

## TERMS OF REFERENCE

### **Supporting the Public Services Agency in establishing the boundaries of a series of localities in the Republic of Moldova**

**Project title:** Enhancing democracy in Moldova through inclusive and transparent elections

**Implementation period:** March – August 2019

#### **A. Background**

“Enhancing democracy in Moldova through inclusive and transparent elections” (EDMITE Project) is a project that sets the overall goal to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

One of the main objectives of the Project is to contribute to achieving a more accurate State Register of Voters, improving the quality and accessibility of data by re-engineering the Civil Status Acts System and Address Register Information System, and facilitating data exchange and interoperability between different central public institutions via the governmental platform for data exchange (MConnect).

To achieve these objectives, the Project is partnering with the Central Electoral Commission (CEC), the Public Services Agency (PSA) and the Electronic Government Agency (EGA). These are different state actors that own important population registration data sets necessary for fair and credible elections. Specific Project’s interventions aim at improving the systems and processes in the partner institutions to ensure a reliable quality and timely data supply to the State Register of Voters, thus enhancing the integrity of the electoral process.

Currently the Project supports the Public Services Agency in the implementation of the new Address Register Information System (ARIS), that is of a high importance to the electoral process. The ARIS will represent a register that contains classifiers of administrative-territorial units of the Republic of Moldova (districts, cities/ municipalities, villages/communes, localities, including disbanded cases) and basic elements of urban infrastructure (streets, segments, buildings, entrances, isolated premises) qualified as addresses of physical objects important for the electoral process.

The implementation of ARIS will contribute to achieving the following:

- implementation of a unique state-level evidence of data on addresses;
- development of a unique mechanism to add, modify and delete data for all territorial administrative units;
- development of a unique high-performance repertoire of address data provision;
- creation of an interoperability framework among the Public Services Agency’s IT applications and external IT systems that provide and use ARIS data;
- implementation of an efficient collaboration mechanism among all actors involved in the registration and management procedures on address data;
  - reduction of the time required for primary data collection, as well as of the redundancy of processing and managing the existing address data at the national level;
  - ensuring data access control, security and confidentiality to data administrators, collectors and users;
  - providing informational support to the analysis, forecast and research activities of the PSA.

The direct beneficiaries of ARIS will be the central and local authorities, public institutions, private sector and citizens that by virtue of their activity and objective requirements must have access to an accurate and updated database on the address system of the Republic of Moldova.

In 2018, as part the ARIS implementing process, the Project offered support to the Cadastre Department of the PSA in establishing the boundaries of 41 priority localities (out of the total 100 identified). In 2019, the Project aims to support the PSA in the establishment of the boundaries for other 42 localities, while the remaining localities shall be registered by the Cadastre Department of the PSA.

## **B. Objectives and expected results**

The Project is looking to contract 2 (two) Companies to support the Cadastre Department of the PSA in establishing the boundaries of 23 communes/villages of the Republic of Moldova, representing a total of 42 localities, currently unregistered. The localities are divided into 2 (two) lots, as follows:

### **Lot no. 1:**

No.	Locality	Commune / village	District
1.	Cuconeștii Noi	Cuconeștii Noi	Edineț
2.	Cuconeștii Vechi		
3.	Brînzeni		
4.	Viișoara	Viișoara	Glodeni
5.	Moara Domnească		
6.	Camenca		
7.	Brînzeni		
8.	Butești		
9.	Molești		
10.	Maramonovca	Maramonovca	Drochia
11.	Antoneuca	Antoneuca	
12.	Gribova	Gribova	
13.	Hăsnășenii Mari	Hăsnășenii Mari	
14.	Moara de Piatră	Moara de Piatră	
15.	Nicoreni	Nicoreni	
16.	Popeștii de Sus	Popeștii de Sus	
17.	Popeștii de Jos	Popeștii de Jos	

### **Lot no. 2:**

No.	Locality	Commune / village	District
18.	Obreja Veche	Obreja Veche	Fălești
19.	Obreja Nouă		
20.	Ișcălău	Ișcălău	
21.	Burghelea		
22.	Doltu		
23.	Logofteni	Logofteni	
24.	Moldoveanca		
25.	Ciolacu Nou	Ciolacu Nou	
26.	Ciolacu Vechi		
27.	Făgădău		
28.	Pocrovca		
29.	Șoltoiaia		
30.	Horești	Horești	Fălești
31.	Lucăceni		
32.	Unteni		
33.	Pruteni	Pruteni	
34.	Cuzmenii Vechi		
35.	Drujineni		

36.	Valea Rusului		
37.	Sculeni	Sculeni	Ungheni
38.	Bumbăta	Bumbăta	
39.	Todirești	Todirești	
40.	Grăseni		
41.	Căplani	Căplani	Ștefan Vodă
42.	Măgdăcești	Măgdăcești	Criuleni

Specifically, the Companies will have the following responsibilities:

- Preparatory work (*including obtaining the available data from the PSA and examining them*);
- Preliminary elaboration of the boundaries plans for the allocated localities (*including conducting field visits, identifying jointly with the LPAs the boundaries of the localities' intravilan by means of "orthophoto" materials*);
- Elaboration of the initial standard dossiers for establishing the boundaries (*including elaboration of the draft documents and drafts decisions to be approved by the LPAs*) in compliance with the requirements of the Instruction on establishing the boundaries of the administrative-territorial units and the boundaries of the intravilan of localities (approved by Order of the Land Relations and Cadastre Agency no. 109 of 05.09.2016);
- Coordination for approval of the completed dossiers by the LPA representatives;
- Presentation of the approved documents for their registration in ARIS (*including transfer and submission of the boundaries' plans, LPA's decisions and all relevant records*).

### C. Key deliverables and tentative timetable

No.	Key deliverables	Tentative deadline
1.	Work plan, including timeframe (per locality) of establishing and registering the boundaries in ARIS (per locality) – elaborated and approved by the PSA and Project;	by 01.04.2019
2.	Handover documents for receipt by 1 <sup>st</sup> level LPAs of the dossiers for establishing the boundaries of localities – presented and approved by the PSA;	by 03.06.2019
3.	Completed dossiers for establishing the boundaries of localities, approved by the 1 <sup>st</sup> level LPAs – presented for registration in ARIS;	by 01.08.2019
4.	Final Activity Report – developed and approved by the PSA and Project.	by 15.08.2019

### Terms of confidentiality

All data and information offered by the Project and the PSA for the purpose of this assignment must be treated with confidentiality and must be used only for the purpose of activities stipulated by these Terms of Reference. All intellectual property rights that arise from the implementation of these Terms of Reference are attributed to UNDP. The content of materials obtained and used during the period of the contractual assignment cannot be disclosed to any third party without the written consent of the Project.

### D. Institutional arrangements

The Companies shall be selected based on their offers per lot. A Company can submit offers for a single lot, as well as for both lots.

The Companies shall fulfill their contractual assignments in close collaboration with the Cadastre Department of the Public Services Agency, under the supervision of the Senior Project Officer, EDMITE Project.

The Public Services Agency will provide the Companies the access to information and materials necessary for the fulfillment of the envisaged tasks. The Project will provide administrative and logistic support, including for organizing the necessary meetings. The deliverables will be approved by the designated PSA representative and the Project.

The payments will be done in multiple tranches, upon presenting and approving the deliverables, as well as the activity reports. Unit prices shall be **exclusive of VAT**.

**E. Timeframe**

The contractual assignments shall be fully completed not later than the **2<sup>nd</sup> September 2019**.