

## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant to support the Development of the State Register in Constructions
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the projects:</b>	(01001727) "Greening the future and advancing rights and stability"
<b>Contract type:</b>	Individual Contract
<b>Assignment type:</b>	National Consultant
<b>Contract duration:</b>	August 2026 – November 2027
<b>Expected workload:</b>	80 working days
<b>Indicative starting date:</b>	August, 2026

### 1. BACKGROUND

The construction sector plays a strategic role in the socio-economic development of the Republic of Moldova, with direct implications for public safety, environmental performance, energy efficiency of buildings, and the quality of the built environment. In recent years, the sector has been subject to significant regulatory reforms aimed at addressing long-standing challenges related to fragmented oversight, insufficient transparency, uneven compliance with technical norms, and limited traceability of economic operators involved in construction-related activities.

A major milestone in this reform process was the adoption of the Urbanism and Construction Code in 2023, which introduced a consolidated legal framework governing planning, design, execution, supervision, and post-utilization of constructions. The Code establishes new obligations for both public authorities and private economic operators, including the mandatory identification, registration, and monitoring of entities engaged in construction works, related services, and the manufacturing of construction materials and products. These provisions are aligned with Moldova's commitments under the European integration agenda and reflect the gradual approximation to European Union practices in construction regulation, market supervision, and public accountability.

Within this legal context, the establishment of the Informational System „State Register in the Field of Constructions“ represents a core institutional and operational instrument for the implementation of the new regulatory framework. The Register is designed to serve as a centralized, authoritative source of information on legal entities active in the construction sector, covering a broad range of activities such as design, verification, technical expertise, execution of works, reconstruction, major repairs, installation, commissioning, technical re-equipment, conservation, demolition, post-utilization of constructions, as well as the production of construction materials and products.

The Government of the Republic of Moldova has already laid the normative and conceptual foundations for this system through the approval of the:

- Concept of the Information System “State Register in the Field of Constructions” (Government Decision no. 40/2025) and,
- Regulation on the maintenance of the Register (Government Decision no. 288/2025). These documents define the purpose, scope, institutional responsibilities, and general operational principles of the Register.

However, the transition from the approved conceptual and regulatory framework to a fully operational digital system requires specialized technical, functional, and institutional expertise.

At present, the practical implementation of the State Register faces several challenges, including the need to translate legal provisions into clear functional and operational requirements, to design coherent workflows adapted to the capacities of responsible authorities, to ensure interoperability with existing governmental digital platforms, and to integrate proportional data protection and information security measures. In addition, the system must be developed in a manner that ensures usability for public authorities, transparency for the general public, and scalability for future extensions, while remaining fully compliant with national legislation and good European practices in public digital services.

In this context, UNDP Moldova, under the “Greening the Future” project, supports the development and operationalization of the Informational System „State Register in the Field of Constructions“ as part of its broader assistance to governance reforms, digital transformation, and sustainable development of key economic sectors. To ensure a coherent, efficient, and legally compliant implementation of the Register, there is a clear need to contract a qualified consultant who will support

the refinement of functional and operational requirements, alignment with the existing legal and institutional framework, and preparation of the system for subsequent technical development and deployment.

The consultant's input is essential to bridge the gap between policy and practice, reduce implementation risks, and ensure that the State Register becomes a functional tool for strengthening market discipline, enhancing transparency, protecting public interest and safety, and supporting Moldova's alignment with European standards in the construction sector.

## **2. OBJECTIVE AND EXPECTED OUTPUTS**

The overall objective of this consultancy is to provide independent technical, functional, and institutional expertise to support UNDP Moldova and the responsible public authorities throughout the preparation, procurement, development, testing and acceptance phases of the Informational System „State Register in the Field of Constructions“, ensuring compliance with the approved Concept and Regulation, technical specifications, applicable legislation, and Government digital governance requirements..

The consultant is expected to deliver the following key outputs:

### **Output 1. Approved Technical and Functional Specifications Package**

A complete and approved Technical and Functional Specifications Package for the development of the Information System “State Register in the Field of Constructions“, aligned with the approved Concept and Regulation, including:

- functional and non-functional requirements;
- system architecture, workflows, and data models;
- definition of user roles and access rights;
- interoperability and integration requirements with governmental platforms;
- information security and personal data protection requirements;
- implementation milestones and acceptance criteria;
- evidence of coordination and validation with MIDR, INST, AGE and other relevant institutions .

### **Output 2. Technical Evaluation Inputs for Procurement**

A set of documented technical inputs supporting the procurement and contract award process, including:

- technical compliance assessments of submitted bids;
- scoring justifications and evaluation notes;
- inputs to the technical evaluation report and contract award recommendation.

### **Output 3. Technical Monitoring and Quality Assurance Reports**

Periodic technical monitoring and quality assurance reports confirming:

- compliance of the developed system with the approved Concept, Regulation, and technical specifications;
- adherence to the agreed implementation plan and development milestones;
- identification of technical risks, deviations, and recommended corrective actions.

### **Output 4. Deliverables Validation and Acceptance Support**

Documented technical validation of key deliverables and support to testing and acceptance processes, including:

- technical assessments of interim and final deliverables;
- support to functional testing and User Acceptance Testing;
- confirmation of system readiness for operational deployment.

### **Output 5. Final Technical Compliance and Readiness Report**

A consolidated Final Technical Compliance and Readiness Report confirming that the Information System “State Register in the Field of Constructions“:

- has been developed in accordance with the approved Concept and Regulation;
- fully complies with the technical specifications and contractual requirements;
- meets all acceptance criteria and is ready for official acceptance and operational use.

## **3. SCOPE OF THE ASSIGNMENT**

The scope of the assignment covers the provision of comprehensive technical, functional, and quality assurance support throughout the full lifecycle of the development and implementation of the State Register in the Field of Constructions. The consultant shall support UNDP Moldova and the responsible public authorities from the preparatory phase through procurement, system development, testing, and final acceptance of the Register.

The assignment is structured around the following interrelated phases and tasks:

### **3.1. Preparatory Phase – Review and Alignment**

Under this phase, the consultant shall:

- Conduct a thorough review of the approved Concept of the Information System “State Register in the Field of Constructions” and the Regulation on maintaining the Register, as approved by Government Decisions;
- Review relevant national legislation governing state information systems, public registers, construction activities, data protection, and digital governance;
- Analyze existing governmental digital platforms and interoperability requirements (e.g. MCloud, MPass, MSign, MConnect, MLog, MNotify), as relevant to the Register;
- Identify potential gaps, risks, or ambiguities between the legal framework and practical implementation needs and propose solutions aligned with the approved Concept and Regulation.

### **3.2. Development of Technical and Functional Requirements**

The consultant shall provide expert support in development of the technical documentation required for contracting the company that will develop the State Register, including:

- Development and/or refinement of functional and non-functional requirements, strictly aligned with the approved Concept and Regulation;
- Definition of system architecture, core workflows, data structures, and user roles (administrators, registrars, public users);
- Conduct and document consultations, interviews, workshops and validation meetings with beneficiary institutions and relevant stakeholders to collect, validate and refine business, functional and technical requirements
- Specification of interoperability and integration requirements with existing governmental platforms;
- Definition of information security, access control, auditability, and personal data protection requirements;
- Preparation of implementation milestones, deliverables, and acceptance criteria;
- Support to UNDP Moldova and beneficiary institutions in development the Terms of Reference / technical specifications for procurement process, including documented consultation and validation with AGE under the national framework governing state information systems

### **3.3. Support to Procurement and Evaluation of Offers**

During the procurement process, the consultant shall:

- Review procurement documentation to ensure consistency between technical requirements, evaluation criteria, and contractual obligations;
- Provide technical expertise during the evaluation of bids submitted by potential system developers;
- Assess compliance of technical proposals with the approved functional and technical requirements;
- Participate, as required, in technical evaluation committees and consensus meetings;
- Provide scoring justifications, technical notes, and inputs to the technical evaluation report;
- Support clarification processes with bidders, as necessary, in line with applicable procurement rules.

### **3.4. Monitoring of System Development and Implementation**

Once the development contract is awarded, the consultant shall:

- Review and assess the contractor’s implementation plan, development methodology, and timeline;
- Monitor the development process to ensure alignment with the approved Concept, Regulation, and technical specifications;
- Participate in coordination meetings, technical reviews, and progress discussions with the development team and beneficiary institutions;
- Identify technical, functional, or organizational risks and propose corrective actions;
- Ensure that any proposed changes are assessed for compliance with legal, technical, and contractual requirements.

### **3.5. Review and Verification of Deliverables**

The consultant shall review and evaluate all key deliverables produced by the development company, including:

- Core software modules (backend, frontend, public portal);
- Registration, administration, and public access functionalities;
- Role-based access control, audit trails, and change history;
- Interoperability and integrations with governmental platforms;
- Information security and personal data protection measures;
- Validate compliance with data protection regulations (e.g., GDPR), security policies, and interoperability standards;
- Technical, user, and administrative documentation.

The consultant shall verify that deliverables meet the defined acceptance criteria before recommending their approval.

### 3.6. Support to Testing, Acceptance, and Reception of Works

The consultant shall support UNDP Moldova and beneficiary institutions in:

- Planning and conducting functional testing and User Acceptance Testing (UAT);
- Evaluating system performance, usability, security, and compliance with requirements;
- Assessing system readiness for operational deployment;
- Supporting the formal reception of works and acceptance procedures;
- Providing a final technical assessment confirming whether the State Register has been developed in full compliance with the approved Concept, Regulation, and technical specifications.

## 4. KEY ACTIVITIES, DELIVERABLES AND TENTATIVE TIMETABLE

The activities and deliverables expected from the consultant are the following:

Deliverables	Number of working days	Tentative timetable
<p><b>Deliverable 1. Technical and Functional Specifications Package</b></p> <p>Approved Technical and Functional Specifications (ToR) for the development of the Information System "State Register in the Field of Constructions", including:</p> <ul style="list-style-type: none"> <li>- stakeholder consultations and requirements validation workshops;</li> <li>- business process analysis and workflow mapping;</li> <li>- functional and non-functional requirements;</li> <li>- system architecture and data model;</li> <li>- interoperability and integration requirements;</li> <li>- information security and personal data protection requirements;</li> <li>- user roles and access rights;</li> <li>- implementation roadmap and milestones;</li> <li>- acceptance criteria and testing requirements;</li> <li>- risk assessment and recommendations for implementation;</li> <li>- evidence of coordination and validation with MIDR, INST, AGE and other relevant institutions.</li> </ul>	20 WDs	15 September 2026
<p><b>Deliverable 2. Procurement Solicitation Package (Technical Part)</b></p> <p>Technical part of the procurement solicitation package for the selection of the company that will develop the Information System "State Register in the Field of Constructions", prepared by the Individual Consultant on the basis of the approved Technical and Functional Specifications, including:</p> <ul style="list-style-type: none"> <li>- preparation of the technical sections of the procurement solicitation document (RFP/ITB, as applicable) based on the approved Technical and Functional Specifications;</li> <li>- drafting of the technical evaluation methodology and criteria (weighting, technical thresholds and minimum mandatory requirements);</li> <li>- technical inputs to the Schedule of Requirements and technical annexes of the solicitation document;</li> <li>- technical support to the responses to bidders' clarification requests received during the solicitation period.</li> </ul>	4 WDs	31 October 2026
<p><b>Deliverable 3. Technical Evaluation Support Package</b></p> <p>Technical evaluation of the proposals received in response to the solicitation for the development of the Information System "State Register in the Field of Constructions", carried out by the Individual Consultant in support of the Evaluation Committee, including:</p> <ul style="list-style-type: none"> <li>- technical review of submitted proposals against the approved technical evaluation criteria;</li> <li>- completion of scoring sheets and evaluation notes, with justification per criterion;</li> <li>- drafting of clarification questions to bidders, where required;</li> <li>- preparation of technical evaluation report inputs for the Evaluation Committee;</li> <li>- written recommendation regarding technical compliance and risks associated with the proposed technical approaches.</li> </ul>	6 WDs	30 November 2026
<p><b>Deliverable 4. Progress Monitoring Reports during System Development</b></p>	30 WDs	30 September 2027

<p>Five progress monitoring reports prepared during the development and implementation process to assess the compliance of the solution under development with the approved Technical and Functional Specifications, contractual requirements and implementation plan. Each progress monitoring report shall include, as applicable:</p> <ul style="list-style-type: none"> <li>- assess the implementation progress against the approved workplan and milestones;</li> <li>- review of the contractor's progress in developing system components, modules, workflows, integrations and documentation;</li> <li>- review of architecture and interoperability implementation;</li> <li>- identify delays, deviations, non-conformities, technical risks and implementation issues;</li> <li>- provide recommendations for corrective actions;</li> <li>- conclusions and next steps.</li> </ul>	<p><i>Up to 6 wds per progress report, payable upon approval and acceptance of each report by UNDP</i></p>	
<p><b>Deliverable 5. Compliance Reports for Acceptance of Contractor Deliverables</b></p> <p>Five QA compliance reports prepared progressively to support the review and acceptance of each key contractual deliverable/or batch of deliverables submitted by the contractor. The reports shall confirm whether the respective contractor deliverable(s) complies with the approved Technical and Functional Specifications / ToR, contractual requirements, applicable acceptance criteria and relevant functional, technical, interoperability, security and documentation requirements.</p> <p>Each QA compliance report shall include, as applicable:</p> <ul style="list-style-type: none"> <li>- description of the contractor deliverable reviewed;</li> <li>- assessment of compliance with the approved Technical and Functional Specifications and acceptance criteria;</li> <li>- review of implemented functionality, workflows, user roles, access rights and system behaviour;</li> <li>- review of relevant technical documentation, user documentation and administrative documentation;</li> <li>- assessment of interoperability, data exchange, auditability, logging, information security and personal data protection aspects;</li> <li>- review of testing evidence, defects, remediation actions and pending issues;</li> <li>- identification of non-conformities, limitations, risks or conditions for acceptance;</li> <li>- recommendation on acceptance, conditional acceptance, revision, or rejection of the reviewed contractor deliverable</li> </ul>	<p>15 WDs</p> <p><i>Up to 3 wds per progress report, payable upon approval and acceptance of each report by UNDP</i></p>	<p>30 September 2027</p>
<p><b>Deliverable 6. Final System Acceptance Report</b></p> <p>A consolidated Final System Acceptance Report confirming the overall readiness of the Information System "State Register in the Field of Constructions" for official acceptance and operational use, based on the results of the development process, progress monitoring reports, QA compliance reviews, testing, UAT, defect remediation and validation of key contractual deliverables.</p> <p>The report shall include:</p> <ul style="list-style-type: none"> <li>- final assessment of compliance with the approved Concept, Regulation, Technical and Functional Specifications and contractual requirements;</li> <li>- summary of contractor deliverables reviewed, including their acceptance status and any remaining conditions or limitations;</li> <li>- summary of testing, UAT, defects identified, remediation actions and remaining issues, if any;</li> <li>- assessment of operational readiness, including interoperability, information security, personal data protection and availability of required technical, user and administrative documentation;</li> <li>- final recommendation regarding acceptance, conditional acceptance, or non-acceptance of the system for operational deployment, including key recommendations for post-acceptance follow-up..</li> </ul>	<p>5 WDs</p>	<p>31 October 2027</p>

**Note:**

*Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with Project and be provided in electronic copy.*

## **INSTITUTIONAL ARRANGEMENTS**

The timeframe for the work of the Consultant is planned for the period August 2026 – November 2027.

The assignment shall be performed in close coordination with the UNDP Project Team, under the guidance and supervision of the Project Manager, and in close liaison with the National Inspectorate for Technical Supervision and Ministry of Infrastructure and Regional Development.

For the duration of the assignment the Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment. All communications and documentation related to the assignment will be in Romanian, and only the Final Report should be developed in Romanian and English.

## **5. FINANCIAL ARRANGEMENTS**

The contract will be structured as a lump-sum agreement. Payment shall be made upon submission, approval and acceptance of the final deliverables by the Project Manager, in accordance with the Contract.

## **6. QUALIFICATIONS AND SKILLS REQUIRED**

### **Academic Qualifications:**

- University degree (or higher) in ICT, Computer Science, Information Systems, Economics, Business Analysis, Legal or other related fields.

### **Professional Experience and Technical Competencies:**

- Minimum 5 years' experience in ICT, digital transformation, information systems, business analysis, system architecture, quality assurance, or related fields.
- At least 3 assignments in development of the ToRs / Technical and Functional Specifications Package / technical evaluation / monitoring of IT or MIS projects of similar complexity, preferably for government/regulated sectors.
- Experience with system architecture, QA/testing, and data protection standards (e.g., GDPR).
- Familiarity with procurement and evaluation processes under IFI/donor-funded projects will be an asset.
- Practical experience in monitoring contract implementation and ensuring quality control of technical deliverables will be considered a strong asset.
- Solid understanding of the national legal and regulatory framework related to e-government in the Republic of Moldova.
- Excellent writing and communication skills in Romanian and English.

## **7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

- Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls, fuel, etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal;
- Proposal (Motivation Letter): 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, including information, links/copies of documents for similar comprehensive studies);
- Duly updated CV with at least 3 references.

**Important notice:** The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

## **8. EVALUATION**

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- University degree in ICT, Computer Science, Information Systems, Economics, Business Analysis, Legal or other related fields.
- Minimum five (5) years of experience in ICT, digital transformation, information systems, business analysis, system architecture, quality assurance, or related fields.
- At least 3 assignments completed for public sector beneficiaries, including government authorities, public institutions, state agencies, or development partners supporting public sector digitalization, in one or more of the following areas: development of Technical and Functional Specifications, Terms of Reference, technical evaluation, quality assurance, technical supervision/monitoring of information systems, management information systems, public registers, or government digital platforms
- Citizenship of Republic of Moldova

The short-listed individual consultants will be further evaluated based on the following methodology:

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 210 points would be considered for the Financial Evaluation.

Criteria	Scoring	Points obtainable
<b>Technical</b>		
University degree (or higher) in ICT, Computer Science, Information Systems, Economics, Business Analysis, Legal or other related fields.	<i>Bachelor's degree - 10 pts. Master's degree - 15 pts.</i>	15
Minimum five (5) years of experience in ICT, digital transformation, information systems, business analysis, system architecture, quality assurance, or related fields	<i>5 years - 20 pts., each additional year of experience - 5 pts. up to a maximum of 40 pts.</i>	40
At least 3 assignments completed for public sector beneficiaries, including government authorities, public institutions, state agencies, or development partners supporting public sector digitalization, in one or more of the following areas: development of Technical and Functional Specifications, Terms of Reference, technical evaluation, quality assurance, technical supervision, or monitoring of information systems, management information systems, public registers, or government digital platforms	<i>3 assignment - 5 pts., each additional assignment - 5 pts. up to a maximum of 40 pts.</i>	40
Experience designing system architectures, performing Quality Assurance and testing, and/or assessing information security, interoperability, access control and auditability requirements in ICT /Informational Systems / public registers / government digitalization projects	Each assignment – 5 pts, up to 20 pts	20
Previous experience within an UNDP Project and/or other international organization(s) will be considered an advantage	<i>each assignment - 5 pts. up to a maximum of 10 pts.</i>	10
<b>Subtotal Technical Scoring</b>		<b>125</b>
<b>Interview</b>		
<b><i>(The first three candidates who passed technical evaluation criteria with the best score shall be invited for an online interview and pass the cumulative analysis)</i></b>		
Knowledge of process mapping methodologies and ability to redesign workflows	<i>none - 0 pts, limited ≤ 10 pts, good ≤ 25 pts, strong ≤ 35 pts</i>	170
Understanding of digital systems, e-governance platforms, or interoperability frameworks and ability to apply this knowledge in practice	<i>none - 0 pts, limited ≤ 10 pts, good ≤ 25 pts, strong ≤ 35 pts</i>	
Familiarity with procurement and evaluation processes under IFI/donor-funded projects will be an asset.	<i>none - 0 pts, limited ≤ 10 pts, good ≤ 25 pts, strong ≤ 30 pts</i>	

Strong analytical skills and ability to synthesize complex information into clear and concise analytical outputs	<i>none - 0 pts, limited ≤ 10 pts, good ≤ 20 pts, strong ≤ 30 pts</i>	
Demonstrated interpersonal skills, as well as the ability to communicate effectively	<i>none - 0 pts, limited ≤ 10 pts, good ≤ 20 pts, strong ≤ 30 pts</i>	
Fluency in Romanian (mandatory) and good command of English	<i>each language - 5 pts. up to a maximum of 10 pts.</i>	
<b>Subtotal Interview Scoring</b>		<b>170</b>
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	<i>No - 0 pts, Yes - 5 pts.</i>	5
<b>Maximum Total Technical Scoring</b>		<b>300</b>

\* Under-represented group in the area of assignment (ICT) are women. Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens.

<b>Financial</b>	
Evaluation of submitted financial offers will be done based on the following formula: <b>S = Fmin / F * 200</b> <b>S</b> – score received on financial evaluation; <b>Fmin</b> – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; <b>F</b> – financial offer under consideration	<b>200</b>

#### Winning candidate

The winning candidate will be the candidate who has accumulated the highest aggregated score (technical scoring + financial scoring).