

Modernization of Government Services Project
Project ID No. P148537

TERMS OF REFERENCE

NATIONAL CONSULTANT - PROJECT MANAGER (government services digitalization)

I. Background

The Government of Moldova is determined to fundamentally change the way how public services are provided in Moldova through a variety of interventions for modernization of service delivery, which combat corruption, foster a customer care culture, enhance access, as well as increases efficiency in the Moldovan public administration.

From 2006 to 2013, Moldova modernized its civil service legislation and administrative processes under the Central Public Administration Reform (CPAR), supported by the World Bank's administered CPAR Multi-Donor Trust Fund.

In July 2016, the Government of Moldova approved the Public Administration Reform Strategy for 2016-2020¹, that kept the modernization of public services delivery process among its main objectives.

To achieve the stated objectives, the Government requested the World Bank's assistance for a PAR operation, that became effective in June 2018, called Modernization of Government Services Project (hereafter *MGSP* or *the Project*).

The design of the project takes into account the Government of Moldova's vision, stated in the Public Administration Reform Strategy 2016-2020 and makes extensive use of institutional and technological achievements of Governance e-Transformation Project (GeT) implemented by the Government of Moldova and World Bank in the period between November 2011- December 2016.

In 2021, the new Executive issued its governing Programme "Establishing Good Times for Moldova"² and set modernization of at least 100 administrative services and access of 100% of active population to electronic public services as some of its objectives. The Government Action Plan 2021 – 2022³ through its envisaged actions reconfirms the determination of the Government to modernize the administrative service delivery system by improving access to public services through various channels, their efficiency, reduction of unnecessary administrative burdens and cost of services for both beneficiaries and service providers, ensuring a stable level of quality of administrative services.

MGSP continues to play a very important role in achieving the high level objectives set up by the Government. The project aims to improve access, efficiency and quality of delivery of selected administrative services through the following components:

1. Administrative Service Modernization

The key activities under this component focus on re-engineering a group of government to citizen and government to business administrative services; piloting of one-stop-shops for public service delivery in selected locations and rolling out at national level; increasing public awareness on and advocacy for administrative services, with a particular highlight on e-services.

¹ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=366209>

² https://www.gov.md/sites/default/files/document/attachments/programul_de_activitate_al_guvernului_moldova_vremurilor_bune.pdf

³ https://www.gov.md/sites/default/files/document/attachments/pag_2021-2022_ro.pdf

2. Digital Platform and Services

The main objective of this component is to digitize selected re-engineered government services; complete and strengthen a common infrastructure and mechanisms for rapid deployment of ICT-enabled public services; introduce government wide IT Management and Cyber Security standards and procedures. The component finances the procurement of additional shared computing infrastructure elements, digitization of services needed to deliver Government services electronically, as well as the development of a learning management system to mainstream the new digital infrastructure and the modernized services within the government.

3. Service Delivery Model Implementation

The objective of this component is to ensure that the institutional capabilities of key government agencies are aligned with and support the new model of public services delivery.

4. Project Management

This component supports the Project Implementation Unit (PIU), based in the e-Governance Agency (eGA) and ensures the activity the core e-Governance Agency team.

Existing context:

In the period 2019 – 2022, the e-Governance Agency in its capacity of implementing authority of the Modernization of Government Services Project, reengineered 88 services (from various service clusters, such as: civil status services, social protection services, issuance of the driving license, registration of legal entities, issuance of the unemployment allowance, determination of disability and work capacity). The process of complex services reengineering was done in accordance with the Methodology of Reengineering⁴. As a result of this extensive exercise, a series of important documents have been produced (AS IS Maps, TO BE Maps, Software Requirements Specifications, Transition Plans, etc.) that will further be used as primary documents during the digitalization process of the above-mentioned services. In parallel with the digitalization exercise, the service providers will undergo complex internal Human Resources reconfigurations in accordance with the vision described in the approved To-BE Maps, further transposed in the corresponding national legal framework.

The transition to the provision of electronic public services is guided by the Deputy Prime Minister on Digitalization and is being implemented by eGA in tandem with the biggest Service Providers in the country – Public Services Agency (PSA), National House of Social Insurance (NHSI), and others.

In this context, in the upcoming period of time, eGA, in a joint effort with PSA and NHSI, will start the digitalization of the reengineered services targeting the future change of the paradigm “*digital first or digital by default*” in the relation between i) the state and the citizens, ii) the state and business– in full alignment with the new Law on Public Services⁵.

II. Objective

A National Consultant will be hired by the e-Governance Agency to conduct appropriate project management activities for the digitalization of registration of legal entities services, namely:

- a) Design, development, and deployment of the Information System of State Register of Legal Entities (further abbreviated as in Romanian - RSUD⁶);
- b) Digitization of record files of legal entities and individual entrepreneurs (further used Digitalization of record files of legal entities).

⁴ https://cancelaria.gov.md/sites/default/files/document/attachments/metodologia_privind_reingineria_serviciilor_publice.pdf

⁵ [LP234/2021 \(legis.md\)](https://legis.md/LP234/2021)

⁶ Registrul de stat al unităților de drept

III. Scope of Work

The PM will be responsible for setting-up the short and long-term action plans, visions and strategies for RSUD and digitalization of record files of legal entities. The Project Manager will undertake the following tasks:

- Develop and enhance the project vision and strategy;
- Ensure development and updating of action and RAID (risks, actions, issues, decisions) logs;
- Document project features and requirements;
- Define project development roadmap, cost / commercial, functional, operational, promotion models;
- Engage relevant institutional representatives to drive initiatives forward and lead them till ownership is defined;
- Contribute to contractual and legal framework reviews;
- Ensure the development and updating of administrative, technical, and operational documents related to RSUD and digitalization of record files of legal entities;
- Build, develop relationships and maintain effective communication with project stakeholders, vital to the success of the project;
- Collect functional requirements from potential customers (beneficiaries) of the product;
- Manage the process of project development, in collaboration with relevant stakeholders;
- Perform day-to-day project management activities, including, but not limited to:
 - a) Develop, organize and keep project records based on PMI PMBOK⁷, Agile development methodology or eGA templates as appropriate for the project;
 - b) Store all project records using eGA infrastructure (O365 SharePoint and/or Azure DevOps);
 - c) Estimate the resources needed to achieve project goals;
 - d) Maintain overall control of the scope, schedule, tasks and deliverables;
 - e) Manage project expectations with team members and other stakeholders;
 - f) Identify and manage project dependencies and critical path;
 - g) Proactively manage changes in project scope, identifying potential crises, and devising contingency plans;
 - h) Capture and make use of lessons learned, best practices and tools for project management;
 - a) Based on lessons learned, provide recommendations to improve future performance on project.
 - b) Assist eGA and beneficiary institutions with validation and sign-off of project deliverables.
 - c) Identify, together with eGA legal team, beneficiaries and contracted suppliers/ consultants, legal changes required to implement RSUD and digitalization of record files of legal entities;
 - d) Participate in technical team meetings internally and externally with counterparts, as appropriate, to help identify and implement integrated IT solutions;
 - e) Provide ongoing support to eGA counterparts in the implementation of ICT systems related to the organization's work plan.

IV. Outputs

1. Stakeholder's Map for RSUD and digitalization of record files of legal entities;
2. Product Roadmap for RSUD and digitalization of record files of legal entities;
3. Contracted deliverables for RSUD and digitalization of record files of legal entities validated and signed off by appropriate stakeholders;

⁷ <https://www.pmi.org/pmbok-guide-standards/foundational/pmbok>

4. User Journey and User Stories documented for RSUD;
5. List of KPIs and success metrics for RSUD and digitalization of record files of legal entities;
6. Quarterly Progress Reports, in English.

V. Timing

This is a full-time assignment expected to commence in October 2022.

VI. Institutional arrangements

The Consultant will work under the direct supervision of and report to the Chief Digitization Officer/ Head of Project Implementation Department of the eGA. The Consultant will undergo an internal evaluation of performance using an individual standard eGA Performance Evaluation Form that will be completed and updated by the Consultant, discussed with and approved by the eGA, every 12 months.

VII. Resources

The eGA will provide working space, office equipment and communication facilities, as well as any other necessary means to support the Consultant in carrying out this assignment.

VIII. Qualification requirements

Mandatory requirements

- University degree in areas such as Economics, Computer Sciences, Engineering, Telecommunications, business administration, public administration or other related field;
- Demonstrated experience in IT project management in public or private sectors (3 years);
- Demonstrated experience in managing development of enterprise-level ICT systems;
- Familiarity with Project Management methodologies (PMBOK, Agile);
- Familiarity with software development lifecycle, enterprise architecture, cloud computing and SOA concepts;
- Excellent communication skills, written and spoken, in Romanian and English;
- Excellent time-, team-, meeting- and conflict- management skills;
- Strong self-organization and planning skills;
- Autonomy and ability to work with minimum supervision.

Preferred requirements

- Knowledge of e-Governance agenda would be an asset;
- Experience with development organizations and public-sector reform would be an asset;
- Certification in project management (PMP, PRINCE2, Certified Agile Product Owner / Scrum Master/Practitioner or equivalent) would be an asset.