Terms of Reference (ToR) for Procurement and Delivery of Microsoft Software Licenses for the Central Election Commission (CEC) of Ukraine

1. **Background**

As Ukraine prepares for post-war elections, its Central Election Commission (CEC) faces acute technical challenges, including cyber threats, outdated infrastructure, and gaps in ICT systems. In 2024, the CEC purchased modern server equipment intended for building a Private Cloud (virtualized hyperconverged infrastructure based on Microsoft HCI technology). Due to limited funding, the supply of server equipment was carried out without the necessary Microsoft server software and Private Cloud deployment services.

Now, the absence of the specified server software leads to the following key negative consequences:

a)   the processes of migration of the CEC information systems from the outdated unsupported computing complex and the deployment of the Unified Information System "Elections", which are critically important for supporting the future electoral process has not commenced;

b)   the newly acquired server equipment in the CEC IT infrastructure is not in use.

International IDEA is therefore seeking a Bidder to **procure and deliver the needed licences** for CEC which will strengthen Ukraine's electoral infrastructure. This procurement is part of a broader effort to modernize Ukraine's electoral infrastructure and ensure resilience and readiness ahead of future democratic processes. **In parallel to this procurement, International IDEA is conducting another open tender for deployment, installation and system configuration services for the licences.**

The requested software is part of the overall process of implementing a single telecommunications network of the CEC, which will combine the previously separate networks of «AITS "State Register of Voters"», «IAS "Elections"» and the local network of the CEC. This process is regulated, among other things, by the Strategic Plan of the CEC for 2020 - 2025, approved by CEC Resolution No. 102 of 11.06.2020, as amended by CEC Resolution No. 104 of 05.10.2022. The detailed specification of the systems, licences and needed services is described in Annex 2.3. Technical Requirements or the deployment of Microsoft Windows Server Datacenter software and Microsoft System Center tools.

2. **Objectives of the Assignment**

IDEA requires a reliable Bidder to ensure effective, secure, and compliant software procurement and delivery of Microsoft software licenses for the CEC of Ukraine in preparation for post-war elections.

3. **Scope of Work**

3.1. The selected Bidder will be expected to deliver Microsoft software licenses. Any other Microsoft software products or related services that may be required by the CEC in the future and are relevant to this procurement may be procured under Framework Contract to be concluded as an outcome of this tender on the basis of a separate quotation.

3.2. The list of Microsoft software licenses needed to be procured and delivered is provided below in Table 1.

Table 1 Requested Microsoft Software

Type of agreement	Term of validity	Item	Number	Type of license
Set of licenses CIS Suite Datacenter (Windows Server Datacenter and System Center Datacenter) to cover an existing physical servers (8 servers Lenovo and 3 servers Dell)				
Server and Cloud Enrollment (SCE), Government	36 months	CIS Suite Datacenter Core ALng LSA 16L	36	License and Software Assurance Pack
Set of licenses CIS Suite Datacenter (Windows Server Datacenter and System Center Datacenter) to cover additional needed physical servers				
Server and Cloud Enrollment (SCE), Government	36 months	CIS Suite Datacenter Core ALng LSA 16L	1	License and Software Assurance Pack
Server and Cloud Enrollment (SCE), Government	36 months	CIS Suite Datacenter Core ALng LSA 16L w/o SysCtrSvr	1	License and Software Assurance Pack
Set of licenses to cover a user access				
Microsoft Products and Services Agreement (MPSA) Government	36 months	Win Server User CALSA	300	Client Access, License and Software Assurance Pack

3.3. The list of Microsoft software licenses and technical specifications of the CEC existing hardware are included in Annex 2.2.

3.4. The full Technical requirements for Deploying Microsoft Windows Server Datacenter software and Microsoft System Center tools are provided in Annex 2.3. CEC plans to deploy Microsoft HCI on the existing hardware. Deployment of services is not part of this assignment.

3.5. Additional licences may be procured from the successful Bidder if needed, and this (should the need arise) will be the subject of a separate quotation. As an outcome of this tender, the framework contract will be concluded with the Bidder.

4. **Timing and Work Plan**

Project implementation schedule should not exceed 30 calendar days starting from the contract signature. A detailed timeline of deliverables will be developed and agreed with the selected Bidder.

5. **Deliverables and Reporting Requirements**

5.1. The deliverables for this assignment shall include:

- Microsoft CIS Suite Datacenter licenses (License and Software Assurance Pack) and Win Server User CALSA licenses for 300 users, both for 36-months.
- CEC Acceptance Letter which proves the purchase of licenses.

5.2. As the part of reporting the Bidder must submit:

- An initial delivery plan within 3 working days of contract signature.
- Weekly email updates on progress, issues encountered, and actions taken.
- Final delivery report including:
    - List of delivered licenses.
    - Copy of CEC Acceptance Letter.

All deliverables shall be submitted electronically and include relevant documentation (purchase records, license keys, certificates).

6. **Management and Organisation**

From International IDEA, a relevant Project Manager will be designated to provide relevant guidance for the achievement of the overall objective of the assignment and deliverables. All Bidder communications shall be directed to the designated IDEA Project Manager. Final deliverables must be jointly confirmed by IDEA and the designated CEC technical contact.

All questions arising during the course of the project should be coordinated with Tetiana Bibik, International IDEA Project Manager (e-mail: t.bibik@idea.int).

7. **Monitoring and Evaluation**

This Monitoring and Evaluation section defines how International IDEA will track the progress, quality, and outcomes of the purchase and delivery of Microsoft licences for the CEC of Ukraine. The aim is to ensure timely purchase and secure delivery, compliance with technical specifications.

7.1. Key Performance Indicators (KPIs):

- Delivery of all licenses within 30 calendar days of contract signature;
- Compliance with the technical specifications outlined in Annex 2.2.;
- Delivery of a valid Acceptance Letter from the CEC;
- Completeness and authenticity of all documentation (license keys, assurance packs).

7.2. Monitoring Activities:

- Weekly check-ins with the Bidder to track progress against the delivery timeline;
- Document verification: review of delivery reports, license documentation, and invoices;

- Confirmation with the CEC of receipt, functionality, and usability of licenses.

Annexes (to be provided)

- Annex 2.2. The list of Microsoft software licenses and technical specifications of the CEC existing hardware.
- Annex 2.3. Technical requirements Deploying Microsoft Windows Server Datacenter software and Microsoft System Center tools.