



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 May 2015**

Country: Republic of Moldova

Description of the assignment: National consultant to provide administrative support to address system implementation

Project name: Democracy Programme/Elections

Period of assignment/services: 70 working days within a 7 months period (part-time position between June – December 2015)

Proposals should be submitted online by pressing the "Apply Now" button no later than 29 May 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) 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. SCOPE OF WORK

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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications

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

Experience

- At least one year 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

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);

Language requirements

- Fluency in English, Romanian and Russian languages.

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 P11 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:

- University degree in foreign languages, social sciences, public administration, legal studies or land relations;
- At least 1 (one) year of professional experience in public administration, non-governmental sector or private business dealing with administrative, secretarial tasks and/or translation;

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		
University degree in foreign languages, social sciences, public administration, legal studies or land relations;	<i>University degree - 10 pts., Master's – additional 10 pts.;</i>	20
At least 1 (one) year of professional experience in public administration, non-governmental sector or private business dealing with administrative, secretarial tasks and/or translation;	<i>1 year – 50 pts., more than 2 years of experience – 10 pts. for each additional year of experience up to a maximum of 50 additional points;</i>	100
Previous work experience with technical assistance projects involving international development partners will be considered as asset;	<i>Max 45 pts.</i>	45
Interview	Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively – <i>up to 30 pts.</i>	90

	Excellent analytical and writing skills – <i>up to 30 pts.</i> Ability to analyze, plan, manage diversity of views, adapt to different environments (cultural, economic, political and social) – <i>up to 30 pts.</i>	
Fluency in English, Romanian and Russian languages.	<i>Romanian – 15 pts.; Russian – 15 pts.; English- 15 pts.;</i>	45
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