity 4: Develop the computer subsystem 'Financial Control' of State Automated Information System 'Elections' Deliverable 4: Computer subsystem 'Financial Control' of State Automated Information System	1.4.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				

'Elections' containing all core elements including the fully developed front-end and back-end, configured databases, implemented business logic, integrated interfaces with external systems, etc. - completed and demonstrated to CEC and Project Team		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
	Total:									
Activity 5: Preparation of Test Plans Deliverable 5: Test plans for User Acceptance Testing, Load & Stress Testing and Automation Testing Plans, including the strategy, scope, approach, resources, schedule, etc. - completed and validated by the CEC and Project Team	1.5.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
	Total:									
Activity 6: Execute testing to verify functionality, performance, and compliance with requirements	1.6., 1.8., 1.10., 1.11.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				

Deliverable 6: Testing conducted and detailed report proving that the system has been tested and issues have been addressed - reported and validated by to the CEC and Project Team		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
Total:										
Activity 7: Training the Users Deliverable 7: 7.1. User manual, System installation and configuration manual, API integration guide and samples, Training materials – developed and presented to the CEC and Project Team 7.2. At least 2 user training sessions for CEC – conducted and post training report submitted to the CEC and Project Team	1.7., 1.9.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
Total:										

<p>Activity 8: Implementation</p> <p>Deliverable 8:</p> <p>8.1. The system successfully configured and launched on the Production Environment, meeting all requirements defined in the ToR – validated by the CEC, confirming successful commissioning.</p> <p>8.2. Source Code, Documentation, Guides – presented and delivered to the CEC and the Project Team.</p> <p>8.3. Signed SLA covering the 12-months maintenance, warranty, and technical support services - submitted and validated by the CEC and Project Team.</p>	1.8.,	1 (one) Project Manager				Travel				
	1.10.,									
	1.11.,	1 (one) Business Analyst				Subsistence allowance				
	1.12.,									
	1.13.	1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
	1 (one) Database Architect									
		Sub-total 1					Sub-total 2			
	Total:									
<p>Activity 9: Maintenance, Warranty and Technical Support Services for 12-months following the commissioning of the system</p> <p>Deliverable 9: Report on Maintenance, Warranty and Technical Support Services for 12-months following the commissioning of the system – submitted and validated by the CEC and the Project Team</p>	2.1.,	1 (one) Project Manager				Travel				
	2.2.,									
	2.3.,	1 (one) Business Analyst				Subsistence allowance				
	2.4.,									
	2.5.,	1 (one) Frontend Developer				Local transportation costs				
	2.6.,	1 (one) Backend Developer				Communication				
2.7.	1 (one) Software Tester / QA Engineer				Other costs (specify)					

		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
		Total:								
TOTAL AMOUNT OF FINANCIAL PROPOSAL										

LOT 2 – Development of the computer subsystem 'Financial Control' of State Automated Information System 'Elections' with MANDATORY and OPTIONAL Requirements (indicated with the sign “M” and sign “O” in the columns regarding functional and non-functional requirements sub-sections of SECTION 5 – Terms of Reference):

Table 1 Financial Proposal:

Deliverable / Activity description	Activity of the Table 7.1. Implementation plan	Professional Fees				Other Costs				Total Amount per deliverable (subtotal 1 + sub-total 2)
		Position	Daily fee Rate	No. of Working Days	Total Amount	Description	Q-ty	Price	Total	
Activity 1: Kick off meeting with the CEC and the Project Team Deliverable 1: Detailed minutes of the meeting confirming the scope, approach and work plan – developed, submitted and approved by the CEC and Project Team	1.2.	1 (one) Project Manager				Travel (if any)				
		1 (one) Business Analyst				Local transportation costs (if any)				
		1 (one) Frontend Developer				Communication Expenses				
		1 (one) Backend Developer				Other costs (please specify)				
		1 (one) Software Tester / QA Engineer								
		1 (one) System Architect								
		1 (one) Database Architect								
				Sub-total 1			Sub-total 2			

										Total:		
Activity 2: Develop a detailed Project Implementation Plan Deliverable 2: Project Implementation Plan confirming the roles of stakeholders, focal points, deliverables, timeline, etc. – submitted and approved by CEC and Project Team	1.2.	1 (one) Project Manager				Travel						
		1 (one) Business Analyst				Subsistence allowance						
		1 (one) Frontend Developer				Local transportation costs						
		1 (one) Backend Developer				Communication						
		1 (one) Software Tester / QA Engineer				Other costs (specify)						
		1 (one) System Architect										
		1 (one) Database Architect										
			Sub-total 1				Sub-total 2					
										Total:		
Activity 3: Develop a detailed System Architecture Document Deliverable 3: System Architecture Document, confirming the architecture and components, data architecture, technology stack, integrations and interfaces, non-functional requirements, deployment setup, operational	1.2., 1.3.	1 (one) Project Manager				Travel (if any)						
		1 (one) Business Analyst				Local transportation costs (if any)						
		1 (one) Frontend Developer				Communication Expenses						
		1 (one) Backend Developer				Other costs (please specify)						

considerations, etc. - submitted and approved by CEC and Project Team		1 (one) Software Tester / QA Engineer								
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1					Sub-total 2		
		Total:								
Activity 4: Develop the computer subsystem 'Financial Control' of State Automated Information System 'Elections' Deliverable 4: Computer subsystem 'Financial Control' of State Automated Information System 'Elections' containing all core elements including the fully developed front-end and back-end, configured databases, implemented business logic, integrated interfaces with external systems, etc. - completed and demonstrated to CEC and Project Team	1.4.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
				Sub-total 1					Sub-total 2	
		Total:								

Activity 5: Preparation of Test Plans	1.5.	1 (one) Project Manager				Travel				
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Deliverable 5: Test plans for User Acceptance Testing, Load & Stress Testing and Automation Testing Plans, including the strategy, scope, approach, resources, schedule, etc. - completed and validated by the CEC and Project Team		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
Total:										
Activity 6: Execute testing to verify functionality, performance, and compliance with requirements Deliverable 6: Testing conducted and detailed report proving that the system has been tested and issues have been addressed - reported and validated by to the CEC and Project Team	1.6., 1.8., 1.10., 1.11.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				

		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
										Total:
Activity 7: Training the Users Deliverable 7: 7.1. User manual, System installation and configuration manual, API integration guide and samples, Training materials – developed and presented to the CEC and Project Team 7.2. At least 2 user training sessions for CEC – conducted and post training report submitted to the CEC and Project Team	1.7., 1.9.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
				Sub-total 1				Sub-total 2		
										Total:
Activity 8: Implementation Deliverable 8: 8.1. The system successfully configured and launched on the Production Environment,	1.8., 1.10., 1.11., 1.12., 1.13.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				

meeting all requirements defined in the ToR – validated by the CEC, confirming successful commissioning. 8.2. Source Code, Documentation, Guides – presented and delivered to the CEC and the Project Team. 8.3. Signed SLA covering the 12-months maintenance, warranty, and technical support services - submitted and validated by the CEC and Project Team.		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								
		1 (one) Database Architect								
			Sub-total 1				Sub-total 2			
Total:										
Activity 9: Maintenance, Warranty and Technical Support Services for 12-months following the commissioning of the system Deliverable 9: Report on Maintenance, Warranty and Technical Support Services for 12-months following the commissioning of the system – submitted and validated by the CEC and the Project Team	2.1., 2.2., 2.3., 2.4., 2.5., 2.6., 2.7.	1 (one) Project Manager				Travel				
		1 (one) Business Analyst				Subsistence allowance				
		1 (one) Frontend Developer				Local transportation costs				
		1 (one) Backend Developer				Communication				
		1 (one) Software Tester / QA Engineer				Other costs (specify)				
		1 (one) System Architect								

	1 (one) Database Architect								
		Sub-total 1				Sub-total 2			
	Total:								
TOTAL AMOUNT OF FINANCIAL PROPOSAL									