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TERMS OF REFERENCE

International consultant on developing the address system legal and regulatory framework for the Republic of Moldova

Job title:	International Consultant
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	38 working days (home based with two visits to the Republic of Moldova)
Indicative starting date:	15 April 2015

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 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.

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.

II. Scope of work and expected outputs

The expected output for the international consultant (hereinafter called "Consultant") to assist the ALRC and SE Cadastru to develop the address law and the related regulatory framework for address system implementation and 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.

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 respective administrative instructions. The law should define

the roles and responsibilities at the central level (ALRC, SE Cadastru, and ministries), the local level (communes), the relationship between them, and the relationships with third parties.

The address law should clarify the following main aspects:

1. Competencies and responsibilities of the ALRC, SE Cadastru, communes and other stakeholders;
2. Addressing 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;

III. Deliverables and Timeframe

The key deliverables of the consultant shall be:

1. Analysis of the existing legal framework that will be included into a recommendation document for the amendment of the current normative framework for the implementation of the address law (i.e. which other laws and Government Decisions require amendments) and provide drafts to amendment and supplement of required legal acts;
2. Draft address law for the Republic of Moldova;
3. A set of documents related to the draft laws mentioned above:
 - Draft justification notes for both draft laws (as per requirements of Moldovan legislative process);
 - SWOT Analysis for both draft laws (as per requirements of Moldovan legislative process);
4. Draft Government Decisions required for Address Law, such as but not limited to:
 - On address format;
 - On road identification, naming and codification;
 - On address numbering;
 - On street signs format and installation;
 - On official address register
5. Analysis of the comments and proposals of address system stakeholders' of the Republic of Moldova and the elaboration of the tracking table/comparative table.

No.	Key deliverables:	Tentative Timetable / Working days (WD)
1.	<i>Home based Preparatory Work</i> Inception phase: analysis of available information;	15 – 17 April 2015 (3 WD)
2.	First mission to Moldova Meetings with the Programme, ALRC, SE Cadastru, Communes and other stakeholders. Recommendation for the amendments of the current normative framework and general outline (envisioned chapters) of the draft legislation;	20 – 25 April 2015 (5 WD)

3.	<i>Home based work</i> Preparation and submission of the draft address law and amendments to other legal acts; Preparation and submission of justification note and SWOT analysis. Preparation and submission of the draft government decisions	27 April – 22 May 2015 (20 WD)
4.	<i>Second mission to Moldova</i> Presentation of the draft laws (including the Justifications Notes and the SWOT Analyses) to ALRC and SE Cadastru; Further elaboration of the draft law and draft Government Decisions.	25 – 29 May 2015 (5 WD)
5.	<i>Home based work</i> Analysis of the comments and proposals of address system stakeholders' of the Republic of Moldova and the elaboration of the tracking/comparative table Final adjustments to the draft law, other relevant laws and draft government decisions. Submission of final documents for approval.	01 – 12 June 2015 (5 WD)

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 – June 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.

IV. Institutional arrangements

The consultant will work under direct supervision of the UNDP Electoral Specialist and in close collaboration with ALRC and SE Cadastru. In his/her work, the international consultant will be assisted by a local legal expert who will provide support to develop the expected deliverables.

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.

V. Financial proposal

Each candidate will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee, travel costs, visa costs (if required), per diem (for accommodation, meals and local transport / communication). UNDP shall not accept travel costs exceeding those of an economy class ticket. The consultant will be provided with the necessary administrative and logistical support to enable them deliver on the expected outputs.

Payment will be disbursed in two instalments as follows: 50% of the total amount after submission and approval of Deliverables 1-3; and 2nd instalment after approval of deliverables 4, 5.

VI. Requirements for experience and qualifications

Qualifications:

- Master's degree in Law, GIS¹ and/or Cadaster;

Knowledge and Experience:

- At least 5 years of professional experience in the elaboration of legal and regulatory frameworks. Working experience related to development of address systems would be an asset;
- Knowledge about principles of development and implementation of address systems in the EU member states;
- Knowledge of UN system and UNDP;
- Previous relevant work experience in CIS countries will be a strong asset.

Abilities:

- Strong analytical and drafting skills;
- Excellent writing and oral communication;
- Leadership skills and ability to work with teams;
- Fluency in English. Knowledge of Romanian and Russian will be an asset.

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. DSA, travel, phone calls etc.);
- c. Duly completed P-11 Form with three references.

¹ Geographic Information Systems (GIS)