



### Terms of Reference

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| <b>Job title:</b>                | International Consultant to conduct a feasibility study on E-voting for CEC Moldova |
| <b>Duty Station:</b>             | Republic of Moldova, Chisinau   |
| <b>Reference to the project:</b> | Democracy Programme / Elections   |
| <b>Contract type:</b>            | Individual Contract (IC)  |
| <b>Contract duration:</b>        | March – July 2016   |
| <b>Indicative starting date:</b> | 21 March 2016   |

### Job content

#### 1. BACKGROUND

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports the strategic development of the Central Electoral Commission of Moldova (CEC) with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and efficient electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes. This objective is to be reached through support in development of the national electoral strategic and legal framework conducive to organisation of the elections using official data and modern IT tools.

In May 2008 the Parliament of Moldova approved the Law No. 101 on the State Automated Informational System "Elections" (SAISE). Long term objective of the SAISE is to achieve full automatization of elections in Moldova. This includes development of the possibility for citizens to vote in any polling station, possibility to vote through electronic voting machines (e.g. using an electronic pen, scanner or other electronic reading device) and/or possibility to vote via Internet (using identification devices that can read electronic documents).

According to the Law No. 101, the electronic voting (further referred as E-voting) system is to be developed, tested and piloted by Moldovan authorities by 2018 Parliamentary elections. In this regard, CEC is currently planning to develop an action plan and a roadmap for E-voting system implementation in Moldova, including costs analysis.

Thus, the Programme has agreed to support CEC with conducting a feasibility study on E-voting system and its viability in Moldova.

#### 2. OBJECTIVES

The Programme is looking to contract an experienced international consultant (hereinafter called "Consultant") to develop a study on E-voting in order to assess the feasibility of developing and implementing such a system in the Republic of Moldova, using examples from other European countries with similar electoral systems.

The study will seek to identify the operational, legal, privacy and technical considerations associated with the development of an E-voting system and to recommend short and long term strategies for implementing the system.

In order to achieve the stated objective, the Consultant will have the following responsibilities:

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports, EU/international best practices on E-voting;

- Conduct meetings and interviews with all related stakeholders (CEC, central and local public authorities, E-Governance Center, political parties' representatives, civil society, and other);
- Analyse existing infrastructure, including but not limited to the E-Governance interoperability platform;
- Familiarize with the State Register of Voters (SRV) and the State Automated Informational System "Elections" (SAISE);
- Develop the roadmap for implementing the system, including concrete steps for piloting;
- Perform the cost and benefits analysis of implementing the system;
- Present the feasibility study and recommendations to CEC and other key stakeholders at roundtable-discussions and workshops, as well as during the conference on E-voting planned for September 2016;
- Submit final deliverables for approval to CEC and the Programme;
- Undertake three Missions to Moldova (*the dates are set up tentatively*):
  - 28 March – 8 April (10 days)
  - 23 – 27 May (5 days)
  - 25 – 27 July (2 days)
- Perform any other relevant tasks that may be assigned by the Programme and CEC.

### 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE\*

| Key deliverables:   | Tentative Timetable |
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| <p><i>Home-based preparatory work:</i></p> <p>Inception study of available information prepared and submitted;</p> <p><b>Deliverable #1:</b> Detailed work plan to be applied for the respective assignment prepared and submitted for approval;</p>  | by 28 March 2016    |
| <p><i>First mission to Moldova (28 March – 8 April)</i></p> <p><b>Deliverable #2:</b></p> <ul style="list-style-type: none"> <li>• Analysis and overview of existing infrastructure, SRV and SAISE performed;</li> <li>• Meetings and interviews with the Programme, CEC and other stakeholders conducted;</li> </ul>             | by 8 April 2016     |
| <p><i>Home-based work:</i></p> <p><b>Deliverable #3:</b> Draft the Feasibility Study** including cost-benefit analysis prepared and submitted for comments;</p> <p><b>Deliverable #4:</b> Draft roadmap*** for implementing E-voting system, including concrete piloting steps developed and submitted for comments;</p>          | by 13 May 2016      |
| <p><i>Second mission and round-table presentation (23-27 May)</i></p> <p><b>Deliverable #5:</b></p> <ul style="list-style-type: none"> <li>• Presentation to the Programme and CEC draft deliverables during one day workshop;</li> <li>• Presentation of the study and roadmap to a roundtable with key stakeholders;</li> </ul> | by 27 May 2016      |
| <p><i>Home-based work:</i></p> <p>Adjustments to the deliverables based on comments received during the roundtable performed;</p> <p><b>Deliverable #6:</b> Final feasibility study on e-voting submitted for approval;</p>   | by 8 July 2016      |

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| <p><i>Third mission and presentation to Conference on E-voting (25-27 July)</i></p> <p><b>Deliverable #7:</b> Presentation of the feasibility study, recommendations and detailed implementation plan prepared and conducted;</p> <p>Final report developed and submitted for approval.</p> | <p>by 27 July 2016</p> |
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\*) This is a tentative timeframe, while the final dates for providing the deliverables will be confirmed after the consultations with the CEC.

\*\*\*) The Study shall address key aspects of the E-voting system to be implemented in Moldova. These shall include but will not be limited to:

- An overview of the existing e-voting systems and analysis of European best practices;
- Actual needs of Moldova that could be addressed through E-voting implementation (ex. diaspora's voting);
- Relevant international recommendations to Moldova;
- Pre-requirements for E-voting implementation;
- Provide general estimations of financial costs and other resources associated with E-voting implementation;
- Risks and advantages of E-voting implementation;
- Political, social and legal aspects to be considered in order to implement E-voting system.

\*\*\*\*) The roadmap shall specify concrete steps with tentative timelines to enable detailed planning and implementation of an e-voting pilot by 2018 Parliamentary and 2019 Local Elections. The roadmap shall address the questions including but not limited to:

- Required technical issues to be addressed and tentative timelines for hardware and software developments;
- Security & legal issues;
- Issues related to personal data protection;
- Issues and activities related to building awareness and trust in the system among various stakeholders (state institutions, political parties, voters);
- Training requirements;
- Other relevant issues.

#### **4. INSTITUTIONAL ARRANGEMENTS**

The timeframe for the work of the consultant is planned throughout March – July 2016. The exact schedule of missions in Moldova, as well the date of the Conference on e-voting shall be coordinated in advance.

The consultant will be provided with the necessary administrative and logistical support to enable the delivery of the expected outputs. The consultant will work under the overall guidance of the UNDP Senior Project Officer and in close collaboration with designated CEC staff

All deliverables must be submitted in English language to the UNDP Senior Project Officer in electronic form in accordance with the initially agreed schedule. Payments will be done in three instalments:

20% after approval of Deliverables #1 and #2

50% after approval of the deliverables #3, #4 and #5

30% after approval of the Deliverables #6 and #7.

#### **5. QUALIFICATIONS AND SKILLS REQUIRED**

##### I. Academic background:

- Master degree in Public Administration, Law, ICT or other related field;

##### II. Work experience:

- At least 5 years of relevant working experience in elections management or advisory functions at senior level in the European and/or CIS regions;

- At least 3 years of experience in analysis, advising and/or implementation of e-voting in proportional electoral systems;
- Prior experience in conducting feasibility studies on introduction of E-voting in election management will be considered as an asset;
- Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;

III. Competencies:

- Demonstrates interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Extensive research and analytical skills;
- Demonstrates strong understanding of international electoral processes and principles;
- Demonstrates knowledge and understanding of advanced elections related technologies;
- Fluency in English. Knowledge of Romanian and/or Russian is an asset.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

**6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

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

- a. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- b. Financial proposal (LUMP SUM) in USD, specifying in the total requested amount per day, number of days needed to complete the assignment, including all related costs, travel, phone calls etc. );
- c. Duly completed P 11 form, personal CV and at least 3 references.