

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: April – August 2018

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.

During 2012-2017, UNDP offered support to the Central Electoral Commission (CEC) in the areas of gender equality and human rights, institutional capacity development, further development and use of the modern and innovative State Automated Information System “Elections” (SAISE), strategic development of the Center for Continuous Electoral Training (CICDE), political party finance legislation implementation and a transparent electoral reform processes. Moreover, substantial steps were taken in addressing challenges to the electoral process related to the data quality and data exchange possibilities among key registers owned by different government institutions. Based on the solid results achieved, UNDP continues to support the CEC and CICDE to ensure the finality and sustainability of the previous UNDP interventions through EDMITE project.

The EDMITE Project aims to contribute to: (1) achieving a more accurate State Register of Voters (SRV), improving the quality and accessibility data by re-engineering the Civil Status Service (CSS) systems, fully developing the State Address Register and facilitating data exchange and interoperability between different central public institutions via governmental platform for data exchange MConnect; (2) enhancing the inclusiveness of the electoral process through developing a remote voting tool and adjusting the State Automated Information System “Elections” to keep up with the technical and political developments; (3) legal reform in the area of elections to erase ambiguities and respond to the technical developments; and (4) enhancing political participation of citizens by setting up and implementing the voter information and civic education programs.

Except for the CEC, which is the main Beneficiary of the Project, EDMITE expanded its partnering set-up with other central public institutions, like the Agency for Public Services (Cadastre Department, Population Registration and Documentation Department), the Electronic Government Center. These are different state actors that center the population registration process and are responsible for important data sets necessary for fair and credible Elections. Specific interventions are aimed to improve their systems and processes to enable them to supply the required data in a reliable quality and in the required timeframe, thus enhancing the integrity of the electoral process.

In this context, EDMITE Project will offer the necessary support to the Public Services Agency (PSA) in the implementation of the new Address Register Information System (ARIS), of high importance to the electoral process, that 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, parameters and data important for the electoral process.

The implementation of ARIS will contribute to achieving the following aims:

- implementation of a unique state-level evidence of data on addresses;
- development of a unique mechanism to add, modify, 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” IT applications, external IT Systems that provide and use ARIS data;
- implementation of an efficient collaboration mechanism among all actors involved in registration and management procedures on address data;
- reduction of required time and redundancy of the process of collecting, processing and managing the data addresses of the Republic of Moldova;
- ensuring data access control and maximum security and confidentiality to data collections and users;
- providing informational support to filed-related analysis, forecast and research activities.

Direct beneficiaries of ARIS will be central and local authorities, public institutions, business environment and citizens, that by virtue of their activity and objective requirements, must have access to an accurate and updated database on address system of Republic of Moldova. Part of the process of implementing ARIS, EDMITE Project will offer support to the Cadastre Department of the PSA in conducting activities for establishing the boundaries of 25 localities, currently unregistered, of priority in the context of the 2018 Parliamentary elections.

B. Objectives and expected results

The UNDP Project is looking to contract 2 (two) Companies to support the Cadastre Department of the Public Service Agency in establishing the boundaries of 25 localities of the Republic of Moldova, currently unregistered.

The set of localities is distributed in 2 (two) lots, of 12 and 13 localities each, as follows:

Lot no. 1:

No.	District	Village / commune	Type	Locality
1.1	Briceni	Caracușenii Vechi village	locality	Caracușenii Vechi
1.2	Briceni	Corjeuți village	locality	Corjeuți
1.3	Drochia	Chetrosu village	locality	Chetrosu
1.4	Drochia	Sofia village	locality	Sofia
1.5	Edineț	Brătușeni commune	locality	Brătușenii Noi
1.6	Edineț	Alexeevca village	locality	Alexeevca
1.7	Florești	Cuncea village	locality	Cuncea
1.8	Sîngerei	Pepeni commune	commune	Pepeni
1.9	Sîngerei	Prepelița commune	commune	Prepelița
1.10	Sîngerei	Rădoaia village	locality	Rădoaia
1.11	Șoldănești	Cotiușenii Mari commune	commune	Cotiușenii Mari
1.12	Telenești	Mîndrești commune	commune	Mîndrești

Lot no. 2:

No.	District	Village / commune	Type	Locality
2.1	Mun. Chișinău	com. Trușeni	commune	Trușeni
2.2	Anenii Noi	sat. Hîrbovăț	locality	Hîrbovăț

2.3	Criuleni	sat. Dubăsarii Vechi	locality	Dubăsarii Vechi
2.4	Criuleni	sat. Măgdăcești	locality	Măgdăcești
2.5	Criuleni	sat. Mașcăuți	locality	Mașcăuți
2.6	Dubăsari	sat. Doroțcaia	locality	Doroțcaia
2.7	Orhei	com. Chiperceni	commune	Chiperceni
2.8	Ștefan Vodă	com. Răscăieți	commune	Răscăieți
2.9	Ștefan Vodă	sat. Olănești	locality	Olănești
2.10	Ștefan Vodă	sat. Talmaza	locality	Talmaza
2.11	Ungheni	com. Agronomovca	commune	Agronomovca
2.12	Ungheni	com. Măcărești	commune	Măcărești
2.13	Ungheni	com. Pîrlița	commune	Pîrlița

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 plans of the boundaries for the allocated localities (*including conducting field visits, identifying jointly with the LPAs the boundaries of the localities' intravilan by means of "orthophoto" materials, and preliminarily coordinating the boundaries*);
- Elaboration of the dossier for establishing the boundaries of the localities (*including elaboration of final plans of boundaries and documentation of establishing boundaries, drafting the LPA decision and presenting them for approval by the local councils*), according to the requirements of the Instruction regarding the establishment of the boundaries of 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;
- Coordinating and approval of established boundaries (*including conducting visits at the local level, coordinating materials and presenting the required documentation to the local councils for their approval*);
- Presentation of the approved materials for their registration in ARIS (*including transfer and submission of materials, documentation of councils' decision and presenting the 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 UNDP Project	by 16.04.2018
2.	Handover documents for receipt by 1 st level LPAs of the dossier for establishing the boundaries of localities – presented and approved by the PSA	by 11.06.2018
3.	Dossiers for establishing the boundaries of localities, approved by the 1 st level LPAs – presented for registration and received by the PSA (ARIS administrator)	by 13.08.2018
4.	Final Activity Report – elaborated and approved by the PSA and UNDP Project	by 27.08.2018

Terms of confidentiality

All data and information offered by the UNDP Project and 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 UNDP Project.

D. Institutional arrangements

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.

Companies will fulfill their contractual assignments in close collaboration with the Cadastre Department of the Public Services Agency, under the supervision of the UNDP Project.

The Public Services Agency will provide the Companies the access to information and materials necessary for the fulfillment of the envisaged tasks. UNDP Project will provide administrative and logistic support, including for organizing the necessary meetings.

Deliverables will be approved by the designated PSA representative and UNDP Project.

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

Contractual assignments shall be fully completed not later than the **1st of September 2018**.