



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **4 November, 2014**

Country: Republic of Moldova

Description of the assignment: International Consultant on address system implementation strategy for the Republic of Moldova

Project name: Democracy Programme/Elections

Period of assignment/services: **03 December 2014 – 5 February 2015 (20 working days)**

Proposals should be submitted online by pressing the "Apply Now" button no later than 20 November, 2014.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: beatricia.revenco@undp.org. UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

1. BACKGROUND

The UNDP Moldova Democracy Programme (further referred as Programme) is a multi-year institutional development Programme that aims to support modernization 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.

2. 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.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

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;
- Knowledge of Romanian and/or Russian will be considered as asset;

Personal Qualities and other requirements:

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

Languages:

- Fluency in written and spoken English;

4. 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 and Personal CV

5. 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).

Travel

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 Consultant 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.

6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Bachelor degree in geography, engineering, Information Technology (IT) or related field;
- 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;
- Availability to work with UNDP and Project's national stakeholders during the indicated/approved period;

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Bachelor degree in geography, engineering, Information Technology (IT) or related field;	Bachelor -10 pts Master's – 20 pts PhD – 30 pts	30
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;	7 years of experience – 40 points, each additional year – 10 points; up to maximum 70 points	70
Experience in preparation of strategic documents on addressing or high level IT systems will be a strong asset	No -0 pts; Yes – 10 pts	10
Work experience in transition countries (particularly in Eastern and Central European) will be a strong asset;	No -0 pts; Yes – 10 pts	10

Experience in dealing with address system implementation, maintenance and support	No – 0 pts Less than 1 year - 20 pts 1 year – 30 pts each additional year – 5 points; up to maximum 50 points	50
Strong analytical, organizational and drafting skills	No -0 pts; Yes – 10 pts	10
Fluency in written and spoken English is required; knowledge of Romanian and/or Russian will be considered as asset	20 pts – fluency in English; 10 pts – knowledge of Romanian and Russian;	30
Interview: <ul style="list-style-type: none"> • Good interpersonal skills, solid judgement/decision making, initiative and creativity; • Cultural and gender sensitivity; 	70 pts – demonstrated technical knowledge and experience; 10 pts – communication/ interpersonal skills; 10 pts – cultural and gender sensitivity	90
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.		200

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS