



TERMS OF REFERENCE

Job title: International Consultant on address system implementation strategy for the Republic of Moldova
Duty station: Chisinau, Moldova
Project reference: Democracy Programme / Elections
Contract type: Individual Contract (IC)
Duration of assignment: December 2014 – February 2015 (20 working days)

I. BACKGROUND:

The UNDP Moldova Democracy Programme (further referred as Programme) is a multi-year institutional development Programme that aims to support modernisation of the Moldovan electoral process towards, inter alia, improved voter register and better handling of electoral information. The electoral process and quality of data of the State Register of Voters (SRV) would be strengthened by improving the quality of official register data that are supplied to the CEC for the establishment of the register.

One of the most important datasets for the accuracy and completeness of the SRV is availability of the official address register which would supply data on address. At the same time the address register should provide official address data to all public and private institutions to ensure uniformity of the data based on the principle of “single registration (source) – multiple use” of data. The address data from the official address register shall be supplied to the State Register of Population, State Register of Business Entities and to all other users of address data.

The administrator of the official address register shall be the State Enterprise “Cadastru” working under auspices of the Agency of Land Relations and Cadastre (ALRC) of the Republic of Moldova.

The programme aims to provide support to the ALRC and S.E. “Cadastru” to develop strategy on address system implementation (the strategy). In the future, based on the strategy the programme will also provide support to development of legislative and regulatory framework as well as development of a technical solution (technical specifications and IT development) of the official address register, which would serve as the key register of addresses and would be used as the single source of address data not only by the CEC, but also other governmental and private entities.

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK:

The Programme is looking to contract an experienced international consultant (hereinafter called “Consultant”) to assist the ALRC and SE “Cadastru” to prepare a strategy for address system implementation and establishment of the official address register for the Republic of Moldova. The strategy should provide clear recommendations and options for ALRC and SE Cadastru on all aspects required for address system implementation and establishment of the address register.

Specifically the strategy should analyse the following aspects of address system implementation and answer the following questions:

examples and case studies from at least three relevant European countries on address system implementation with recommendations for the Republic of Moldova ;
 examples and case studies from countries which have undergone address system reform (e.g. from building based addressing to entrance based addressing) with impact assessment and cost analysis with recommendations for the Republic of Moldova;
 recommendations on necessary legislative framework (Laws, Government Decisions, instructions) for address system implementation in Republic of Moldova;
 analysis and recommendations on responsibilities for procedures and processes for addressing and address registration and exchange of data;
 analysis and recommendations on high level design of the future official address register solution (database, software application, interoperability with other registers etc.) for the Republic of Moldova;
 other issues necessary for successful address system implementation and establishment of the official address register for the Republic of Moldova

As a result of consultants work the ALRC and SE Cadastru should be able to make informed decisions on strategic and practical aspects of address system implementation and development of the official address register which takes into account Moldova's legal system and takes into account latest technological developments and current best practices of addressing in the world.

III. KEY DELIVERABLES AND TENTATIVE TIMETABLE:

	Key deliverables:	Indicative timetable
1	Analysis of documentation and first visit to Chisinau, Republic of Moldova	6 working days (WD) between 03-15 December 2014
2	Preparation and submission of draft strategy (report)	5 WD By 20 December 2014
3	Second visit to Chisinau Moldova Finalisation of the strategy Presentation of strategy and recommendations to ALRC and SE Cadastru	6 WD By 31 January 2015
4	Finalization of the strategy based on feedback and comments received	3 WD By 05 February 2015

All deliverables should be agreed with the Programme and be provided in English language in paper and electronic copy. The timeframe for the work of the Consultant is tentatively planned for 20 working days between December 2014 and February 2015. The consultant is expected to work based on the agreed work plan and be present at least 10 (ten) working days during two separate visits in Moldova during the assignment.

Institutional arrangements

The consultant will work in close collaboration with ALRC and SE Cadastru under direct supervision of the UNDP Electoral Specialist.

The consultant will have access to all necessary information (Strategic documents, legislation, technical documents) for the purpose of this assignment.

If required, the consultant will be offered translator to translate during meetings or to translate required documentation.

Payment will be disbursed in two instalments as follows: 50% of the total amount after submission and approval of Deliverables 1 and 2 and remaining (50%) upon submission and approval of deliverables 3 and 4.

IV. QUALIFICATIONS AND SKILLS REQUIRED:

Academic Qualifications:

- Bachelor degree in geography, engineering, Information Technology (IT) or related field;

Years of experience:

- At least 7 years of professional experience in addressing area , implementation and/or design of high level IT and GIS products in addressing area and other related fields;

Competences:

- Experience in preparation of strategic documents on addressing or high level IT systems will be a strong asset;
- Work experience in transition countries (particularly in Eastern and Central European) will be a strong asset;
- Experience in dealing with address system implementation, maintenance and support;
- Strong analytical, organizational and drafting skills;
- Fluency in written and spoken English is required; knowledge of Romanian and/or Russian will be considered as asset;

Personal Qualities and other requirements:

- Good interpersonal skills, solid judgement/decision making, initiative and creativity;
- Availability to work with UNDP and Project's national stakeholders during the indicated/approved period;
- Cultural and gender sensitivity

V. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals the financial proposal shall include a breakdown of this lump sum amount (including fee, taxes, travel, per diems, and number of anticipated working days).

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

VI. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Cover letter with description of relevant previous experience in address system development
- b. Financial proposal (in USD)
- c. Duly completed P11 Form