



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **23 March 2015**

**Country:** Republic of Moldova

**Description of the assignment:** International consultant on developing the address system legal and regulatory framework for the Republic of Moldova

**Project name:** Democracy Programme/Elections

**Period of assignment/services:** 15 April – 30 June 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](mailto: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) 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.

### 2. SCOPE OF WORK:

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.

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

### **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

#### **Qualifications**

- Master's degree in Law, GIS<sup>1</sup> and/or Cadaster;

#### **Knowledge and Experience:**

- At least 5 years of professional experience in the elaboration of legal and regulatory frameworks;
- Previous work 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;

#### **Language requirements**

- Fluency in English. Knowledge of Romanian and Russian will be an 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. DSA, travel, 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.

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<sup>1</sup> Geographic Information Systems (GIS)

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:

- MA or equivalent in Law, GIS and/or cadaster;
- At least 5 years of professional experience in the elaboration of legal and regulatory frameworks.

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 |
|--|--|---------------------------|
| <b>Technical</b>   |  |                           |
| Master's degree in Law, GIS <sup>2</sup> and/or Cadaster;  | MA – 15 pts., PhD – 25 pts.  | 25                        |
| At least 5 years of professional experience in the elaboration of legal and regulatory frameworks;       | 5 years – 30 pts., more than 5 years of experience – 10 pts. for each additional year of experience up to a maximum of 40 additional points; | 70                        |
| Working experience related to development of address systems would be an asset;                          | No – 0 pts., Yes – up to 15 pts.   | 15                        |
| Knowledge about principles of development and implementation of address systems in the EU member states; | Up to 15 pts.  | 15                        |
| Knowledge of UN system and UNDP;   | Up to 15 pts.  | 15                        |

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<sup>2</sup> Geographic Information Systems (GIS)

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|--|---|------------|
| Previous relevant work experience in CIS countries will be a strong asset.   | No – 0 pts., Yes – up to 20 pts.  | 20         |
| Interview  | Strong analytical and drafting skills – up to 35 pts.<br>Excellent writing and oral communication – up to 35 pts.<br>Leadership skills and ability to work with teams – up to 35 pts. | 105        |
| Fluency in English. Knowledge of Romanian and Russian will be an asset.  | English –15 pts.; Romanian – 10 pts.; Russian – 10 pts.;  | 35         |
| <b>Maximum Total Technical Scoring</b>   |   | <b>300</b> |
| <b><u>Financial</u></b>  |   |            |
| Evaluation of submitted financial offers will be done based on the following formula:<br><br><b><u><math>S = F_{min} / F * 200</math></u></b><br><br>S – score received on financial evaluation;<br><br>Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;<br><br>F – financial offer under consideration. |   | <b>200</b> |

#### 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**