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TERMS OF REFERENCE

National consultant to provide administrative support to address system implementation

Job title:	National Consultant
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	90 working days within a 9 month period (part-time position between April – December 2015)
Indicative starting date:	15 April 2015

1. **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 data in other official registers that are supplied to the CEC for the establishment of the SRV.

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 addresses. 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” (SE Cadastru) working under auspices of the Agency of Land Relations and Cadastre (ALRC) of the Republic of Moldova.

Based on the newly developed strategy on address system implementation, the programme aims to support ALRC and SE Cadastru to develop the necessary legal and regulatory framework for a modern address system implementation in the Republic of Moldova. The legislative framework shall define key issues such as, but not limited to, address elements, responsibilities for addressing and establishment 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. In the future, based on legislative framework, the Programme will support development of a technical solution (technical specifications and IT development) for the official address register.

2. **OBJECTIVES**

The Programme is looking to contract a national consultant (hereinafter called “Consultant”) to assist the Programme, Agency of Land Relations and Cadastre (ALRC), SE Cadastru and other stakeholders in all aspects of address system implementation.

The consultant shall support the Programme, ALRC, SE Cadastru and other stakeholders during preparation of draft address law, draft government decisions for address law, manuals for address system

implementation, development of technical specifications for address register, development of address register, training activities and public awareness activities.

The consultant shall provide technical and administrative support in relation to various aspects of address system implementation, including, but not limited to:

- organisation of meetings for international and national experts;
- organisation of workshops, roundtables and working group meetings, including preparing invitations and performing follow-up to invitations as well as other administrative tasks;
- taking minutes and preparing minutes (process verbal) of various meetings, workshops and working group meetings;
- translating documents (draft laws, draft sub-legal acts, draft minutes, correspondence) related to address system implementation;
- translate and interpret (verbally) in meetings on address system issues to the Programme, International Consultants, ALRC, SE Cadastru and other stakeholders;
- acting as secretariat for inter-institutional working group on address law and address system implementation;
- coordinating with the Programme, ALRC, SE Cadastru, CEC, line ministries and other stakeholders to ensure successful and efficient results towards address system implementation;
- performing other tasks to ensure successful and efficient results towards address system implementation as assigned by the supervisor;

No.	Deliverables:	Tentative Timetable / Working days (WD)
1.	<p>Successful performance of tasks as outlined in Section 3 above including, but not limited to:</p> <ul style="list-style-type: none"> - meetings and workshops organised; - minutes (process verbal) drafted; - documents translated; - interpretation at meetings and workshops ensured; 	90 WDs between 15 April - 31 December 2015

The timeframe for the work of the Consultant is tentatively planned between 15 April and 31 December 2015. During the 9 month period the consultant is expected to work 90 working days or on average 10 working days per month. The consultant is expected to work part-time for this consultancy.

4. INSTITUTIONAL ARRANGEMENTS

The consultant will work under direct supervision of the UNDP Democracy Programme Senior Programme Officer (SPO).

The consultant will closely together with the ALRC and SE Cadastru and other stakeholders as identified by the direct supervisor.

Payment will be disbursed at the end of calendar month based on time-sheet identifying tasks performed and approval of deliverables by the SPO.

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in social sciences, public administration, legal studies or land relations;

II. Experience:

- 2 (two) years of professional experience in public administration, non-governmental sector or private business dealing with administrative, secretarial tasks and/or translation;
- Previous work experience with technical assistance projects involving international development partners will be considered as asset

III. Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Excellent analytical and writing skills;
- Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social);
- Fluency in English, Romanian and Russian languages.

6. **FINANCIAL PROPOSAL**

The financial proposal should specify the daily fee. Payments are made to the Individual Consultant based on the number of days worked.

7. **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 (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. phone calls etc.);
- c. Duly completed P11 Form with three references.