



TERMS OF REFERENCE

Job title:	National Cadastral Expert to develop the Address System Guide and deliver a series of trainings
Duty station:	Chisinau, Republic of Moldova
Reference to the project:	Enhancing Democracy in Moldova through inclusive and transparent elections (EDMITE)
Contract type:	Individual Contract (IC)
Expected workload:	30 working days
Indicative timeframe:	March – September 2019

1. 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 Governance 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.

In July 2017, the Moldovan Parliament adopted the Law on new Address System. The Law was developed with UNDP support and prescribes a uniform provisions to register addresses at the national level, to represent addresses geographically, to process cadastral information and to establish clear competences of the stakeholders involved in the process. Once implemented, the new Address System shall bring a multitude of practical benefits, including an increased transparency of the electoral process due to a more precise assignment of voters to their corresponding polling stations. Also, the Law regulates the Address Register Information System (ARIS) implementation. Currently, this IT System is being developed with the Project support and represents a register that contains classifiers of the administrative-territorial units of the Republic of Moldova (*districts, cities/ municipalities, villages/communes, localities, including disbanded cases*) and basic elements of the 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 mechanism for managing and providing address data;
- 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 collecting and managing the address data at the national level;
- ensuring the data access control, security and confidentiality for data administrators, collectors and users;
- provision of the informational support to the analysis, forecast and research activities of the PSA.

To further strengthen the efforts in implementing the Law on new Address System, the Project intends to support the PSA, namely the Cadastre Department, with the specialized expertise required for developing the Address System Guide, that shall provide data quality standards and guidelines for the collection and management of address data. Additionally, a series of training sessions shall be conducted for central and local authorities, that by virtue of their activity, have a mandate of registering, assigning or updating addresses, in accordance with the established regulatory and technical provisions.

2. Objectives:

The Project intends to contract an experienced National Cadastral Expert (*hereafter the Consultant*) to develop the Address System Guide and conduct a series of trainings sessions. Specifically, the Consultant will:

- Review the current legal framework, internal regulations and technical provisions with respect to the Address System of the Republic of Moldova (*Law no. 151 of 14.07.2017*);
- Work closely with the Cadastre Department in establishing the required structure and content of the Address System Guide;
- Develop the Address System Guide in Romanian language, taking into consideration the suggestions for improvement, if any, from the Cadastre Department representatives, as well as technical specifics of the Address Register Information System;
- Conduct a series of training sessions for the central and local public authorities (*estimated total of 60 technical-level representatives*) on the content, technical provisions and use of the Address System Guide.

3. Key deliverables and tentative timetable:

No	Key deliverables	Tentative Deadline
1.	Work Plan - developed and submitted for approval	by 28 March 2019 1 WD
2.	Draft version of the Address System Guide - developed and submitted for comments to the PSA and Project	by 15 May 2019 15 WDs
3.	Final version of the Address System Guide – developed (<i>with suggestions and comments addressed</i>) and submitted for approval to the PSA and Project	by 30 May 2019 5 WDs
4.	A series of trainings (up to 4 trainings) on new Address System – delivered	by 21 August 2019 8 WDs
5.	Activity Report (<i>incl. information on lessons learned, conclusions and further recommendations</i>) submitted and approved by the Project	by 5 September 2019 1 WD

Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with PSA Cadastre Department and the Project and be provided in Romanian hard and electronic copy. Payment will be made upon the successful completion of the tasks assigned.

4. Administrative arrangements

The timeframe for the work of the Consultant is planned for the period March – September 2019. During this time the Consultant is expected to work up to 30 working days.

The assignment shall be performed in close coordination with the Cadastre Department of the PSA, under the supervision of the Senior Project Officer of the Project. The Cadastre Department of the PSA will provide the Consultant the necessary information and materials for the fulfilment of the assignment, while the Project will provide administrative and logistic support, including for organizing the necessary trainings/meetings.

The deliverables will be approved by the designated PSA representative and Project.

The payments will be done in 2 (two) tranches upon total completion and approval of the deliverables and the submission of timesheets, with the indication of the activities for each day worked.

5. Qualifications and skills required

Academic Qualifications:

- Master's degree (*or higher*) in Constructions, Geodesy and Cadastre, or another relevant field.

Experience:

- At least 4 (*four*) years of professional experience in the Cadastre and/or Geodesy sector;
- At least 3 (*three*) years of experience in working with Moldovan public institutions;
- Proven experience in developing and delivering training courses for policy makers and/or practitioners;
- Previous professional experience with respect to the Moldovan Address System will be an asset;
- Experience in working with the PSA, international organizations, including UN agencies, will be an asset.

Competencies:

- Demonstrated practical knowledge of the Moldovan Address System framework;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Excellent research, analytical and writing skills;
- Knowledge of Romanian and Russian (*verbal and written*) is a must. Knowledge of English will be considered a strong advantage.

Personal qualities:

- Proven commitment to the core values of the United Nations, in particular respecting differences of culture, gender, religion, ethnicity, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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.

6. Documents to be included when submitting proposals:

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

- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects *(please provide brief information on each of the above qualifications, item by item)*;
- Financial proposal *(in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls, etc.)*;
- Personal CV and at least 3 references.

Note: *Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.*