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TERMS OF REFERENCE

National IT Consultant to support Central Electoral Commission in undertaking Programming related tasks

Job title: National IT Consultant – programmer
Duty station: Chisinau, Moldova
Reference to the project: Democracy Programme/Elections
Contract type: Individual Contract (IC)
Expected workload: 40 working days within 3 months period
Indicative starting date: 15 October 2014

1. BACKGROUND:

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that aims to support the institutional consolidation of the Central Electoral Commission (CEC) as well as the modernisation of the Moldovan electoral process towards:

- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process of the Republic of Moldova.

In May 2008 the Parliament of Moldova approved Law No. 101 on the Concept of the State Automated Information System "Elections" (SAISE) for the development of an integrated automated system for elections management, including a register of voters (SRV). One of the Programme's objectives is to assist the CEC with further development and deployment of the SAISE, development of two modules (State Register of Voters and Importers) being in process now.

As a result of the programme intervention last year, CEC have developed and launched four IT applications important for voter list preparation and administration of elections. These are (1) web-based application for the compilation of the voters' lists, (2) an application that allows for easy maintenance of information about candidates called "Rotatia", (3) application to design ballot papers for various elections or referenda and (4) application that assists with registration of voters residing abroad Moldova.

In response to the request expressed by the CEC, further, the Programme wishes to contract a national ICT consultant to provide CEC with programming support throughout the electoral period.

2. OBJECTIVES:

The Programme intends to contract an experienced national ICT programmer (hereinafter referred as Consultant”) to provide CEC IT department with support in implementation of a variety of tasks related to preparation of CEC IT systems for upcoming electoral events.

The Consultant will be required to assist with:

- Integration and improvement the process of the data exchange between SRV and SAISE;
- Optimization of the “Minutes” module;
- Enhancement of the module on “Electoral Competitors” (add/remove etc.) to allow for the possibility to add additional data on the electoral competitors;
- Improvement of the SAISE module: “Management of the users”, including adjusting the module on authentication of the users;
- Provide adjustments to SAISE, “clean” the web-interface of the SAISE by removing the non-functional modules, change/improve the design of the SAISE for better human readable interface.
- Undertake other programming related tasks as required.

All software-based developments/adjustments will be performed with respect to the following technical requirements:

- be done in C# (ASP.Net Framework) using Microsoft Visual Studio 2010 ;
- Have data stored in the CEC MS SQL SERVER 2008, 2012 database;
- Be integrated fluently with the existing Web Based SAISE system;
- Have each function (buttons, text inputs, selection lists, etc.) protected with the existing permission structure of Users have Roles and Roles have Permissions;
- Logged all changes to information against the logged on user with a full history and audit trail;
- Keep history related to a specific election (referendums, local elections as well as parliamentary elections) dynamically in the Database via relational links;
- Follow the standard design Patterns and Practices advocated by Microsoft Developers Network.

3. Deliverables

| <u>Key deliverables and tentative timetable:</u> | Indicative timelines / Delivery Date |
|---|---|
| <u>Preparatory Work.</u> | 2 WD |
| 1. Inception study of available information; | |
| 2. Data exchange process between SRV and SAISE improved; | 3 WD |
| 3. SAISE module “Management of the users” improved; | 11 WD |
| 4. SAISE module “Minutes” improved and now fully operational; | 7 WD |
| 5. SAISE web-interface and design improved; | 10 WD |
| 6. Other related programming tasks. | 7 WD |

4. Administrative arrangements

Timeframe for the work of the Consultant is tentatively planned through 15 October –30 December 2014. Consultant is expected to work full time on an agreed in advance schedule.

Note: It is envisaged that the consultant will be requested to work during the Elections week-end (29th and 30th of November 2014).

The assignment shall be performed under the direct supervision of the UNDP Senior Project Officer/Component Manager and in close cooperation with CEC IT department and other UNDP IT consultants at CEC. Deliverables of the Consultant will be approved by the designated CEC Official.

Payment will be disbursed in 2 installments, upon approval of deliverables by the Electoral Specialist and clearance that the services have been satisfactorily delivered.

5. Qualifications and Skills required

Academic Qualifications:

- Bachelor in IT, system analysis or related field of information technology. Master's degree would be an advantage.

Experience:

- At least five (5) years of practical experience in IT programming area;
- At least 3 years of experience in development of databases;
- Experience in developing databases maintained by public authorities shall be considered a strong advantage;
- Proven experience in Microsoft SQL Server 2008, 2012 (min 3 years);
- Proven experience in Microsoft Visual Studio 2010 (min 3 years);
- Experience in ASP.NET;
- Experience in web technologies;
- Experience in working with public databases and/or electoral processes.

Competencies

- Familiarity with the national electoral context (legal and policy framework) will be an asset;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);

Language requirements

- Fluency in written and spoken Romanian and English.

6. Documents to be included when submitting the proposals:

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

- Relevant Technical proposal (justification of being suitable for the work, vision and working approach;
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Duly completed and signed P11 Form, personal CV and at least 3 references