



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 March 2015**

Country: Republic of Moldova

Description of the assignment: National consultant to assist the development of the address system legal and regulatory framework for the Republic of Moldova

Project name: Democracy Programme/Elections

Period of assignment/services: 15 April – 15 July 2015 (38 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than 05 April 2015. Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: sergiu.galitchi@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 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.

2. SCOPE OF WORK:

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.

For detailed information, please refer to Annex 1 – Terms of Reference.

3. 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.

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 (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.

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. In general, UNDP should 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.

6. EVALUATION

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

- Master's degree in Law or related fields;
- 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;

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
Technical		
Master's degree in Law or related fields;	MA – 25 pts., PhD – 30 pts.	30
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;	5 years – 50 pts., more than 5 years of experience – 10 pts. for each additional year of experience up to a maximum of 40 additional points;	90
Proven experience in working with international organizations and donor funded projects;	Yes – up to 40 pts., No – 0 pts.	40
Interview	Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively – up to 50 pts. Excellent analytical and writing skills – up to 50 pts.	100

Fluency in Romanian and English languages. Knowledge of Russian will be considered as asset.	Romanian –15 pts.; English – 15 pts.; Russian - 10 pts.;	40
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: <u>$S = F_{min} / F * 200$</u> 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