



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 20 February 2019

Country: Republic of Moldova

Description of the assignment: National Cadastral Expert to develop the Address System Guide and deliver a series of trainings

Project name: Enhancing Democracy in Moldova through inclusive and transparent elections (EDMITE)

Period of assignment/services: March – September 2019, estimated workload up to 30 days.

Proposals should be submitted by pressing the "**Apply online**" button **no later than 28 February 2019**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dorin.toma@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

"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 provision 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. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

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.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

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

II. 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.

III. 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.

IV. 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.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. CV with at least 3 references;
2. Financial proposal (lump sum in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls, etc.);

The United Nations Development Programme in 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.

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 (fee per day * days) of this lump sum amount (including fee, taxes, 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 the case of unforeseeable travel, 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:

- Master's degree in Constructions, Geodesy and Cadastre, or another relevant field;
- 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.

The short-listed individual consultants will be 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 pts);

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

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

The award of a contract shall be made to the individual consultant whose offer has been evaluated and determined as both:

- 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.

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
Master's degree (<i>or higher</i>) in Constructions, Geodesy and Cadastre, or another relevant field;	(Master's degree – 10 pts, PhD degree – 15 pts)	15
At least 4 (<i>four</i>) years of professional experience in the Cadastre and/or Geodesy sector;	(4 years - 20 pts; each additional year – 5 pts, up to maximum of 45 pts)	45

Criteria	Scoring	Maximum Points Obtainable
At least 3 (<i>three</i>) years of experience in working with Moldovan public institutions	(3 years - 35 pts; each additional year – 5 pts, up to maximum 50 pts)	50
Interview	Proven experience in developing and delivering training courses for policy makers and/or practitioners (up to 3 trainings - 20 pts; each additional training – 5 pts, up to maximum 40 pts)	165
	Previous professional experience with respect to the Moldovan Address System will be an asset (up to 2 years - 25 pts, each additional year – 5 pts, up to maximum 40 pts)	
	Experience in working with the PSA, international organizations, including UN agencies, will be an asset (up to 2 projects or assignments - 20 pts, each additional related project – 5 pts, up to maximum 30 pts)	
	Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively (up to 30 pts)	
	Excellent research, analytical and writing skills (up to 25 pts)	
Knowledge of Romanian and Russian (<i>verbal and written</i>) is a must. Knowledge of English will be considered a strong advantage (Romanian – 10 pts, Russian- 10 pts, English – 5 pts)		25
Maximum Total Technical Scoring		300
<u>Financial</u>		
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