United Nations Development Programme

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TERMS OF REFERENCE

Job title:	**National consultant to support development of the concept of the State Register of Civil Status Acts of the Republic of Moldova**
Duty station:	**Chisinau, Moldova**
Reference to the project:	**Democracy Programme / Elections**
Contract type:	**Individual Contract (IC)**
Expected workload:	**25 working days**
Indicative starting date:	**12 October 2015**

1. BACKGROUND

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports strategic development of the Central Electoral Commission of Moldova (CEC) with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and efficient electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes, through free and fair elections representing the will of the people and which are fully in line with the international standards and best practices.

The Programme also shall provide support to the Government of Moldova and different ministries on development of key registers and improvement of data interoperability to improve the overall quality of population register data for the purposes of improving the quality of voter register data. As part of this activity the Programme intends to provide support to the Government and relevant line ministries on development of other key registers and necessary interoperability framework to exchange data among, inter alia, the State Register of Population (SRP), State Register of Civil Status Acts (SRCSA), State Register of Addresses (SRA), State Register of Voters (SRV) and other key registers.

According the Government Decision No. 82 of 31 January 2008 on the Civil Status Service the key tasks of CSS are organization of civil status acts' registration processes and creation and maintenance of the informational systems (registers) on civil status acts.

Currently, the Register of Civil Status Acts is maintained by the State Enterprise "Registru". The CSS is planning to start development of the State Register of Civil Status Acts which shall be established, maintained and updated by the CSS. In line with Moldovan legal framework, the first step in establishment of a new State Register is development of a Concept, which outlines key functional requirements, defines interactions with other registers and presents assessment on required resources for development and maintenance.

The Programme will provide support to the CSS to develop the Concept for the State Register of Civil Status Acts (further referred to as "the Concept") in line with Moldovan legal requirements and in consultation with other institutions (including State Enterprises).

2. OBJECTIVES

The Programme is looking to contract an experienced national consultant (hereinafter called "Consultant") to work closely with the CSS and other institutions to develop the Concept of the State Register of Civil Status Acts. The Concept shall include all required information in line with relevant Moldovan legislation, including, but not limited to, the Law on Registers.

In order to achieve the stated objective, the Consultant will work closely with staff of the CSS (including staff of functional departments, IT department and legal department) as well as with other consultants engaged by the Programme in support of CSS, E-Government Center, Ministry of IT and Communications (MITC), SE Registru and other stakeholders.

The Consultant shall provide support, technical advice and information about regulatory, IT, interoperability framework of the Republic of Moldova. The national consultant shall also liaise closely with technical staff of key stakeholders such as MITC, SE Registru, E-Government Center, Agency for Land Relation and Cadastre (ALRC), other Ministries and other stakeholders. Specifically, the Consultant will have the following responsibilities:

1. Undertake a comprehensive desk review of the relevant national legal framework on CSS;
2. Acquaint herself/himself with CSS functions, procedures as well as current and re-designed business (As Is/To Be) processes;
3. Analyse existing software and hardware infrastructure of the future owner and users of the system (CSS, CSS regional bureaus, SE Registru etc.);
4. Provide support to analysis of the system requirements for the SRCSA;
5. Meet with all key stakeholders to develop full understanding of functional and non-functional requirements of the future SRCSA;
6. Prepare an overview of required infrastructure (hardware and network) for efficient functioning of the IT system that will include the official address register;
7. Prepare draft Concept of the State Register of Civil Status Acts; the Concept shall include all information required to enable CSS to proceed with development of the SRCSA including, but not limited to:
   i. description of current situation on administration of the Register of Civil Status Acts by SE "Registru";
   ii. description of current business processes of registration of civil status acts ("As Is") and draft re-designed business processes of registration of key civil status acts ("To Be")[1];
   iii. description of functional user requirements for CSS operators, mayoralties (municipalities) as well as other potential users such as embassies, diplomatic missions and others;
   iv. description of key data to be contained in SRCSA;
   v. description of interaction with other key State Registers;
   vi. description of certificates and other documents to be issued on the basis of SRCSA;
8. Perform other tasks as requested by the project management.

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 15 October* 2 WD
2.	Meetings with stakeholders held. Analysis of business processes, infrastructure and system requirements completed Initial draft of the Concept submitted for review	by 29 October 10 WD
3.	Comments to the initial draft Concept reviewed and incorporated	by 08 November 3 WD
4.	Final draft Concept prepared and presented to CSS and other key stakeholders	by 23 November 7 WD
5.	Comments to the Final draft version of the draft Concept incorporated and submitted to the Programme and CSS Final Report submitted	by 06 December 3 WD

* The exact date of the start of assignment and subsequent activities and deliverables shall be coordinated with CSS.

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[1] This information should be taken from re-designed business processes ("As Is/To Be") assessment performed by a consultant engaged by the Programme during the performance of assigned tasks

All deliverables should be closely coordinated with CSS and shall be agreed with the Programme. All deliverables shall be provided in Romanian language on hard copy and electronic version.

4. INSTITUTIONAL ARRANGEMENTS

The consultant will work in close collaboration with CSS under direct supervision of the UNDP Senior Project Officer. 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 25 working days between October and December 2015.

5. FINANCIAL ARRANGEMENTS

Payments are made to the Consultant based on the number of days worked. Payment will be disbursed in two instalments as follows:

Payment #1 of 50% of the total lump-sum after submission and approval of Deliverable 1 and 2;

Payment #2 of remaining 50% of the total lump-sum after submission and approval of Deliverables 3 - 5.

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I.   Academic Qualifications:

- University degree (BA level or equivalent) in engineering, Information Technology or related field; MA or equivalent in the same fields will be considered an advantage.

II.   Knowledge and Experience:

- At least 5 years of professional experience in the working on system analysis, development of concepts and/or functional and technical specifications for complex IT systems;
- At least 2 years of experience in developing Concepts and/or Technical Specifications for State Registers in Moldova in line with Moldovan legislation, including but not limited to the Law on Registers;
- Experience in developing/drafting technical specifications for complex IT systems for international organisations or private sector will be a strong asset;
- Previous experience in developing and implementing complex IT systems will be a strong asset;

III. Competencies:

- Knowledge of interoperability framework of the Republic of Moldova (M-Connect, M-Cloud, M-Sign, M-Pass etc.) would be an advantage.
- 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 an asset.

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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.);
c. Duly completed P-11 form with three references.