



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX B - TERMS OF REFERENCE

Tender reference No: 2026-07-097

Assignment Name: Preparation of the Detailed Technical Specification and the development of the software for the Unified Automated Information and Analytical System of the Central Election Commission of Ukraine (Phase I)

1. General Information and Regulatory Framework

These Terms of Reference (hereinafter referred to as the “ToR”) establish the general technical and implementation framework for services related to the specification, design, development, testing, implementation, support, maintenance and further development of the Unified Automated Information and Analytical System of the Central Election Commission of Ukraine (Phase I) (hereinafter referred to as “CEC EIAS (Phase I)” or “the System”). The first assignment under the Framework Agreement concerns CEC EIAS (Phase I) and is described in detail in these ToR. These ToR have been prepared on the basis of the complete Technical Requirements for the creation of CEC EIAS (Phase I), the Concept for the Development of CEC EIAS, the Architectural Principles of CEC EIAS, the Electoral Code of Ukraine, the Law of Ukraine “On the Central Election Commission,” and applicable legislation governing electronic identification, electronic trust services, information security and cybersecurity.

The complete Technical Requirements provided by the CEC and included in the tender package as Annex 2.3 constitute a mandatory annex to these ToR and serve as the primary source of technical requirements. Together, these ToR and Annex 2.3 define the scope and requirements of the Phase I assignment. In the event of any inconsistency between these ToR and Annex 2.3, Annex 2.3 shall prevail.

As a result of this tender, a Framework Agreement will be concluded. The Phase I assignment will subsequently be commissioned through one or more Service Orders in accordance with the scope and requirements set out in these ToR, Annex 2.3 and the other applicable tender documents. Additional assignments may be commissioned during the validity of the Framework Agreement through written Service Orders defining their specific scope, deliverables, timelines, acceptance criteria, and other assignment-specific requirements.

CEC EIAS is envisaged as a system to be developed in phases. Subsequent phases may build on the System established under Phase I and may include additional functionality, modules, integrations, enhancements or other development requirements identified as CEC EIAS evolves. The scope and requirements of any subsequent phase will be defined on the basis of the needs identified at the relevant stage and may be subject to a separate procurement process or, where appropriate, commissioned under the Framework Agreement concluded as a result of this tender.

Service Orders for subsequent assignments may refer to additional, updated or assignment-specific technical requirements, provided that they remain consistent with the overall CEC EIAS Concept, Architectural Principles and applicable regulatory framework.

2. Purpose of the Procurement and Expected Result

The purpose of the procurement is to engage a Contractor to prepare detailed technical specifications, design, develop, test, document, and implement the software using the Commission's existing technical infrastructure and resources, as specified in Annex 2.3, train users and administrators, and provide warranty support for the CEC's EIAS (Phase I). International IDEA reserves the right to engage the successful bidder under this procurement for the development of subsequent phases of the System or, at its discretion, to select another contractor.

The CEC's EIAS (Phase I) is intended to provide digital support for the organization and conduct of elections for the President of Ukraine and People's Deputies of Ukraine at the level of the Central Election Commission, district election commissions, and precinct election commissions, as well as to facilitate interaction with participants in the electoral process through electronic services.

The expected outcome of the procurement is the creation of CEC EIAS (Phase I) software that has been developed, tested, documented, and is ready for trial operation and subsequent production operation, and that complies with the Official CEC Technical Requirements for the Development of the Unified Automated Information and Analytical System of the Central Election Commission of Ukraine (Phase I) (Annex 2.3), including the architectural principles and requirements set out in Annex 2.3 Section 4, applicable legal requirements, the approved detailed technical specifications, and acceptance criteria.

Future assignments commissioned under the Framework Agreement may consist of one or more stages or work packages, depending on the scope and technical requirements of the relevant Service Order, and will not necessarily follow the same two-stage structure as the Initial Assignment.

3. General Approach and Scope of the Procurement

The subject of the procurement is structured into two consecutive stages. Stage 1 involves the preparation of a detailed technical specification that translates the complete Technical Requirements into a comprehensive set of implementation requirements, models, algorithms, APIs, integration contracts, test scenarios, and acceptance criteria. Stage 2 involves the development, testing, implementation, documentation, training, and warranty support for the software in accordance with the approved technical specification.

The scope of the procurement covers software components, platform mechanisms, integration tools, system images/client environments for secure access by election commissions in terms of software implementation, deployment of the software in environments provided by the Commission, as well as the preparation of documentation, training materials, and knowledge transfer tools.

Any narrowing or transfer of the requirements set forth in the complete Technical Requirements to other procurements is permitted only with the written consent of the CEC and International IDEA.

4. Composition of the CEC's Unified Automated Information and Analytical System (Phase I) and Functional Scope

Within the scope of this procurement, all components of the CEC's Unified Automated Information and Analytical System (Phase I), as defined in the complete Technical Requirements, must be developed, detailed, and implemented. The detailed technical specification must include, for each component, a functional model, a data model, a role model, integration interactions, non-functional requirements, requirements for logging, monitoring, and security, test scenarios, and acceptance criteria.

Component	Brief Description of Scope
AIKS “Elections”	The main functional component for automating election processes at the CEC, DEC, and PEC levels: initialization of the electoral process, scheduling, territorial organization, formation and management of commission membership, registration of candidates and other participants, preparation for voting, election day processes, vote counting, determination of results, transmission of electronic data, analytics, reporting, public information, and budgetary and financial processes for election preparation.
AIS “Electronic Services”	A component for electronic interaction with participants in the electoral process via electronic accounts: submission of documents, signing with a qualified electronic signature, automated checks, processing statuses, notifications, closure of accounts, and transmission of verified data to other components.
AIS “Participants in Election and Referendum Processes” (AIS UVPR)	A component for the centralized registration of entities and participants in election and referendum processes, including candidates, parties, representatives, authorized and trusted representatives, official observers, members of election commissions, and information regarding their training.
AIS VIS	A component for regulated interaction with external government information systems and resources, including the receipt and transmission of data for verification, updating of information, isolation of changes in external systems, and the application of uniform security rules, logging, and exchange formats.
AIKS UDIB	A component for centralized authentication, authorization, role and access rights management, session control, authorization decision tracing, security event logging, auditing, and response to access incidents.
Common Platform Mechanisms	Form builder, metadata builder, checks and validation rules builder, report and analytical selection template builder, centralized reference databases and classifiers, unified metadata and data structure model, logging mechanisms, monitoring mechanisms, a user dashboard platform, unified APIs, and an event integration bus.
Automated Workstations (ARM)	A secure client software environment for Precinct Election Commissions (PEC) and District Election Commissions (DEC) to access the “Elections” AICS, including system images, kiosk mode, “offline-first” mode for PEC, controlled data import for DEC, support for printing, work with Qualified Electronic Signature (QES), secure network connections, and synchronization.
Modification of the “CEC SED” AIS	Integration modification within the scope of exchanging official documents, registration details, election process documents, and related information without restructuring the underlying architecture of the SED.
Modification of the AICS “State Voter Registry” (AICS “DRV”)	An integration modification within the scope of accessing information from the State Voter Registry and using it for verifications and procedures related to the electoral process without changing the purpose of the underlying system.

5. Key Functional Requirements

The Contractor must ensure the specification and implementation of functionality in accordance with election legislation, Commission acts, and the complete Technical Requirements. The minimum functional scope must include the following process groups. The list below is indicative, the binding functional scope is that set out in Annex 2.3, sections 5.1-5.10.

- Initialization and scheduling: creation of the electoral process, determination of the type of election, time parameters, statuses, automatic calculation of deadlines, verification of procedural validity, and recording of the completion of stages.
- Territorial organization: management of electoral regions, territorial districts, polling stations, District Election Commissions (hereinafter “DECs”), and precinct election commissions (hereinafter “PEC”); change history; digital boundaries; statuses; and relationships between territorial elements and commissions.
- Election commissions: Receiving and verifying submissions; forming the composition of DEC and PEC; tracking changes; supporting random selection procedures in cases provided for by law; and generating decisions and certificates.
- Candidates and participants in the process: processing of documents; registration of candidates, representatives, authorized and trusted representatives, and official observers; statuses; verifications; decisions; certificates; and data history.
- Preparation for voting: polling station readiness, ballot requirements, tracking the receipt and transfer of ballots, commission decisions, deadline monitoring, official documents, and data exchange between commission levels.
- Election Day: recording the opening and closing of polling stations, the voting process, quantitative indicators, events, reports, notifications, decisions by Precinct Election Commissions (PEC), and preparation of data for tabulation.
- Counting and Results: Generation of electronic forms of protocols for precinct election commissions (PEC), District Election Commissions (DEC), and the Central Election Commission (CEC); printing; QR codes/unique identifiers; signing with a digital signature; arithmetic and logical checks; revised protocols; transmission of information; and publication of results.
- Analytics, reporting, and public information: operational reports, dashboards, open data, publication of required information, an archive of published data, and control over access to analytics.
- Budget and financial processes: automation of processes for budget planning, allocation, accounting, and control over the use of funds allocated for the preparation and conduct of elections, within the scope of election financing functions.

6. Architectural, Platform, and Integration Requirements

The architecture of the CEC EIAS (Phase I) must comply with the architectural principles and requirements set out in Annex 2.3 Section 4, including integrity, modularity, centralized management with distributed implementation, technology neutrality, configurability, interoperability, scalability, observability, reproducibility, and controllability of all essential actions.

The Contractor must design and implement the CEC EIAS (Phase I) as a set of functionally complete components and shared platform mechanisms. Components must not create duplicate local mechanisms for forms, reference data, metadata, validations, reporting, logging, monitoring, or access if the platform can provide the corresponding functionality.

Information exchange between components must be carried out via unified APIs and/or messaging mechanisms with formalized contracts, versioning, logging, monitoring, and access control. Interaction with external government resources must be carried out through the AIS VIS; direct point-to-point integrations are permitted only in cases explicitly approved by the Client or provided by law.

The minimum integration scope must cover the interaction of the AICS “Elections” with the AIS “Electronic Services,” the AIS UVP, the AICS UDIB, the platform’s shared mechanisms, the AIS VIS, the AIS “CEC SED,” the AICS “DRV,” as well as the interaction of the AIS VIS with specified state electronic information resources. The

detailed technical specification must define all data flows, APIs, events, message formats, and rules for error handling, redelivery, auditing, and monitoring.

Where integration with existing CEC systems, including the AIS “CEC SED” and the AICS “State Voter Register” (AICS DRV), requires access to technical documentation, interfaces, test environments, modification of third-party systems, or cooperation from their respective developers or operators, the CEC will facilitate the necessary coordination and access. The Contractor shall remain responsible for implementing and testing the integration components within its scope and for providing all technical information and cooperation required from its side.

7. Data, Metadata, Reference Datasets, Interfaces, and Accessibility

The contractor must develop a unified model of metadata and data structures that ensures a consistent interpretation of entities, attributes, relationships, reference data, classifiers, events, and messages across all components. The model must support versioning, version history, change traceability, backward compatibility, and the ability to evolve without corrupting existing data.

All reference tables, classifiers, form templates, validations, reports, and analytical queries must be created using the platform’s common mechanisms, unless otherwise explicitly specified in the detailed technical specification and approved by the Client. Election process data must have defined sources of origin, update rules, statuses, change history, and integrity control mechanisms.

User interfaces must be in Ukrainian, unified in terms of the structure and behavior of their elements, understandable to users with varying levels of digital literacy, and support adaptability for different devices, keyboard navigation, sufficient contrast, alternative descriptions of elements, and other digital accessibility requirements in accordance with applicable standards. The system must minimize the risk of user errors through prompts, validations, status indicators, warnings, and confirmations for critical actions.

8. Requirements for Information Security and Cybersecurity

The contractor must apply secure design principles, privacy protection during the design phase, and security by default at all stages of developing the CEC EIAS (Phase I). Information protection and cyber protection shall comply with Annex 2.3, Section 11, including the Minimum Requirements for the Protection of Information, Electronic Communication, Information and Communication and Technological Systems approved by Resolution of the Cabinet of Ministers of Ukraine No. 373 of 29 March 2006, and with the legislation on technical and cryptographic protection of information. The security architecture must encompass authentication, authorization, role-based access control, access policies, the use of electronic trust services, protection of communication channels, protection of data during transmission and storage, logging, monitoring, auditing, incident management, and protection against unauthorized modification of critical election data.

User access to functions and data is granted in accordance with the roles and authorities defined by legislation, Commission regulations, and decisions of election commissions. The AICS UDIB must ensure centralized access management, session control, authorization of decision tracing, access auditing, and interaction with all application components.

Electronic documents and electronic records that are required by law or Commission decisions to be signed must be created, signed, verified, transmitted, and stored in compliance with the requirements for a qualified electronic signature. Verification of a qualified electronic signature must include verification of the certificate’s validity, the integrity of the electronic document, the signatory’s identity, and the recording of the verification results. The System processes personal data of voters, candidates and other participants in the electoral process; the Contractor shall process such data solely on the documented instructions of the CEC and in accordance with the Law of Ukraine "On Protection of Personal Data" and shall implement the organizational and technical measures required by that Law and by Annex 2.3, Section 11.

All significant events, accesses, data changes, verification operations, integration calls, errors, incidents, and user actions must be logged in a manner that prevents unauthorized modification of the logs and ensures their use for auditing and incident investigation.

9. Environments, Infrastructure, and Secure Workstations

The Contractor must deploy, install, and configure the CEC EIAS software (Phase I) in development, testing, and production environments hosted and operated on the Client's equipment (provided the Client has the necessary resources).

The development environment is intended for the controlled development, compilation, initial configuration, and verification of software components, integration mechanisms, system images/client environments, and configurations of the CEC EIAS software (Phase I).

The testing environment is intended for conducting functional, integration, load, security, and regression testing, as well as testing of Qualified Electronic Signature (QES), printing, offline/online scenarios, synchronization, and disaster recovery scenarios.

The production environment is intended for the subsequent operation of the CEC's EIAS (Phase I) following the Client's acceptance of the relevant work results.

Configurations, component versions, deployment parameters, and differences between environments must be documented, controlled, and provided to the Client as part of the operational documentation.

The technical specification and software implementation must account for the operation of the CEC EIAS (Phase I) under normal conditions, high-load conditions, limited-capacity conditions, and conditions of intermittent or unstable connectivity, as well as failure recovery scenarios. The architecture must support scalability, redundancy, resource monitoring, message retransmission, and operational reproducibility. The architecture and the sizing of the solution shall be based on the user numbers set out in Annex 2.3, para 6.1 (up to 300 CEC users; 750-1,000 DEC users; up to 33,400 PEC users; and up to 50,000 users of the electronic services), including the peak loads of the electoral period, and on the operating modes defined in Annex 2.3, Section 10.

For the Automated Workstations (ARM) of Precinct Election Commissions (PECs) and District Election Commissions (DEC), the Contractor must develop the client software and the ARM system image (CO APM) for secure access, in accordance with Annex 2.3, sections 5.4.1-5.4.9. The hardware platform of the ARM (personal computers or laptops), printers and communication services for election commissions are outside the scope of this procurement, with the sole exception of the limited test equipment set specified below.

To ensure the verification, testing, and debugging of the ARM client software, the Contractor must provide the Client with a limited set of equipment intended exclusively for testing, acceptance, debugging usage scenarios, and confirming the compatibility of the client software with standard means of access, identification, signing, and communication.

The secure data storage devices shall meet the requirements of Annex 2.3, para 5.4.5, and the qualified electronic signature devices shall meet the requirements of Annex 2.3, para 5.4.7. This set of equipment includes:

- secure data storage devices – 10 units;
- secure personal key storage devices – 10 units;
- 4G/LTE cellular modems – 10 units;
- 4G LTE MIMO antennas – 10 units.

The equipment supplied must be compatible with the ARM client software. The Contractor must ensure that the functionality of the supplied equipment is verified in the Client's environments, provide technical specifications and instructions for connection and use, and include the relevant test scenarios in the test plan.

10. Stages of Work Execution

10.1. Stage 1 – Preparation of the Technical Specifications

In Stage 1, the Contractor, in close cooperation with the CEC and International IDEA, must:

- review the Technical Requirements, including the architectural principles and requirements set out in Annex 2.3, Concept, regulatory framework, and the Commission's existing systems;
- conduct working sessions with authorized representatives of the Commission;

clarify business processes, roles, data, integrations, constraints, and risks;

- prepare technical specifications for the development of the CEC EIAS (Phase I) in accordance with the Mandatory Requirements for the Creation (Modernisation, Modification, Development), Administration and Operation of an Informatisation Facility, approved by Resolution of the Cabinet of Ministers of Ukraine No. 205 of 21 February 2025 (the "Mandatory Requirements"), Annex 2.3 and Annex 2.2, covering for each component and platform mechanism listed in Section 4:
 - detailed functional requirements, business processes (workflows), and algorithms traceable to the corresponding requirements of Annex 2.2;
 - a data model (entities, attributes, and relationships) and its alignment with the unified metadata model specified in Annex 2.3, Section 5.2.7;
 - a role-based access model and its alignment with the AICS "UDIB" (Annex 2.3, Section 5.8.3);
 - application programming interfaces (APIs) and message formats for inter-component integration and for integration with the AIS "CEC SED," the AICS "DRV," and other state electronic information resources via the AIS "VIS" (for example, in the form of OpenAPI/AsyncAPI specifications or an equivalent);
 - design of key user interfaces (wireframes) for a unified user dashboard platform;
 - non-functional requirements (performance, scalability, availability, reliability, information security and cybersecurity, logging, monitoring, and auditing) in accordance with Annex 2.3, Sections 8–11;
- prepare a high-level architecture design for the CEC EIAS (Phase I), covering the overall architecture, the architecture of common platform mechanisms (including the integration bus/event exchange bus and the unified API layer), the data architecture, the integration architecture, and the security architecture in accordance with Annex 2.3, Section 4;
- prepare a detailed work-breakdown schedule for Stage 2, including a proposed plan for phased/iterative delivery (e.g., grouping components and platform mechanisms into releases), a resource allocation plan, and a dependency map;
- prepare a Testing Strategy and a Test Plan for Stage 2, covering preliminary testing, integration testing, information security assessment, trial operation and acceptance testing, in that sequence, in accordance with Annex 2.3, Section 15;
- prepare a Documentation Plan in accordance with Annex 2.3, Section 14, and a Training Plan in accordance with Annex 2.3, Section 13;
- prepare a Risk Register with proposed mitigation measures, as well as a Deployment Plan for the installation of the CEC EIAS (Phase I) in the test, pre-production, and production environments to be provided by the Commission. The Contractor shall also establish a Requirements Traceability Matrix (RTM) linking every requirement of Annex 2.3 to the

corresponding software modules, business processes, APIs, data structures, integrations, user interfaces, test cases and acceptance criteria, and shall maintain it throughout the implementation lifecycle.

The commencement of Stage 2 shall be subject to the formal written approval of the Stage 1 deliverables by the Central Election Commission of Ukraine (CEC) and International IDEA. Following the assessment and acceptance of the Stage 1 deliverables, the Parties shall jointly determine whether to proceed with Stage 2 (Go / No-Go decision).

10.2. Stage 2 – Design, Testing, Implementation, and Support

Subject to receiving the approval specified in Section 10.1, during Stage 2 the Contractor must:

- Design, develop, and conduct unit testing of the common platform mechanisms listed in Section 4 as the foundation of the CEC's EIAS (Phase I);
- Design, develop, and conduct unit testing of the information systems listed in Section 4, based on the common platform mechanisms, in accordance with the approved Technical Specification and Annex 2.2, using an iterative/incremental delivery approach with regular demonstrations for the CEC and International IDEA;
- Implement the integration interfaces between the relevant system components specified in Section 4, in accordance with the integration requirements set out in Section 6, in coordination with the relevant system operators on the part of the CEC;
- Conduct preliminary testing of each component and platform mechanism upon completion of development, integration testing of the CEC's Unified Automated Information and Analytical System (Phase I) as a whole, as well as an information security assessment in accordance with the approved Testing Plan and Annex 2.3, Section 15;
- Prepare a complete set of documentation as specified in Annex 2.3, Section 14 (design documentation, operational documentation, administration and maintenance documentation, as well as information security documentation) in Ukrainian;
- Conduct training for administrators of the CEC Secretariat, authorized CEC users, prepare training materials for users of the Precinct Election Commissions (PEC) and District Election Commissions (DEC) (with regard to the software being developed), prepare information and reference materials for external users of the AIS "Electronic Services" in accordance with Annex 2.3, Section 13;
- Install and configure the CEC's EIAS in the test, pre-production, and production environments provided by the Commission, and support the CEC in conducting trial operation and acceptance testing, in that sequence, in accordance with Annex 2.3, Section 15;
- Resolve any non-conformities identified during preliminary testing, trial operation, or acceptance, and assist the CEC in obtaining the relevant CEC acceptance certificates/protocols;
- Provide warranty support for 12 months from the date of signing the act on the commissioning of the relevant components into production operation in accordance with Annex 2.3, Section 12, including round-the-clock support (without restrictions based on working hours, weekends, or holidays) during any election process taking place within the warranty period;
- Maintain a controlled source code repository, an issue tracker, and a configuration management process accessible to the CEC, including release versioning, release notes, and documented build and deployment instructions;
- Prepare and execute a handover and knowledge-transfer process for the CEC's technical staff, including runbooks for administrators, deployment procedures, operational monitoring procedures, and escalation procedures for warranty support.

11. Timeline and Work Plan

The implementation timeframes shall be proposed by the Bidder as part of its Technical Proposal. The Bidder shall provide a detailed and realistic implementation schedule, including key activities, deliverables, dependencies and milestones, taking into account the scope and requirements set out in these Terms of Reference and Annex 2.3.

The assignment shall be structured as follows:

- Stage 1 (Technical Specification): the Bidder shall propose a timeframe for completion of Stage 1, supported by a detailed work plan and milestones;
- Review and approval of Stage 1 results: the results of Stage 1 shall be subject to review and approval by the CEC and International IDEA.
- Stage 2 (Design, Development, Testing, Documentation, Deployment, and Training): the Bidder shall propose a detailed implementation timeframe and phased release delivery plan;
- Warranty Support: 12 calendar months from the date of signing the certificate of production operation for the relevant components in accordance with Annex 2.3, Section 12.

The detailed schedule for Stage 2, including a phased release delivery plan, must take into account the electoral calendar for the next regular elections of the President of Ukraine and/or People's Deputies of Ukraine, as provided by the CEC, and must be agreed upon in writing with the CEC and International IDEA prior to the start of Stage 2.

The final detailed schedule of deliverables and milestones for both stages shall be agreed between the Contractor, International IDEA and the CEC and reflected in the Contract and/or applicable Work Breakdown Schedule.

12. Results and Reporting Requirements

12.1 Deliverables

The deliverables of these Terms of Reference are the products and documents listed in Section 10 above.

12.2 Reporting

As part of reporting on the implementation of the Terms of Reference, the Contractor must submit:

- Inception Report: within 15 business days after the contract is signed, covering the Contractor's understanding of the Terms of Reference, the proposed methodology, and a detailed work plan for Stage 1;
- Progress reports every two weeks: throughout Stage 1 and Stage 2, detailing completed tasks, identified issues and risks, and next steps;
- Stage 1 Final Report: containing all results of Stage 1;
- Stage 2 release reports: at intervals to be agreed upon in the Stage 2 delivery plan;
- Stage 2 Final Delivery Report: including a list of delivered components and platform mechanisms, documentation packages, and test protocols;
- Warranty Period Reports: at an agreed-upon frequency, summarizing incidents, defects, and the status of their resolution.

All deliverables addressed to the CEC - including the Detailed Technical Specification, technical, operational and information-security documentation, training materials and user interfaces - shall be provided in Ukrainian, the Ukrainian version being authoritative. Reporting to International IDEA shall be in English. The Introductory

Report, the Stage 1 Final Report, and the Stage 2 Final Delivery Report must additionally include an executive summary in English. All deliverables shall be provided in electronic form (editable formats and PDF).

13. Management and Organization

International IDEA will appoint a project manager to provide leadership and ensure the achievement of the overall objectives and results of this Terms of Reference. All communications from the Contractor must be directed to the designated Project Manager from International IDEA. All issues arising during the execution of this Terms of Reference should be coordinated with International IDEA Project Manager.

The CEC will designate a technical contact person and, given the scope and complexity of this Terms of Reference, a working group consisting of representatives from the relevant departments of the CEC Secretariat's structural units, responsible for components and platform mechanisms, to support the Contractor during consultations in Stage 1 and reviews and demonstrations in Stage 2.

International IDEA, the CEC, and the Contractor shall hold regular coordination meetings throughout the implementation of the Project. Such meetings shall be convened at key stages of implementation, including:

- the launch of Stage 1;
- review and approval of Stage 1 results;
- periodic reviews of Stage 2 releases;
- and the final acceptance of the CEC's Automated Information and Communication System «Elections» (AIKS «Elections») software.

The purpose of these meetings shall be to review project progress, discuss implementation issues, validate deliverables, and coordinate the execution of the Project.

All results of Stage 1 and Stage 2 must be jointly confirmed by International IDEA and the designated technical contact person at the CEC.

14. Monitoring and Evaluation

This section defines how International IDEA will track the progress, quality, and results of the preparation of the Technical Specification and the design, development, testing, documentation, deployment, training, and warranty support for the CEC's Election IAS software.

14.1 Key Performance Indicators (KPIs)

- Submission of Stage 1 results and their approval by the CEC and International IDEA;
- Compliance of the Technical Specification with the Technical Requirements (Annex 2.3) and Mandatory Requirements (CMU Resolution No. 205);
- Delivery of components and platform mechanisms for the "Elections" IAS software of the CEC's EIAS in accordance with the approved Stage 2 schedule;
- Compliance of the developed and delivered software with the approved Technical Specification and Technical Requirements (Annex 2.3);
- Successful completion of preliminary testing, information security assessments, trial operation, and acceptance testing, in that sequence, in accordance with Annex 2.3, Section 15;
- Completion of training for users of the Central Election Commission, Precinct Election Commissions, District Election Commissions, and electronic services in accordance with Annex 2.3, Section 13;
- Delivery of a complete set of documentation in accordance with Annex 2.3, Section 14;
- Obtaining the CEC Acceptance Certificate(s) for the IAS "Elections" software;
- Achievement of the agreed performance, availability, logging, monitoring, and recovery targets specified in the approved Technical Specification and Test Plan.

14.2 Monitoring Activities

- check-ins with the Contractor every two weeks to track progress in accordance with the agreed-upon schedule;
- Review of Stage 1 results by the CEC and International IDEA (with the involvement of technical advisors as needed);
- Review of progress reports, release notes, and demonstrations throughout Stage 2;
- Joint review of test protocols and the results of trial operation;
- Confirmation by the CEC of the functionality, usability, and compliance of the delivered components.

14.3 Evaluation Framework

Evaluation Criteria:

- Compliance with deadlines and milestones specified in Section 11;
- full compliance of the Technical Specification with the Technical Requirements (Annex 2.3);
- full compliance of the software delivered with the approved Technical Specification;
- absence of critical defects at the time of acceptance;
- quality and completeness of documentation and training materials (Annex 2.3, Sections 13–14).

Evaluation Process:

- baseline assessment at the start of Stage 1;
- Go/no-go decision after completion of Stage 1;
- interim evaluations throughout Stage 2 in accordance with the agreed-upon release/iteration plan;
- final evaluation following acceptance testing and trial operation;
- a feedback survey of the CEC's technical staff and trial operation users of the DEC/PEC.

15. Intellectual Property, Source Code, and Transfer

Unless otherwise specified in the Contract, all source code, configurations, documentation, test artefacts and other deliverables developed specifically under this assignment shall be made available to the Central Election Commission in editable and reusable formats, together with sufficient rights for their unrestricted operation, maintenance, modification and further development, including by the CEC or a contractor engaged by the CEC.

The Bidder shall identify all software, technology and intellectual property components proposed for use in or delivery as part of the solution, including, as applicable, Bidder-developed components, vendor-provided components, third-party proprietary software, open-source software, libraries, frameworks, tools and other software dependencies.

For each such component, the Bidder shall identify the owner and/or intellectual property rights holder, the applicable licence type and licensing terms, the intellectual property and usage rights to be granted or made available to the CEC, and any restrictions, dependencies or other conditions that may affect the CEC's ability to operate, maintain, modify, support or further develop the solution independently or through another contractor.

The Bidder shall also identify all licences, subscriptions, maintenance arrangements, support services or other components subject to expiration, renewal or recurring fees, including their initial duration or expiry conditions, renewal requirements and all applicable recurring or renewal costs, as well as any functional, operational, maintenance or support limitations that would arise if the relevant licence, subscription or service is not renewed.

All licensing, subscription, renewal, maintenance, support, and other recurring costs necessary for the continued operation and use of the proposed solution shall be fully disclosed in the proposal. No such costs or dependencies may be omitted or subsequently presented as unforeseen requirements or additional costs to International IDEA or the CEC.

These requirements shall be read together with Section D, **“Intellectual Property and Software Licensing,”** of the Tender Notice (Annex D1.1). The corresponding intellectual property, licensing and usage of rights shall be reflected in the Contract.

Appendices (to be provided)

Annex 2.2 Technical Requirements for the Preparation of the Detailed Technical Specification and Software Development Services for the CEC EIAS (Phase I).

Annex 2.3 Official CEC Technical Requirements for the Development of the Unified Automated Information and Analytical System of the Central Election Commission of Ukraine (Phase I)