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TERMS OF REFERENCE

Job title:	International consultant on developing technical specifications for address register information system
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	35 working days (home based, with one visit to the Republic of Moldova)
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 new 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 international consultant (hereinafter called "Consultant") 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.

The consultant will be required to work with ALRC, SE Cadastru, LPAs, national consultants and other stakeholders. He/She will analyze the software requirements, existing hardware infrastructure and develop technical specifications that meet the legal and functional requirements of the future official address register, using the available infrastructure.

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

1. Undertake a comprehensive desk review of the relevant national legal framework on address system;
2. Analyse the software requirements, existing hardware infrastructure of the future owner and users of the system (SE Cadastru, ALRC, Center for Special Telecommunications, E-Gov, etc.);
3. Develop draft technical specifications for software required for address system development;
4. Prepare an overview of required infrastructure (hardware and network) for efficient functioning of the IT system that will include the official address register;
5. Support address data model design;
6. Provide assistance to the Project team in drafting tender related documentation;
7. Participate as member of the Evaluation Committee in evaluation of technical offers;
8. Undertake one mission to Moldova:
 - 27 – 31 July, 2015 (the dates are set up tentatively).

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Key deliverables:	Tentative Timetable / Working days (WD)
1.	Analysis of available documentation completed and work plan submitted for approval.	by 23 July 2 WD
2.	Analysis of the system requirements for the address register IT system implementation completed (provided); Inception Report submitted.	by 04 August 3 WD
3.	Comments on address data model provided.	by 10 August 2 WD
4.	Draft technical specifications for address IT system developed and submitted for comments to key stakeholders.	by 04 September 18 WD
5.	Final version of Technical specifications and related procurement documentation for address IT system developed and submitted for approval and publication.	by 10 September 3 WD
6.	Overview of required infrastructure (hardware, network, software) for efficient functioning of the address register IT system prepared;	by 18 September 2 WD
7.	Draft tender related documentation for address register information system	by 09 October 2 WD
8.	Evaluation of the technical offers for address register information system	by 27 November 2 WD
9.	Final Report submitted.	by 30 November 1 WD

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 close collaboration with ALRC and SE Cadastru under direct supervision of the UNDP Electoral Specialist.

The consultant will work in a team with a national consultant who will provide support to analyse existing hardware and software infrastructure of the key stakeholders, meetings and discussions with various stakeholders, development of technical specifications, liaison as well as support in organising meetings and translating materials.

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.

If required, the consultant will be offered translator to translate during meetings or to translate required documentation.

The timeframe for the work of the Consultant is tentatively planned for 35 working days between July and November 2015. The consultant is expected to work based on the agreed work plan and to travel to Chisinau, Republic of Moldova for a total of 5 (five) working days in a single mission during this assignment.

5. FINANCIAL ARRANGEMENTS

Payment is made to the Individual Consultant in several instalments based on the produced and approved deliverables.

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; MA or equivalent in the same fields will be considered an advantage.

II. Knowledge and Experience:

- At least 7 years of professional experience in the working on GIS, land management, address register, cadastral issues and/or other closely related fields;
- At least 2 technical specifications for GIS-based IT systems for international tenders developed/drafted;
- At least 3 years of experience in developing and implementing (either in the capacity of adviser, quality assurance or recipient) complex GIS based IT systems;
- Working experience with UN Agencies, EU structures, other large international organisations would be considered an advantage;
- Previous work experience in countries from South-Eastern European countries or CIS countries will be a strong asset.

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 about external tendering and procurement procedures of UN Agencies, EU structures and of other large international organisations would be an asset;
- Knowledge of English language. Knowledge of Romanian and/or Russian will be considered as asset.

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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.) quoted in separate line items. UNDP shall not accept travel costs exceeding those of an economy class ticket.
- c. Duly completed P-11 form with three references.