



## TERMS OF REFERENCE

<b>Job title:</b>	<b>National consultant on Sustainable Development Implementation Roadmap for the new address system</b>
<b>Duty station:</b>	<b>Chisinau, Moldova</b>
<b>Reference to the project:</b>	<b>Improving the Quality of Moldovan Democracy through Parliamentary and Electoral Support (Electoral Component)</b>
<b>Contract type:</b>	<b>Individual Contract (IC)</b>
<b>Expected workload:</b>	<b>20 working days (August - September, 2016)</b>
<b>Indicative starting date:</b>	<b>15 August, 2016</b>

### Job content

#### 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 AND EXPECTED OUTPUTS

The Programme intends to contract a national consultant (hereinafter "the 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.

The consultant is expected to undertake the following steps to ensure concise and clear deliverables:

1. Undertake a comprehensive desk review of the relevant national public policies documents, draft legal and regulatory framework regarding new address system to design a work plan;
2. Perform a process audit and provide an analysis focusing on the following:

- Situation on the different administrative levels with respect to mapping of localities, human resources and capacities at critical entry points;
  - Administrative processes and changes needed for the new address system on the administrative side;
  - Implications of the changes to be undertaken for all levels and other agencies if applicable;
  - Needs to be addressed for the new address system – preparation stages, resources etc. with ALRC and SE “Cadastru”, but also within other structures benefiting from the new address system;
  - Risk assessment with respect to the implementation of:
    - New address system concept from an administrative point of view
    - The new IT System of the State Address Register
  - Assessment of administrative processes connected or influenced by the new system administrative as well as IT wise.
3. Develop an Implementation Roadmap of the new address system in Moldova including a detailed Action Plan for the period 2017 – 2019 taking into account the perspectives of cadastre territorial units at central, regional and local level and the role of local authorities foreseen in the new address system;
  4. Organize, participate in meetings with stakeholders, interviews, other events relevant to the development of the solicited documents.

The Consultant is also encouraged to include other tasks than above mentioned, considered of added – value in achieving the objectives.

### 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Key deliverables:	Tentative Timetable
1.	Desk review completed and work plan approved	by 17 August 2016
2.	Auditing Report of the implementation of the new address system developed and approved	by 07 September 2016
3.	Implementation Roadmap and Action Plan 2017 – 2019 of the new address system in Moldova developed and approved	by 21 September 2016

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

### 4. INSTITUTIONAL ARRANGEMENTS

The consultant will work under direct supervision of the UNDP Electoral Specialist and in close consultation and collaboration with ALRC and SE “Cadastru”. The timeframe for the work of the Consultant is planned for 20 working days between August and September 2016.

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

### 5. FINANCIAL ARRANGEMENTS

The payment of the Consultant will be made in two instalments following certification by UNDP that the services related to the Deliverable, as described in the Terms of Reference, have been satisfactorily performed and the Deliverable have been achieved by or before the specified due dates.

### 6. 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 report 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.

**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.