



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 22 July 2016

Country: Republic of Moldova

Description of the assignment: National consultant on Sustainable Development Implementation Roadmap for the new address system

Project name: Improving the Quality of Moldovan Democracy through Parliamentary and Electoral Support/ Electoral Component

Period of assignment/services: August – September 2016 (up to 20 working days)

Proposals should be submitted online by pressing the "Apply Now" button no later than **5 August 2016, 14:00 local time**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: diana.zaharia@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 Programme "Improving the Quality of Moldovan Democracy through Parliamentary and Electoral Support (Electoral Component, further referred as Programme) is a multi-year institutional development programme with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and inclusive electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes to be fully in line with the international standards and best practices.

In 2014 and 2015, the Programme supported the Agency of Land Relations and Cadastre (ALRC) and the State Enterprise (SE) "Cadastru" in the development of a Concept Paper on a new Address System for Moldova. The document was accompanied by a new draft legal and regulatory framework on the address system that will lead to the development of a modern IT System of the State Address Register this year and in 2017.

The official address register is one of the most important datasets for the accuracy and completeness of the State Register of Voters and, therefore, intrinsic to the electoral process. But not only the development and existence of the State Address Register, the interoperability of this register with all public and private institutions to ensure uniformity of the data is important too, based on the principle of "single registration (source) – multiple use" of data.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Programme intends to contract a national consultant to perform a process audit in relation to the implementation of the new address system and develop a phased Implementation Roadmap over the coming 3 years to put in place the new address system, following the current strategic documents of ALRC and SE "Cadastru", the provisions of the new draft law and regulation, the terms of reference for the IT System of the State Address Register and the address data exchange process with other stakeholders.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (BA level or equivalent) in geodesy and/ or cadastre. MA would be an advantage;

II. Knowledge and Experience:

- At least 5 years of professional experience in cadastre sector;
- At least 2 years of working experience in Government institutions;
- Previous professional experience in the national address system;
- Knowledge about other international address systems will be a strong asset;

- Past collaboration with UN Agencies or other international organisations will be a strong asset.

III. Competencies:

- Proven analytical skills, sector process auditing skills;
- Excellent reports writing skills;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- b. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, number of days needed to complete the assignment, including all related costs, travel, phone calls etc.);
- c. Duly completed P 11 form, personal CV and at least 3 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 will include a breakdown of this lump sum amount (including 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 case of unforeseeable travel for the business purpose, 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 (BA level or equivalent) in geodesy and/ or cadastre;
- At least 5 years of professional experience in cadastre sector;
- At least 2 years of working experience in Government institutions.

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 points);

* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical		
University degree (BA level or equivalent) in geodesy and/ or cadastre. MA would be an advantage;	<i>BA level or equivalent – 10 pts, MA – 20 pts.</i>	20
At least 5 years of professional experience in cadastre sector;	<i>5 years – 30 pts., each additional year of experience –5 pts.; up to 40 pts.</i>	40
At least 2 years of working experience in Government institutions;	<i>2 years – 20 pts., each additional year of experience –5 pts.; up to 30 pts.</i>	30
Previous professional experience in the national address system;	<i>Yes – up to 30 pts., No – 0 pts.</i>	30
Knowledge about other international address systems will be a strong asset;	<i>Yes – up to 30 pts., No – 0 pts.</i>	30
Past collaboration with UN Agencies or other international organisations will be a strong asset	<i>Yes – up to 10 pts., No – 0 pts.</i>	10
Interview	<ul style="list-style-type: none"> • Proven analytical skills, sector process auditing skills (<i>up to 45 pts.</i>); • Excellent reports writing skills (<i>up to 45 pts.</i>); • 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>); • Knowledge of Romanian and English language. Knowledge of Russian will be considered as an asset (<i>Romanian and English – 6 pts. each, Russian – 4 pts., total up to 16 pts.</i>); • Proven commitment to the core values of the United Nations (<i>up to 4 pts.</i>) 	140
Maximum Total Technical Scoring		300
Financial		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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