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TERMS OF REFERENCE

Job title:	National consultant to support development of technical specifications for address register information system for the Republic of Moldova
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	22 working days between July – September 2015
Indicative starting date:	20 July 2015

Job content

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.

Based on the newly developed strategy on address system implementation and legislative framework currently in the development process, the programme aims to support Agency of Land Relations and Cadastre (ALRC) and State Enterprise (SE) Cadastru to develop technical specifications for a complex IT system which shall include the official address register. It is planned that technical specifications will be used to launch an international competitive tender for development of address register information system for the Republic of Moldova. The tender will be administered by UNDP Moldova in line with UNDP procurement procedures.

2. OBJECTIVES

The Programme is looking to contract an experienced national consultant (hereinafter called “Consultant”) to work together with international expert to assist the ALRC and SE Cadastru to develop technical specifications for address register information IT system (IT system). The IT system shall enable various stakeholders (Local Public Authorities (LPAs), ALRC, SE Cadastru etc.) to add, maintain, edit, remove, and transfer the official address data in the Republic of Moldova. High level design parameters of the IT system shall be outlined in the Law on Address System and Regulation on Official Address Register.

National consultant shall work in a team with international consultant on developing technical specifications for address register information system for the Republic of Moldova and shall provide support, technical advice, information about regulatory, IT, interoperability framework of the Republic of Moldova. National consultant shall also act as liaison between international consultant and technical staff of key stakeholders (ALRC, SE Cadastru, SE Registru, E-Gov Center and others).

In order to achieve the stated objective, the Consultant will have the following responsibilities:

1. Provide support to analysis of the system requirements for the address register IT system implementation;
2. Contribute to the preparation of an overview of required infrastructure (hardware and network) for efficient functioning of the address register IT system;
3. Provide input to the address data model design;
4. Contribute to the development of draft technical specifications for software required for address register information system;

3. **KEY DELIVERABLES AND TENTATIVE TIMETABLE**

No.	Key deliverables:	Tentative Timetable / Working days (WD)
1.	Support to the analysis of available documentation completed and work plan submitted for approval.	by 23 July* 2 WD
2.	Meetings with stakeholders held and support to international consultant provided; Contributions to the analysis of the system requirements for the address register IT system implementation provided; Inception report submitted.	by 04 August 7 WD
3.	Inputs to the address data model design provided.	by 10 august 2 WD
4.	Comments to the draft technical specifications for address IT system submitted.	by 04 September 4 WD
5.	Comments to the Final version of the technical specifications and related procurement documentation for address IT system submitted.	by 10 September 3 WD
6.	Contributions to the overview of required infrastructure (hardware, network, software) for efficient functioning of the address register IT system submitted; Final Report submitted.	by 18 September 4 WD

* The exact date of the start of assignment and subsequent activities and deliverables shall be coordinated and aligned with the international consultant. Deliverables shall be joint deliverables prepared by international consultant with support from the National consultant.

All deliverables should be closely coordinated with ALRC and SE Cadastru and shall be agreed with the Programme.

All deliverables shall be provided in English language on hard copy and electronic version.

4. **INSTITUTIONAL ARRANGEMENTS**

The consultant will work in a team with international consultant in close collaboration with ALRC and SE Cadastru under direct supervision of the UNDP Electoral Specialist.

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

The timeframe for the work of the Consultant is tentatively planned for 22 working days between July and September 2015.

5. FINANCIAL ARRANGEMENTS

Payments are made to the Individual Consultant based on the number of days worked.

Payment will be disbursed in two instalments as follows:

Payment #1: 40% of the total amount after submission and approval of Deliverable 1 – 3;

Payment #2: 60% of the total amount after submission and approval of Deliverables 4 – 6.

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (BA level or equivalent) in engineering, Information Technology, Land Management, Geographic Information Systems (GIS) or related field;

II. Knowledge and Experience:

- At least 3 years of professional experience in the working on GIS, land management, address register, cadastral issues and/or other closely related fields;
- At least 1 year of experience in developing and/or working with Service Oriented Architecture (SOA) IT systems;
- Experience in developing/drafting technical specifications for complex IT systems, preferably GIS-based systems would be an asset;
- Previous experience in developing and implementing complex GIS based IT systems will be a strong asset;
- Knowledge of interoperability framework of the Republic of Moldova (M-Cloud, M-Sign, M-Pass etc.) would be an advantage.

III. 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;
- Knowledge of Romanian and English language. Knowledge of Russian will be considered as asset.

7. 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;
- 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.