

**TERMS OF REFERENCE****National consultant to assist the development of the address system  
legal and regulatory framework for the Republic of Moldova**

<b>Job title:</b>	National Consultant
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Democracy Programme / Elections
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	38 working days within 3 months assignment
<b>Indicative starting date:</b>	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) can 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 supervision of the Agency of Land Relations and Cadastre (ALRC) of the Republic of Moldova.

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. In the future, based on the new legislative framework, the Programme will support the development of an IT solution for the official address register.

**Scope of work and expected outputs** The expected output for the national consultant's assignment is (hereinafter called "Consultant") to assist the International Consultant on development of the address system legal and regulatory framework, developing the address law and related regulatory framework for address system implementation. The consultant will also support the establishment of the official address register for the Republic of Moldova in line with the EU Directives and standards in the sector and based on the newly developed strategy on address system implementation.

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 their key register of addresses and would be used as single source of address data not only by the CEC, but also other governmental and private entities. Given the deficiencies in the current legal framework, it is essential to analyse and revise the current legislation and draft a new address law and connected administrative instructions. The law should define the roles and responsibilities at the central level (ALRC, SE Cadastru, and ministries) and at the local level (communes), the relationship between them, and the cooperation with third parties.

The new address law should clarify the following main aspects:

1. Competencies and responsibilities of the ALRC, SE Cadastru, communes and other stakeholders;
2. Address system and address elements;
3. Street naming and address numbering principles;
4. Information ownership and the modality of data transmission;
5. Data validation;
6. Financial resources for the address register;
7. Other issues as agreed by the consultant and key stakeholders (ARLC, SE Cadastru)

The regulatory framework (government decisions) shall include the issues on, but not limited to:

1. Methodology on road (street) identification, geometry, naming and code;
2. Address numbering;
3. Address format;
4. Requirements for street signs and postal codes;
5. Detailed regulation on the official address register.

## 2. DELIVERABLES AND TIMEFRAME

In order to achieve the stated objective, the Consultant should focus on the fulfilment of the following tasks:

- Collaborate with and assist the international consultant in the process of development of the amendment to the current normative framework;
- Collaborate with and assist the international consultant in the process of development of the draft law on address system for the Republic of Moldova;
- Contribute with local expertise to the development of a set of documents related to the draft laws mentioned above;
- Collaborate with and assist the international consultant in the process of development of the draft government decisions required for address law for the Republic of Moldova;
- Assist the international consultant to analyse the comments and proposals formulated by address system stakeholders' of the Republic of Moldova and the elaboration of the tracking table/comparative table.
- Prepare the set of documents required for approval of both draft laws by the Government of the Republic of Moldova.

No.	Deliverables	Tentative Timeframe / Working days (WD)
1.	Analysis of the existing documentation, local expertise for the recommendation document for the amendment of the current normative framework.	3 WD between 15 - 17 April 2015
2.	International consultant during his/her first visit to Chisinau supported (meetings arranged, materials prepared) and recommendation for the amendments of the current normative framework and general outline (envisaged chapters) of the draft legislation prepared;	5 WD between 20 -25 April 2015
3.	Local expertise and assistance for the preparation and submission of the draft address law and amendments to relevant existing legal acts provided;	10 WD Between 27 April - 22 May 2015
4.	Local expertise and assistance for the preparation and submission of draft government decisions on Methodology on road (street) identification, geometry, naming and code, address numbering, address format, requirements for street signs and postal codes and detailed regulation on the official address register provided.	10 WD Between 27 April - 22 May 2015

5.	Support to international consultant during his/her second visit to Chisinau (mission agenda developed, list of interviewers prepared, relevant background material prepared and submitted to international consultant and local expertise and assistance for the finalisation of both draft laws provided);	5 WD Between 25 – 29 May 2015
6.	Support to the analysis of the comments and proposals of address system stakeholders' of the Republic of Moldova and the elaboration of the tracking/comparative table provided;  Local expertise and assistance for the finalisation of the draft law, other relevant laws and draft government decisions provided.	5 WD Between 01 – 12 June 2015

All deliverables should be agreed with the Programme and be provided in English language on hard copy and electronic version. The timeframe for the work of the Consultant is tentatively planned for 38 working days between April 2015 and June 2015.

### 3. INSTITUTIONAL ARRANGEMENTS

The consultant will work under direct supervision of the UNDP Electoral Specialist and under the guidance of the International Consultant on development of the address system legal and regulatory framework and in close collaboration with ALRC and SE Cadastru.

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

Payment will be disbursed in two instalments as follows: 50% of the total amount after submission and approval of Deliverables 1-4; and 2<sup>nd</sup> instalment after approval of deliverables 5, 6.

### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications:

- Master's degree in Law or related fields;

#### Experience:

- At least 5 years of professional experience in the elaboration of legal and regulatory frameworks. Working experience in fields related to public administration, cadastre, land relations, local public authorities will be an asset;
- Proven experience in working with international organizations and donor funded projects

#### 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;
- Fluency in Romanian and English languages. Knowledge of Russian will be considered as asset.

### 5. FINANCIAL PROPOSAL

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

### 6. 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 P-11 Form with three references.