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Terms of Reference

I. Description of the position

Post title:	Data Center Consultant (International)
Country:	Liberia
Duty Station:	Monrovia
Description of the Assignment:	Provision of technical and advisory support to the Data Center of the National Elections Commission (NEC) to strengthen quality, credibility and transparency of the 2020 voter roll update process, upcoming Senatorial Elections and referendum
Name of Project:	Support to the 2015-2018 Liberian Electoral Cycle (Project extended till 31 May 2020)
Period of Assignment:	80 working days (until 31 May 2020)
Start date	January 2020 (TBC)

II. Background and Objectives

UNDP is committed to the long-term, sustainable development of democratic governance in Liberia throughout the electoral cycle, including support to key democratic institutions and processes. Under this objective, UNDP supports the National Elections Commission (NEC) and its constitutional mandate to plan, manage and organize elections in compliance with the national legal framework, international standard and best practices.

The Support to the Liberian Electoral Cycle Project's (*hereinafter "the Elections Project"*) overall objective is to enhance the democratization process in Liberia through improved electoral institutions and processes. The program aims at strengthening the capacity of NEC to provide a platform to undertake institutional and legislative reforms and execute the necessary measures to ensure the ability of the NEC - the principle electoral management body - to plan, manage and deliver credible, transparent and inclusive elections for Liberia.

In the view of upcoming Special Senatorial Elections and possibly a Constitutional referendum scheduled for October 2020, the NEC will conduct a voter roll update in March. This update exercise will consider the existing voters' database of 2017 while including new registrants, notably those that became eligible voters reaching 18 years of age, those who have not registered during the previous electoral cycle and those wishing to have their data corrected or relocate from one precinct to another. The aim of the exercise is to create the voters' database for 2020 elections that would be inclusive, verified and sufficiently professional to be acceptable to the electoral stakeholders.

The election observers noted during the 2017 general elections, the challenges to the current active voter registration system, as well as the final registration roll (FRR) produced through the system. The Lessons Learnt Conference held in 2018 confirmed that a number of challenges encountered during the electoral

process disenfranchised some Liberians. Moreover, some level of distrust in the FRR was demonstrated by the electoral stakeholders, notably political parties, during the 2017 general elections. While an effective Civil Register would address some of the key challenges, the government of Liberia yet needs to implement the initial steps. The credibility of the upcoming Special Senatorial Elections and possibly a referendum depends, among others on the actual and perceived integrity of the FRR

Considering the national ownership and a need to build the capacity of the NEC staff, the Data Center Consultant will work with the two NEC Data Center staff and other relevant NEC's departments to ensure the readiness of the registration database for the upcoming Special Senatorial Elections; support NEC in effectively communicating on the technical aspects of the voter roll update process, notably the credibility safeguards, to the public to enhance overall integrity of the FRR; and build upon the existing assessments of cooperation between the National Identification Registry (NIR) and the NEC to support the work already conducted by the NEC, with the view of implementation for the 2023 electoral cycle. The Consultant will be further requested to support NEC Data Center staff in their daily work with the view to enhance their capacity. Support will be also provided to ensure readiness of other NEC's software and databases necessary for the upcoming elections and referendum, including but not limited to the accreditation and candidate nomination software and databases, as well as data center and tally operational plan and database, including the NEC results web site.

III. Duties and Responsibilities

Under the direct supervision of the Chief Technical Adviser (CTA), and in close collaboration with the NEC Directors for Data Center, the Consultant will provide technical support to the NEC Data Center for the upcoming voter registration and election process. The key pillars of the consultancy should include support to NEC in (a) assessment of existing mechanisms and suggestions for improvement; (b) preparation of the key processes related to the upcoming elections; and (c) effective communication on the technical processes to the electoral stakeholders.

The consultant will support NEC to carry out following activities:

- Review and update of existing procedures and regulations related to the voter roll update, exhibition and FRR;
- Update of the training procedures for the data center staff;
- Following up to the ICT infrastructure assessment, evaluate existing voter registration database and its vulnerabilities and recommend improvements for 2020 voter registration process;
- Programming and update database software to carry out the 2020 voter registration roll update using Optional Mark Recognition (OMR) system, with particular focus on mitigating multiple registration;
- Development of software to be use for field operations and voters tracking;
- Design mechanism to improve communication and data transmission from the field to the NEC HQ (central database);
- Ensure the key aspects of the voter registration database are functioning to effectively ensure (1) The allocation of new registrants on the existing voters roll; (2) The reallocation of voters on the database - voters' transfers from one voter registration Center / precinct to another; (3) Data cleansing and deduplication; (4) Determination and removal of underage voters;
- Redevelopment of post processor to accommodate new voters and exhibition data from the voter roll updates process;

- Update databases and software using Microsoft C# technology;
- Effectively communicate each steps of the voter roll update process to the public with the objective to increase public trust in the process;
- Update of key software and databases for the upcoming 2020 elections;
- Any other task as may be deemed necessary during the course of the assignment.

Key Deliverable(s)*	Duration / deadline	Payment Plan
Assessment report of the existing voter register and its vulnerabilities Review of legal and regulatory framework as it relates to the voter registration process Technical support to the programming and update of the database to carry out 2020 voter roll update Development of software to be use for field operations and voters' tracking; Development to the technical communication scheme to facilitate information flow and data transmission from the field to NEC HQ Training for data center staff Day-to-day support to the NEC Data Center (consultant's time sheet)	29 February 2020	30%
Preparation of preliminary voter roll Day-to-day support to the NEC Data Center (consultant's time sheet)	15 May	20%
Data Center Operational Plan Nomination database update Tally database for country offices Update observer accreditation database Day-to-day support to the NEC Data Center (consultant's time sheet)	31 May	30-%
Final report including recommendation (next steps)	31 May	20%

** Please note that the deliverables are not exclusive, and the Consultant is requested to support the NEC on the day-to-day basis (standard working hours) during the duration of the contract. The consultant will be requested to submit a simple timesheet to the CTA at the end of each month.*

*** The consultancy is designed to support NEC until the Exhibition of preliminary voter roll exhibition period, with the view to set in place all necessary software to carry out the entire voter registration, and some support to update key databases for the upcoming 2020 elections. NEC may require additional support until the finalization of the voter roll update process and for the upcoming elections, which would be carry out in an additional contract.*

IV. Qualifications and Experience

- Bachelor's Degree in Information and Communications Technology; computer science, or other related field or relevant professional certificates demonstrating similar level of education;
- Minimum of eight (8) years of experience in enterprise software development and database design;

- Demonstrated Experience in developing electoral software (voter registration, results transmission, and similar) for electoral management bodies;
- Experience in Programming Optical Mark Reader (OMR) Systems;
- Demonstrated experience in Programming with Microsoft .NET Framework and the C# Language;
- Demonstrated experience in creating, configuring, administering and maintaining Microsoft SQL Server databases;
- Experience in implementing effective data security for sensitive systems;
- Experience in Capacity Building, training and communication;
- Previous experience working with international electoral assistance providers will be an asset;
- Fluency in English, very good oral and written communication skills.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Qualified female candidates and individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. All applications will be treated with the strictest confidence.

This TOR is cleared by:

Signature

Yomo / PA

Name and Title

LENKA HOMOLKOVA, CTA

Date of Signing

7 JAN 2020

This TOR is Approved by:

Signature

James Montibay

Name and Title

JAMES MONTIBAY, Team Leader - CPI

Date of Signing

7 Jan 2020