

Annex 1 to RFP-20-036

Automated System “Unified State Register of Political Parties’
Reports on Property, Income, Expenses and Financial
Liabilities”

TERMS OF REFERENCES

1. Abbreviations and Terms	4
2. General Provisions	4
3. Legal framework	5
4. Statistical Information on Data and Users	5
4.1. Users	5
4.2. Data	6
5. Stakeholders	6
5.1. Central Offices of Political Parties	6
5.2. Divisions of Political Parties with the Status of Separate Legal Entity (Below, Regional Divisions)	7
5.3. NAPC Department for Preventing Political Corruption	7
5.4. The Public and the Media	7
5.5. Bodies Authorized to Ensure Prosecution of Persons Who Have Violated the Requirements of the Law	8
6. Online Subsystems	9
6.1. Authorization Subsystem	9
6.2. Electronic Reporting Office	9
6.3. Automated Workplace of a NAPC Employee	10
6.4. Public Website	10
6.5. System Administrator's Interface	11
6.6. System for Integration with External State Registers	11
6.7. System for Analysis and Verification of Parties' Reports	12
7. Roles	12
7.1. Head of Party's Central Office:	12
7.2. Party Employees Authorized to Fill out the Report of the Party's Central Office	12
7.3. Administrators of Party's Regional Office	12
7.4. Party Employees Authorized to Fill out the Report of the Party's Regional Office	13
7.5. NAPC Analysts	13
7.6. Head of Analysts	13
7.7. System Administrator	13
7.8. Unauthenticated Users (Public and Media Representatives)	13
8. Main business processes	14
9. Integration with Other IT Systems	15
9.1. State IEIS id.gov.ua	15

9.2.	Address Register	15
9.3.	Open Data Portal data.gov.ua	15
9.4.	NAPC Automated Case Distribution System	15
9.5.	External Report Verification Registers	15
10.	Stages	18
10.1.	Stage 1	18
10.2.	Stage 2	19
11.	Requirements for Provider	20
11.1.	Financial Capacity	20
11.2.	Experience and Technical Capacity	20
11.3.	Qualification Requirements for the Team	21
12.	Control and Verification Procedure	21
12.1.	Testing Types, Composition, Scope and Methods	21
12.2.	General Requirements for Acceptance of Work by Stages	22
12.3.	Requirements Regarding Execution of Project and Working Documentation	22
12.4.	Requirements for Presenting Program Source Texts	23
12.5.	System's Operating Documentation	23
12.6.	Creation of an Information and Telecommunication System	23
13.	Indicative Timeline	Error! Bookmark not defined.

1. Abbreviations and Terms

SSSCIP	State Service for Special Communication and Information Protection
DSTSIP	Department of Special Telecommunication Systems and Information Protection
PT	Protection toolkit
CISS	Complex Information Security System
NDTPI	Normative document for technical protection of information
ITS	Information and telecommunication system
QES	Qualified electronic signature
IEIS	Integrated electronic identification system
EIS	Electronic interaction system
SW	Software
TS	Technical specifications
System	Automated System “Unified State Register of Political Parties’ Reports on Property, Income, Expenses and Financial Liabilities”
COATSU	Classifier of Objects of Administrative and Territorial Structure of Ukraine
GATSU	Glossary of Administrative and Territorial Structure of Ukraine
NAPC	National Agency for the Prevention of Corruption
NGO	Non-governmental organization
AWP	Automated workplace
API	Application Programming Interface

2. General Provisions

This document was prepared for adopting technical requirements for conducting open bidding for the development of an automated system “Unified State Register of Political Parties’ Reports on Property, Income, Expenses and Financial Liabilities” (below, the System). This document regulates the requirements for the development, implementation and documentation of the System, as well as for the training of users to work with the System. The creation of the System is aimed at ensuring the principles of openness and transparency of information on political parties’ reports on property, income, expenses and financial liabilities (below, the Report). It should lay the background for verification of the completeness and truthfulness of the information presented in the Report and identification of violations of the party finance rules, as well as and simplifying the process of filling political party reports. It is also planned to ensure the introduction and use of modern information technologies to provide open information to the public.

3. Legal framework

The normative legal framework for the development of the System comprises:

1. [The Law of Ukraine “On Preventing Corruption”](#)
2. [The Law of Ukraine “On Access to Public Information”](#)
3. [The Law of Ukraine “On Protection of Information in Information and Telecommunication Systems”](#)
4. [The Law of Ukraine “On Protection of Personal Data”](#)
5. [Cabinet of Ministers of Ukraine Resolution No. 121 dated February 4, 1998 “On Approving the List of Mandatory Stages of Work when Designing, Implementing and Using Means of Informatization”](#)
6. [Cabinet of Ministers of Ukraine Resolution No. 869 dated August 12, 2009 “On Approving the General Requirements for Software Products Being Purchased and Created at the Request of State Bodies”](#)
7. [DSTU 3918-1999 \(ISO/IEC 12207:1995\) “Software life cycle processes”](#)
8. [DSTU ISO/IEC 14764-2002 “Information technologies. Support for software”](#)
9. [ND TZI 3.7-003-05 “The procedure for conducting work to create a comprehensive information protection system in an information and telecommunication system”](#)
10. [The Law of Ukraine “On Political Parties in Ukraine”](#)

In view of the very close legal deadline (July 16, 2020) established by the legislators, the construction of the System will be divided into two stages:

- the electronic system itself, within the scope prescribed by the law;
- the analytical system, integrated with other registers, for adequate verification of reports and speeding up internal processes.

The launching of Stage 1 will allow:

- simplifying the filing of the reports;
- starting in due time to receive information from parties in machine-readable format;
- instantly presenting a depersonalized version of the report to the public;
- laying a foundation for further analysis.

Stage 2 will improve the efficiency of the verifications (make them faster, more detailed and comprehensive). Moreover, in the course of the second stage adjustments can be made to the system constructed in Stage 1, taking into account the experience of using the reporting system acquired after 1-2 periods of full-scale operation.

For each stage, a separate CISS will be designed.

4. Statistical Information on Data and Users

Shown below is the approximate number of users of the System and the data volumes with which the System should operate.

4.1. Users

NAPC analysts: 15 persons

Administrators of analysts: 4 persons

System administrators: 2 persons

Parties: 353, of which

- 103 are active, carry out activities and submit reports
- 170 are not active, do not carry out any activities and submit blank reports, and
- 80 neither carry out any activities, nor submit any reports.

The number of parties may vary in future. Previous experience shows that the load peak occurs in the last week, before the submission deadline.

Public website users: up to 1000 visitors daily

4.2. Data

The reports must be submitted by each party on a quarterly basis and must consist of the report of the party's central office and its integral parts: reports of regional divisions (may be blank) and scanned copies of auxiliary documents (results of the party's external audit, etc.).

Parties submitting reports: 273, of which 170 submit blank reports

Local branches with legal entity status: about 10,000, of which currently about 60% submit reports

Total number of lines in the report of the central office: about 1,000 for the largest parties

5. Stakeholders

A series of meetings were held to identify key stakeholder groups, analyze their needs and offer solutions that will simplify their work and make it faster and more effective. Each group is described as follows: who they are; why they are important; what they are doing now; and how the new System can simplify their role and provide them with wider opportunities.

5.1. Central Offices of Political Parties

Once in every quarter, they are to sign and submit Central Office's Reports in full form, with attachments consisting of reports of regional divisions that are legal entities and other documents specified by the law, which are an integral part of the overall document. For these stakeholders, NAPC should develop a fast and easy method for submitting a detailed and extensive report and reduce the risk of provision of incorrect information by adding the following tools:

- Verification of data in the report in the process of filling it out
- A reminder of the deadlines for submission
- Codification of the main fields, such as using the COATSU/GATSU register for addresses
- Possibility to create new reports based on existing ones for using information from previous reports, for example long-term lease agreements or regional divisions
- Directories of providers and donors
- Possibility to import bank statements from a number of largest banks of Ukraine, with automatic categorization of each element (expenses, donations, movement of funds between the central and regional offices)
- Submission of reports on a quarterly basis

5.2. Divisions of Political Parties with the Status of Separate Legal Entity (Below, Regional Divisions)

Once in every quarter, they are to fill out and sign the reports of the regional divisions in full form and submit them to the central office. These reports become an integral part of the overall report and are available for review by users at the party's central office, but can only be edited by persons duly authorized by the respective regional division to do so.

The changes that should be introduced for these stakeholders are, on the whole, analogous to changes to be made for the central offices.

5.3. NAPC Department for Preventing Political Corruption

The Department collects reports from political parties (central offices and regional divisions with legal entity status), prepares and publishes anonymized versions of the reports (tax payer code and address of natural entities apart from the name of administrative-territorial unit, according to the part 19, Art. 17 of the Law of Ukraine "On political parties in Ukraine", should be removed) for the public, conducts complete and in-depth verifications as required by the law, using the verification procedure and external registers/sources, prepares a draft opinion on the results of the verification, draws up administrative protocols, and provides relevant authorities with information on the violations if there are grounds for doing so.

For this group of stakeholders, NAPC should simplify and automate the following processes:

- Creation and publication of anonymized versions of reports in open data format (computer readable documents in CSV or JSON formats) and in the form of reports in PDF, XLSX, or ODS formats
- Verification of the completeness and timeliness of submission: data in the report is enough to automate the process completely or almost completely
- Automation of the sending of requests for information to external registers and of the analysis of the responses
- Development of a toolkit for analyzing violations of legislation in accordance with the procedure for report verification by NAPC and calculation of risks the presence of which suggests that additional measures are needed
- Integration of the solution in the internal document management system and in the automated case distribution system

5.4. The Public and the Media

This group works with anonymized data that are published by NAPC. Unfortunately, the existing format of data publication (data quality, format, operators' errors made at different stages) almost renders effective work impossible.

In this group of stakeholders, three subgroups can be singled out:

1. Media analyzing reports submitted by parties, creating and publishing materials in various formats. Information materials created by media:
 - substantially increase citizens' awareness of the availability and effectiveness of a tool for supervising the transparency of parties' financing;
 - improve voters' awareness of the fairness of their parties;
 - draw extra attention to the problem of deoligarchization of party financing;

- reveal the ways in which the parties spend the state funds and how well the expenses declared by the parties match their real spending;
 - fulfill the preventive function, creating permanent public pressure;
 - can be used by NAPC for additional verification of reported facts and for holding political parties to account.
2. NGOs conducting their own investigations, creating analytical products on the basis of the reports or preparing and publishing investigations based on the results of analyzing political parties' reports. NGOs:
- collect, cleanse and analyze reports published by NAPC;
 - construct analytical products, visualizations and search engines;
 - conduct investigations (including field ones);
 - inform the general public of the discovered violations and file reports on those violations with NAPC.
3. Average citizens who:
- take an interest in how parties are funded;
 - would like to make an in-depth and informed choice;
 - are willing to find a violation and report it;
 - would like to see themselves in the donors lists, so as to reduce the risk arising from the party's unauthorized use of citizens' personal data for donations.

For NGOs, NAPC must create convenient export of anonymized data in machine readable format, which will be maximally compatible with the already existing products of the Gold of the Parties Project [as regards the dataset format](#). Thus, the already constructed online solutions (Gold of the Parties from Chesno, Let's Party from the White Collar Hundred, etc.) will update information much faster and cover all the existing parties; and for new projects a historical dataset will already be in place. All of that will help to increase the audience for that information and to improve voters' awareness of parties' fairness.

Also, public information from the reports should be updated in a timely manner on the state open data portal data.gov.ua [in the NAPC section](#).

For the media, voters, and interested citizens, NAPC should provide easy access to reports through the public portal – to the documents themselves, in open format, as well as through a simple search engine. The introduction of such a tool is expected to engage the general public in data analysis and create an additional source of information for NAPC on discovered violations.

Existing projects from NGOs (e.g. Gold of the Parties) can serve as an example in the construction of this component.

5.5. Bodies Authorized to Ensure Prosecution of Persons Who Have Violated the Requirements of the Law

These bodies receive from NAPC information and materials about possible signs of violations of legal requirements, along with documentary evidence, in particular to adopt a decision to initiate criminal proceedings. For this group, NAPC manually creates and delivers detailed document about such violation.

6. Online Subsystems

Below is a list of the Register's main subsystems, with a brief description of the functional requirements.

6.1. Authorization Subsystem

It provides for reliable and protected authentication and authorization of the users.

Stage 1:

- Authorization using QES for administrative accounts of the party's central office and regional divisions
- Authorization using QES for party's employees directly involved in filling out the report
- Authorization using QES for the accounts of NAPC analysts
- Authorization using QES for the system administrators

For work with QES, the constructed system must use the existing state IEIS id.gov.ua and (if necessary) certified encryption libraries.

6.2. Electronic Reporting Office

Website for representatives of political parties (heads of central offices and branches, as well as their contractors)

Stage 1:

- Management of accounts of party's employees, contractors, heads of regional divisions who have access to the office
- Creation, filling out and review of draft reports
- Creation of a draft report based on the report for the previous period
- Approval of regional reports by party leaders before the reports are signed by the heads of the regional divisions
- Accumulation of directories of party's contractors and donors that will be used for speeding up the process of filling out new reports
- Autocompletion of fields using directories of contractors and donors as well as addresses
- Validation of certain data fields of the draft reports for conformity to format (dates, IPN and EDRPOU codes, addresses, numbers of bank accounts, etc.). The list of validation rules will be agreed upon and provided to the system developer additionally.
- Validation of all information in the draft report for completeness and self-consistency. The list of cross-validation rules will be agreed upon and provided to the system developer additionally.
- Attaching to the draft report photocopies of the internal party report and external audit, which after its signing will become its integral part
- Signing of the draft using the state IEIS id.gov.ua and submission of the reports¹

¹ The signing of the report here also implies the creation of a machine-readable document of the report and the electronic signature by means of QES, which becomes an integral part of the document and prevents further editing or unauthorized alteration of the content.

- Automatic delivery of an email with the details of the submitted report to the email of department for processing and registration of incoming correspondence for further entry into the auto-distribution system
- Request for replacement of QES keys for existing accounts

Stage 2:

- Internal electronic correspondence (chat or other means of correspondence) with NAPC analysts, who have access to the report of this party
- Auxiliary function of importing bank statements from 1-3 best-known banks in computer readable format

During the preparation of the TOR for the system, the Provider, together with the Beneficiary, should specify the list of report cells/columns and their validation rules according to the adopted provisions on the reporting form.

6.3. Automated Workplace of a NAPC Employee

This is an internal web-system that can only be accessed by NAPC analysts and administrators of analysts; below is a list of the main functions:

Stage 1:

- Export of the report in the format of electronic tables for additional analysis

Stage 2:

- Internal email correspondence with political party representatives
- Review and processing of reports assigned to an employee by the analysts' administrator
- Downloading and storing auxiliary electronic documents (for example documents confirming information presented in the report)
- Review of the activity logs of the analytical system and of automated responses from external registers
- Drafting of opinion on verification of party's report

For the analysts' administrator, the AWP must provide additional functions, namely:

Stage 1:

- open access to the reports for a NAPC analyst;
- access to read the reports.

Stage 2:

- receive generalized information on all the reports: statistics, state of each individual verification, etc.

6.4. Public Website

Public part of an Information and analytical system of the System providing convenient access without registration to political parties' published anonymized reports. It should not have access to the private part of the ITS. It should provide automatic publication of personalized reports after submission.

Stage 1:

- Search for a report using a filter by party, period, or region
- Display and export of reports (individual ones, from each office, and consolidated report collected from all individual ones) in an electronic document form (electronic table and/or PDF)

- Export of reports in machine readable data format (JSON, or CSV collection, maximally compatible with the current format developed by the Gold of the Parties Project)

Stage 2:

- Basic visualizations, statistics and analytics
- Display downloaded depersonalized photocopies of the document in attachment to reports
- Simple end-to-end search through the content of the reports, including search for transactions by last name, first name, patronymic and public part of the address of individual, name or code of legal entities, filter by dates and transaction amounts

Moreover, the website contains instructions on work with data (examples of using API, detailed description of data format), links to normative documents and other information materials.

6.5. System Administrator's Interface

Functionality of the system the users of which do not have access to reports (drafts and other documents) submitted by the party.

Stage 1:

1. make basic system adjustments (reporting deadlines, etc.);
2. review and export activity logs of all users;
3. manage (create, deactivate, activate, change contact information and passwords) the accounts of NAPC analysts and administrators of analysts;
4. manage the accounts of political parties (activate/deactivate cabinets of parties or individual accounts in these cabinets)
5. authorizing requests for replacing QES keys for administrators of the central and regional offices.
6. Accumulate a separate log of all actions of the administrator

6.6. System for Integration with External State Registers

It should be constructed in **Stage 2**.

This system automatically collects and accumulates information from external sources, which will later be used by NAPC analysts and the party reports analysis and verification system. It has modular architecture, which makes it possible to:

- send requests using the specified identifying fields in accordance with the concluded protocols of interaction with register and database administrators;
- aggregate requests for batch processing;
- perform batch requests to external registers according to the timetable (for example at nighttime) or in an ad hoc mode (for registers without workload limits);
- receive and interpret responses from external registers, generate visual representation of such responses, and add the received data to the party's report);
- become integrated with external registers in accordance with the exchange protocols used by such registers, based on a protected method specified by the law.

The data structure to be developed during Stage 1 should consider the further integration of data obtained from registries and databases (identification cells/columns, requirements for storing responses) with a view of the document-oriented nature of machine-readable responses.

6.7. System for Analysis and Verification of Parties' Reports

It should be constructed in **Stage 2**.

This system uses data received from the system of integration with external state registers and a set of rules for automated analysis and verification of reports for:

- violation of the requirements of the legislation;
- presence of risky operations requiring additional verification.

The result of the work such system is a comprehensive visual protocol for the discovered violations, the rules that worked, and references to concrete records and/or register entries, with details of the violation and providing the NAPC analysts with maximum information for further review.

All Registry web systems must be accessed using HTTPS secure protocol using a signed certificate authority, which prevents Man in the Middle type of attacks from being intercepted.

7. Roles

Roles of system users should be designed and allocated to reduce the risk of unauthorized interference with the system. All the actions of authenticated users are logged in detail.

Roles should be allocated to system administrators and users, which in turn can be further subdivided into subroles.

7.1. Head of Party's Central Office:

- using QES, creates the party's electronic cabinet in the System or files a request for access to the existing office;
- presents to NAPC documents certifying his/her mandate;
- creates and manages individual accounts of the party's employees or contractors filling out the report;
- creates and manages the accounts of the regional administrators;
- signs the political party's report on property and income with integral attachments using QES if already available;
- has reading access to drafts and reports of the regional divisions;
- approves draft reports of regional divisions before they are signed by the heads of regional branches.

7.2. Party Employees Authorized to Fill out the Report of the Party's Central Office

These are the party's lawyers and accountants or contractors (representatives of law companies providing reporting services to political parties). They log in to the electronic cabinet using QES and can fill out current draft reports and prepare them for signing by the party's leader.

7.3. Administrators of Party's Regional Office

The administrators log in using QES for filling out, preparing, signing and submitting regional reports through the electronic cabinet. They have no access to the reports of the party's

central office or of its other regional offices. They can create and manage accounts of employees authorized to fill them out.

7.4. Party Employees Authorized to Fill out the Report of the Party's Regional Office

These are the party's lawyers and accountants or contractors (representatives of law companies providing reporting services to political parties). They log in to the electronic cabinet using QES and can fill out the current draft reports of their division and prepare them for signing by the head of the party's regional office.

7.5. NAPC Analysts

These are NAPC department employees in charge of verifying the reports. They access their automated workplace within NAPC's internal system using QES; they can:

- review, analyze and export reports access to which was granted by the analysts' administrator;
- review and create/download auxiliary documents (provided by the party; or automated responses from registers; or responses from authorized bodies);
- use the analytical system to search for violations of the legislation or for risky transactions;
- Generate a partially completed form of key findings document for further work beyond the system.

7.6. Head of Analysts

One or several persons in charge of analytical work on the parties' reports (for example head of the department, deputy head of the department, or NAPC deputy head in charge of this area of activity). They have access to the analysts' expanded AWP, which allows them to:

- review all reports as well as attached documents and responses from registers;
- review the state of each assignment, any individual analyst's workload;
- manage analysts' access to the reports;
- review general statistics.

7.7. System Administrator

This official has access to the administration and adjustment subsystem but has no access the data of reports. The administrator can:

- make basic application settings (for example, specify reporting deadlines)
- review the activity logs of the registered users (political parties as well as analysts and administrators of analysts) and export them;
- manage (activate / deactivate party cabinets or individual accounts in those cabinets) the accounts of the offices of the political parties;
- manage (create, deactivate, activate, change contact information and passwords) the accounts of the analysts and administrators of analysts
- Authorize requests to replace the QES keys of political party accounts.

7.8. Unauthenticated Users (Public and Media Representatives)

Such users have access to the public website of the system without registering. They can:

- review/search for reports of parties;
- download them in electronic document format;
- work with data from the reports in machine readable format;
- review the opinions on verification results;
- use analytical information and statistical data;
- review information materials.

8. Main business processes

8.1. Filing and submission of reports by local party organizations

1. Head of local party organization or persons authorized by him/her fill draft reports
2. Head of central party organization verifies data in draft report of local party organization and approves its signature by head of local party organization
3. Head of local party organization signs the report with his/her QES
4. Report of local party organization becomes an integral part of political party report

8.2. Filing and submission of reports by central party organizations

1. Head of central party organization or persons authorized by him/her fill draft reports
2. Head of central party organization verifies data in draft report of local party organization and approves its signature by head of local party organization
3. After finalizing filing of draft report, head of local party organization signs draft report with his/her QES
4. The system creates depersonalized version of political party report, including its local party organizations reports, and publishes it on the public website
5. The system automatically sends electronic letter with requisites of submitted report to the email of the department of processing and registration of incoming correspondence for the registration of report in the automated case distribution system

8.3. Verification of reports

1. Head of analytics opens access to party reports for NAPC analyst who was selected by the automated case distribution system. If necessary, head of analytics can provide this analyst with access to previous reports of this party or reports of other parties
2. (Stage 2) The system of integration with external state databases sends request regarding the data in report to external databases and collects their responses
3. (Stage 2) The system of analysis and verification of reports conducts automatized analysis of the data in report and responses from external databases and produces detailed protocol of verification, which includes found violations and risks, with indication of risk analysis rules that were confirmed, and references to the corresponding report items and databases responses
4. NAPC analyst gets access to report and its supporting documents and (after Stage 2 implementation) protocol of its automatized analysis and responses of databases and starts analysis of report according to established procedures

5. Based on the results of analysis, NAPC analyst produces a key finding document according to established procedure, which is signed by head of structural unit and approved by NAPC decree followed by uploading of its photocopy to the System

9. Integration with Other IT Systems

9.1. State IEIS id.gov.ua

Provides for authentication and authorization in the register with the help of QES and report signing.

9.2. Address Register

Provides for validation of addresses entered when filling out the draft reports and their codification. Integration of such a register (in COATSU size or as a more profound register, such as address register GATSU DP NAIS) will allow effective codification of geographical information and simplify further analysis of data on donations for geographical anomalies.

9.3. Open Data Portal data.gov.ua

Provides for publication of submitted reports in open data form and enables fast access to all reports in machine readable formats. Semi-automated integration is possible, within the framework of which the register's SF provides for export of public data from the reports in machine readable format with subsequent manual download of these files by an authorized NAPC employee.

9.4. NAPC Automated Case Distribution System

NAPC's internal document management system has a built-in function of automated distribution of cases among NAPC analysts. The register must automatically generate and send an email with the details of the submitted reports to the department for processing and registration of income correspondence for further registration in the automated case distribution system.

9.5. External Report Verification Registers

Pursuant to paragraph 2, Part one, Article 12 of the Law of Ukraine "On Preventing Corruption," the NAPC has the right, for the purpose of performing its duties, to have direct access to the information databases of state bodies, executive bodies of the Autonomous Republic of Crimea, local self-government bodies, to use state-owned, in particular governmental, transmission and communication systems, special communication networks and other technical means.

Therefore, to perform analysis and appropriate state oversight, the NAPC requires that the system "Unified State Register of Political Parties' Reports on Property, Income, Expenses and Financial Liabilities" have access to (be integrated with) data stored in such information databases (which can be changed and supplemented in the course of formalization of requirements regarding Stage 2).

Unified State Register of Legal Entities, Individual Entrepreneurs and Public Formations
[Unified State Register of Legal Entities and Individual Entrepreneurs](#)

Holder of the Register: Ministry of Justice of Ukraine.

This database is necessary for verification, pursuant to Parts nine and fifteen, Article 17 of the Law, of the truthfulness of the Report's information on:

- full name of the political party (below, the Party), local organizations of the political party, which have acquired the status of legal entity in accordance with the procedure established by the law (below, LO);
- organizational legal form (political party, structural unit of political party);
- presence/absence of such LOs and, if they exist, their number;
- identification code of the Party/LO;
- address of the location of the Party/LO;
- date and number of entry in the Unified State Register about the Party/LO;
- information on the leader of the Party/LO, etc.: last name, first name, patronymic, date of election (appointment). Information on existence of restrictions on legal entity representation;
- information concerning registration actions.

Also, this database is necessary for verification, pursuant to Article 15 of the Law, of legal entities that made donations to support the Party/LO, for:

- presence of such legal entity in the Unified State Register (*namely: whether or not the legal entity that provided support to the Party/LO is a non-registered public association, charitable or religious association (organization)*);
- organizational legal form, type of public formation, list of founders (participants), information on the end beneficiary owner (controller) of such legal person (*legal persons whose beneficiary owners (controllers) are individuals specified in subparagraphs "a", "б"–"i" of paragraph 1 and in subparagraph "a" of paragraph 2, Part one, Article 3 of the Law of Ukraine "On Preventing Corruption"*).

Unified State Register of Declarations of Persons Authorized to Perform State or Local Self-Government Functions

[UNIFIED STATE REGISTER OF DECLARATIONS](#)

Holder of the Register: NAPC.

This database is necessary for verification, pursuant to Article 15 of the Law, of legal entities that made donations to support the Party/LO, for finding out:

- whether or not the end beneficiary owner (controller) of the legal entity that provided support to the Party/LO is a person authorized to perform state or local self-government functions pursuant to the Law of Ukraine "On Preventing Corruption" (persons assigned to that category are specified by paragraph 1, Part one, Article 3 of that Law).

Unified Database of the STS

Holder of the Register: State Tax Service of Ukraine.

This database is necessary for verification, pursuant to Parts nine and fifteen, Article 17 of the Law, of the truthfulness of the Report's information on:

- the presence of full-time employees in the Parties/LOs and the amounts of their awarded (paid) income and withheld taxes.

Unified State Demographic Register

The administrator is the State Enterprise “Document,” which falls under the administration of the State Migration Service, pursuant to CMU ordinance No. 931-p dated December 7, 2016. This database is necessary for verification, pursuant to Article 15 of the Law, of individuals who made donations to support the Party/LO, for:

- citizenship and age.

State Register of Proprietary Rights to Immovable Property

<https://kap.minjust.gov.ua/>

Holder of the Register: Ministry of Justice of Ukraine

This database is necessary for verification, pursuant to Parts nine and fifteen, Article 17 of the Law, of the truthfulness of the Report’s information on:

- ownership/lack of ownership of immovable property (other than plots of land) by the Party/LO;
- information on the owners of property that the Party/LO has and is entitled to use.

Unified State Register of MIA

<https://igov.gov.ua/service/1397/general>

Holder of the Register: Ministry of Internal Affairs

This database is necessary for verification, pursuant to Parts nine and fifteen, Article 17 of the Law, of the truthfulness of the Report’s information on:

- ownership/lack of ownership of vehicles by the Party/LO.

State Land Cadaster

<https://e.land.gov.ua/>

The Holder of the State Land Cadaster is the StateGeoCadaster, pursuant to CMU Resolution No. 1051 dated October 17, 2012 “On Approving the Procedure for Maintenance of the State Land Cadaster.”

This database is necessary for verification, pursuant to Parts nine and fifteen, Article 17 of the Law, of the truthfulness of the Report’s information on:

- ownership/lack of ownership of land plots by the Party/LO.

Securities Market Information Database of the National Commission for Securities and Stock Market

<http://smida.gov.ua/>

The information database on the securities market is being created and maintained by the State Institution “Agency for the Development of the Infrastructure of the Securities Market of Ukraine,” pursuant to decision of the National Commission for Securities and the Stock Market No. 733 dated June 3, 2014 “On Approving the Regulations on the Formation of the Information Database on the Securities Market.”

This database is necessary for verification, pursuant to Parts nine and fifteen, Article 17 of the Law, of the truthfulness of the Report’s information on:

- ownership/lack of ownership of securities by the Party/LO.

Central Database of PROZORRO Public Procurement

<http://bi.prozorro.gov.ua/>

This database is necessary for verification, pursuant to Article 15 of the Law, of legal entities and individuals that made donations to support the Party/LO, for:

- their entering into contracts on the purchase of works, goods or services to provide for the needs of the state or the territorial community pursuant to the Law of Ukraine “On Public Procurement.”

Unified State Register of Court Decisions

<http://www.reyestr.court.gov.ua/>

The holder of the Register is the State Judicial Administration.

This database is necessary for verification, pursuant to Article 15 of the Law, of individuals that made donations to support the Party/LO, for:

- availability of a court decision declaring such persons legally incapable.

These registers must be integrated during the second phase, along with the construction of an analysis and verification system. Requests to registers should be sent using a protected method and with regard to the specifics of functioning of such registers.

On its part, NAPC must provide for the integration of the constructed solution and its launching using protected communication channels and experience acquired while creating analogous integrations for the system of logical and arithmetic control of the register of declarations.

10. Stages

To comply with the provisions of the law and the deadlines, the development of the System is divided into two stages.

10.1. Stage 1

During Stage 1, the System must be constructed and launched, which will allow to:

- register and activate the electronic offices of political parties for submitting reports using QES;
- create accounts within this office for the administrators of regional offices and persons directly involved in filling out the report;
- fill out draft reports in electronic format with basic validation of information;
- simplify the filling out of draft reports due to using directories of contractors and donors as well as reference books on the territorial structure;
- sign finished reports using QES and send them to NAPC;
- instantly publish the reports without personal information in electronic document format and machine readable data on the public portal with the option of basic search by party, region, and date of the report;
- export the complete reports for distribution through the system of automatic distribution of cases and subsequent analysis by NAPC analysts in line with the existing business process of complete verification;
- maintain the logging of all operations within the system;

- have the basic interface of the System's administrator, so as to adjust it, review the activity log in the System, and manage the accounts of NAPC employees and political parties to the extent specified in the relevant sections of this TOR.

In parallel with the construction of the technical solution, the following processes must take place:

- a joint group consisting of representatives of the provider, NAPC's technical specialists, and technical specialists of the State Service for Special Communication and Information Protection will write a roadmap and begin the construction of the CISS to accelerate the obtaining of the certificate for Stage 1;
- a joint group consisting of NAPC analysts, donors' experts and NGO representatives, who were involved in analysis and investigations related to the reports, will design the procedures for the automated verification and the risk analysis (bylaws and algorithms). This will be instrumental in preparing for the construction of Stage 2 and in specifying the list of registers with which integration is required;
- a joint group consisting of NAPC analysts, donors' experts, the civil society and party representatives will work towards updating and simplifying the form. This will be instrumental in speeding up the filling out and analysis of the report;
- 4-6 weeks before the launching of Stage 1 SW, a pilot operation of the System will be conducted with engagement of the parties and an awareness campaign will commence, which will explain to the parties the essence of the changes and the new way to submit reports. This will be instrumental in reducing criticism from the parties and in alleviating the process of transition to online reporting.

10.2. Stage 2

During Stage 2, integration with the specified registers must be constructed and an analytical platform for automating report verification in accordance with the developed procedure will be created. Besides, users' experience gained after 1-2 reporting periods will be taken into account, so as to improve and refine the System. As a result, the constructed SW must provide for:

- Integration into the NAPC document management and case management system
- Automated exchange with the registers
- Analysis of the submitted reports in accordance with the procedure
- Identification of risky and suspicious transactions
- Analyst's access to the results of the verification and the exchange with the registers
- An improved version of the public portal with search and visualization
- Possible changes related to a new version of legislation on political parties and their funding
- Correspondence with NAPC on completing reports and providing supporting documents

By supplementing the existing complex, a new CISS must be constructed for the updated system and a new certificate must be obtained.

11. Requirements for Provider

11.1. Financial Capacity

The Bidder must have an average annual turnover of no less than 200,000 USD (two thousand US dollars), excluding equipment sales turnover, or an equivalent amount in other currencies during the past three years.

11.2. Experience and Technical Capacity

In the past five years, the Bidder must have fulfilled at least two contracts for the development, supply, deployment, warranty maintenance, and technical support of analogous information systems based on the same application software that was offered by the Bidder and provided for functional and technical characteristics comparable with those of the System to be implemented.

The Bidder should provide a list of clients and information on each of them according to the list below. The client directory must be made up of organizations with the list of business processes similar to this project. The background information must be provided in the following format:

- Name of project
- Owner
- Project value: US dollars
- Project length (calendar days)
- Name of organization/client
- Name of client's contact person
- Mobile telephone number of the contact person
- E-mail address of the contact person
- Project completion date

The Bidder must have experience in development of CISS, as required for the public information systems, and hold all necessary licenses/permits for the CISS development.

The Bidder's staff must include experts in the below areas, and provide documents certifying their availability:

- Project Manager
- Software Architect
- Business Analyst
- Database Developer
- Business Applications Developer
- DBMS Administrator
- Staff for performing user acceptance testing
- Staff for user training
- Staff for technical maintenance of software

The Bidder must have a proven track record of building integrated IT (including with involvement of independent companies) security systems and established secure software development process.

11.3. Qualification Requirements for the Team

The Bidder must provide detailed CVs of the following employees for familiarization:

- Project Manager;
- Software Architect;
- Database Developer;
- Business Applications Developer;
- DBMS Administrator.

12. Control and Verification Procedure

Before being put into operation, the System must be subject to preliminary and acceptance testing as well as the tests required by the normative technical documents in force in the Beneficiary's agency.

Testing is conducted by the working group, which consists of the representatives of the Beneficiary, the Provider, and IFES.

The acceptance testing must be preceded by its pilot operation.

The System must be tested in accordance with the document "Testing Program and Methodology" which is to be prepared by the Provider and approved by NAPC. Based on the results of the testing, a "Testing Protocol" must be drawn up. The Testing Protocol must be approved by the Provider and the Beneficiary.

The documentation must include, if necessary, draft normative documents making it possible to ensure legal significance of the pilot operation and commissioning of the System.

In the course of preparation of the automation object for the System's commissioning, the following types of work must be performed:

- Installation of system-wide and applied software;
- delivery of the set of operating documentation;
- the installation and deployment of system-wide and applied software must be performed in accordance with the administrator's instructions.

When preparing automation objects for operation, technical documentation for each of them must be supplied on paper as well as in electronic form.

The set of operating documentation must be delivered by the Provider.

Reporting and operating documentation must be provided as a paperback as well as in electronic form, in the Ukrainian language.

12.1. Testing Types, Composition, Scope and Methods

The tests must be conducted in accordance with the procedure for testing the performance of the prescribed functions, in line with the approved Testing Program and Methodology. The content of specific tests must be determined in the respective field of the Testing Program and Methodology for each function being tested.

The testing mode should be determined with consideration for the place and timeframes for the conduct of the tests, the mode of work, and the operating rules for the technical equipment involved in the tests, having regard to the need to comply with the testing regulations established by the Testing Program and Methodology.

12.2. General Requirements for Acceptance of Work by Stages

The delivery and acceptance of the works performed at the design and development stage will be implemented after the Provider has provided the set of relevant documents and will be completed with the execution of the Work Acceptance Act signed by the Provider and approved by the Beneficiary.

Creation of the Technical Specifications (below, TS) for the System (that includes the TS for the software development and creation of CISS) and endorsement of the TS by the Beneficiary and IFES.

Creation and approval of the TS for CISS (for Stage 1 and Stage 2) with SSSCIP and Beneficiary.

After the end of the stage "Design engineering, conduct of preliminary testing and pilot operation," preliminary testing of the system will be conducted to determine whether it can be transferred to pilot operation. During the testing, IFES may involve an external company to independently test the system before launching of full operation.

Pilot operation will be conducted under conditions of real operation of all components of the System. Based on the results of the conducted preliminary tests, a Preliminary Testing Act and a Work Delivery and Acceptance Act will be drawn up, certifying that the work has been performed in accordance with the conditions of the Contract.

In the process of coordination and approval of documentation, its completeness and quality will be verified.

The testing of documentation for completeness and quality consists in evaluation of:

- completeness of the set of documents;
- compliance of the documents with the real ToR;
- completeness and clarity of presentation of the organizational, technical and economic aspects of the described phenomena and processes.

12.3. Requirements Regarding Execution of Project and Working Documentation

The design, technical, and working documents must be developed with consideration for the requirements of the standards of the System of Development of Products and Launching of Production and the Unified System of Design Documentation (USDD):

- DSTU 3396.0-96 Protection of information. Technical protection of information. Main provisions;
- DSTU 3396.1-96 Protection of information. Technical protection of information. Procedures for conduction of works;
- HOST 19.101-77 Unified system of program documentation. Types of programs and program documents;
- HOST 19.105-78 Unified system of program documentation. General requirements to program documents;
- HOST 19.201-78 Unified system of program documentation. Technical specifications. Requirements on content and design.
- HOST 34.601-90. Automatized systems. Stages of development;
- HOST 34.602-89 Information technology. Complex of standards for automatized systems. Technical specifications for the development of automatized systems;

- HOST 34.201-89 Information technology. Complex of standards for automatized systems. Types, completeness, and designation of documents during the development of automatized systems;
- DSTU 1.5:2003 Rules for the construction, presentation, execution, and requirements for the content of normative documents;
- DSTU ISO/IEC 14764-2002 “Information technologies. Support to software”;
- DSTU 3918-1999 (ISO/IEC 12207:1995) “Software life cycle processes”;
- CABINET OF MINISTERS OF UKRAINE Resolution No. 121 dated February 4, 1998, “On Approving the List of Mandatory Stages of Work when Designing, Implementing and Using Means of Informatization.”

12.4. Requirements for Presenting Program Source Texts

For applied software of the experimental prototype of the System, the following must be presented in electronic form:

- Text of the software
- Instructions for assembly of working applied software from source texts
- List of technical documentation proposed after the end of the work
- List of reporting documentation to be executed and presented to the Beneficiary by the Provider in the delivery set, as specified by the conditions of the Contract
- Types of program documents
- Program description
- Explanatory note

12.5. System’s Operating Documentation

- Instructions for administrators and users regarding installation, deployment, use (operation) and technical support for the software product, data backup, and recovery of information in case of operational emergencies; and if necessary, methodology for software product updating
- Testing program and methodology
- Protocol of preliminary tests
- Protocol of tests based on pilot operation results
- Act of completion of pilot operation
- Protocol of acceptance tests

12.6. Creation of an Information and Telecommunication System

The Beneficiary must provide for the performance of the following works:

- preparing premises for the placement of the Beneficiary’s technical equipment (infrastructure) in accordance with the requirements specified in the TS;
- establishment of the necessary technical equipment of server and network infrastructure, provided by the NAPC;
- preparing the technical equipment of server and network infrastructure at the Beneficiary’s service platform for deployment of the System’s SW;
- organizing the necessary network interaction of technical equipment at the Beneficiary’s platform;
- developing design and operational documentation for the information and telecommunication system, in line with 34th series GOST;

- signing the Work Acceptance Act.

12.7. SW deployment on the Beneficiary's set of technical equipment

Once the equipment is provided by the Beneficiary, the Provider must perform the following works:

- installation (deployment) of the System's software on the technical equipment installed at the stage "Creation of information and telecommunication system";
- delivery of documentation; adjustment; integration and conduct of preliminary tests;
- SW adjustment, integration, and conduct of preliminary tests;
- conduct of training of users and administrators in line with GOST 34.601-90;
- pilot operation of the ITS;
- conducting tests in line with the approved Preliminary Testing Program and Methodology;
- conduct of the state examination of the CISS of the ITS and obtainment of an expert opinion;
- signing the Work Acceptance Act.

13. Indicative Timeline

Task	Due Date
Stage 1	
Development of technical specifications	April 24, 2020
Development and installation of software	June 19, 2020
Development of documentation for the software and ITS	
Development of the software	
Presentation of test versions of software	
ITS deployment, configuration of servers and network equipment, organization of communication channels	
Deployment of the developed software in a test environment, testing	
Pilot operation and preliminary testing of ITS	
Presentation of software release, testing	
Preparation of operational documentation (ITS, Software etc.), transfer of results of work to IFES and Beneficiary	
Testing of industrial environment, deployment of system elements	
Development and installation of CISS	June 19, 2020
Development and approval of the technical specification for the development and installation of CISS	
Development of project documentation for CISS	
Pilot operation, preliminary tests of CISS	
Development of CISS operational documentation	
State expertise and certification of CISS	
Stage 2	
Development of technical specifications	May 8, 2020
Development and installation of software	September 25, 2020

Development of documentation for the software and ITS	
Development of the software	
Presentation of test versions of software	
ITS deployment, configuration of servers and network equipment, organization of communication channels	
Development of integration services and ensuring integration with the necessary ITS of state agencies (only for Phase 2)	
Deployment of the developed software in a test environment, testing	
Pilot operation and preliminary testing of ITS	
Presentation of software release, testing	
Preparation of operational documentation (ITS, Software etc.), transfer of results of work to IFES and Beneficiary	
Testing of industrial environment, deployment of system elements	
Development and installation of CISS	October 30, 2020
Development and approval of the technical specification for the development and installation of CISS	
Development of project documentation for CISS	
Pilot operation, preliminary tests of CISS	
Development of CISS operational documentation	
State expertise and certification of CISS	