

TERMS of REFERENCES
FOR THE INDIVIDUAL INTERNATIONAL CONSULTANT
TO DEVELOP THE TECHNICAL SPECIFICATIONS AND OTHER RELEVANT
DOCUMENTATION FOR THE AUTOMATED INFORMATION SYSTEM „PUBLIC
UTILITIES REGISTER”
for
LAND REGISTRATION AND PROPERTY VALUATION PROJECT
Project ID No. P161238

I. INTRODUCTION

The Government of the Republic of Moldova and International Development Association (IDA) signed a Financing Agreement (FA) which became effective on 14 January 2019 for the Land Registration and Property Valuation Project (hereinafter the Project). The Project aims to improve the quality of the land administration and property valuation systems and to enhance transparency of the property taxation system.

The Project consists of four components: (A) First Property Registration; (B) Property Valuation; (C) Land Administration System Strengthening; and (D) Capacity Building and Project Management.

Component A ‘First Property Registration’ will support the first registration of public and private land in Moldova and strengthen the data quality for records already in the land register. This component will also organize mandatory public displays and public awareness campaigns to ensure citizens are engaged and aware of the procedures, activities, and benefits during first property registration

Component B ‘Property Valuation’ will support extending the system of mass valuation to incorporate those properties not currently included and to carry out a revaluation of the properties that are already in the mass valuation system, but have not been revalued since 2008. In the process, the objective is to provide periodic revaluations for several purposes including property taxation. The use of updated valuations for property taxation is expected to generate additional tax revenues and to enhance the fairness with which property taxation is levied by ensuring that taxpayers make payments related to the current market values of their properties.

Component C ‘Land Administration System Strengthening’ will support the strengthening of the land sector in Moldova by facilitating policy dialogue and conducting a review of the existing institutional and regulatory frameworks, proposing improvement where possible. It will also encourage a development of simplified business processes and modernization of cadaster services through use of ICT, and support development of NSDI.

Component D ‘Capacity Building and Project Management’ will support capacity building at stakeholder agencies and institutions to ensure the smooth implementation of project activities and support project sustainability, as well as provide support for project implementation.

A full description of the Project is provided in the document “Project Appraisal Document” (PAD) and Loan Agreement (LA). The PAD is considered as a part of the necessary background materials to be understood by Consultants.

Implementation is entrusted to the Project Implementation Unit (hereinafter PIU) of the Public Services Agency (hereinafter referred to as PSA).

In 2017, the Law on Public Utilities Register was approved by the Moldavian Parliament (Law #150). The Law states that a register of public utility must be established in order to support the registration of the cable network and infrastructure, such as telecommunication, electricity or gas distribution, as well as water, sewerage or transport infrastructure. According to the law, the Public Services Agency acts as a holder of the Public Utilities Register. The Land Registration and Property Valuation Project provides funds for the development of the Automated Informational System (AIS) “Public Utilities Register”, under Component C of the Project.

II. OBJECTIVE

At present, the PSA operates the Real Property Register, which supports the real estate units and property rights registration. Although, public utility units are considered by law immovable property, the national legislation stands for a separate register to ensure the registration of such objects. In line with the provisions of the national legislation, a robust, up-to-date and integrated system is required. It is therefore proposed to develop technical specifications and technical documents so that the PSA is fully equipped, using the paperless technologies to meet the legal requirements related to public utilities objects and related rights registration.

The Individual Consultant shall provide consultancy services to the PSA team, as well as other Project's stakeholders and prepare the Technical Specifications and other relevant technical documents for the AIS "Public Utility Register". This will entail a close coordination with the PSA Department of Cadaster (DC) and Department of Technology (DT) designated staff, as well as those of the Ministry of Infrastructure and Regional Development (hereinafter MEI) and of the Agency of Land Relations and Cadaster (hereinafter ALRC) as entities responsible for the development of relevant legal framework.

The main objective of the consultancy services is to assess the existing drafted requirements for the AIS, which includes a review of Technical Specifications for the AIS "Public Utilities Register", prepared by GIZ Modernization of local public services project and submit comprehensive Technical Specifications, as well as estimated costing for the required system.

The specific objectives of the consultancy services are to:

- 1)
- 2) Prepare Technical Specifications for the AIS "Public Utilities Register", based on Technical Specifications prepared by GIZ Modernization of local public services project in year 2017. The Technical Specifications should provide recommendations and requirements for the Public Utilities Register data model, based on the INSPIRE Data specifications and on the Manual for development of data model (drafted under the EU Twinning Project);
- 3) Provide technical support to PSA team during the bidding preparation and conducting process, as well as providing support to evaluate the offers for AIS "Public Utilities Register" development.

III. SCOPE OF WORK AND TASKS

The scope of work is as follows:

- 1) Consultation with PSA, MEI and ALRC staff to understand all key activities and deliverables required for the Public Utilities Register;
- 2) Provide technical inputs for the work on recommendations for amending the legal framework for Public Utilities Register and strengthen institutional capacities of Register's holder;
- 3) Prepare technical specifications for the development of the AIS "Public Utilities Register" including a detailed list of mandatory and optional requirements which will be used for procurement of the system development. The Technical Specification should be prepared using the World Bank standard template for Technical Specifications for Request of Bids for software development, part VII (<http://pubdocs.worldbank.org/en/506781467299234152/SPD-Request-for-Bids-INFORMATION-SYSTEMS-July-2016.docx>) and include as well:
 - a. Requirements for interoperability with other systems and registers, both internal and external, including the NSDI portal and Real property cadaster and registry (MOLDLIS);
 - b. Requirements for e-services provision to key users;
 - c. Requirements for system reporting requirements;
 - d. Requirements for use of national and international standards;

- e. Requirements for data suppliers' reporting and internal quality control;
 - f. Requirements for system testing, piloting, rolling out and acceptance;
 - g. Requirements for software standard documentation.
- 4) Provide cost estimates and time-frame for the development and implementation of the AIS "Public Utilities Register", using different technologies;
 - 5) Prepare qualification requirements for the bidder as an input to the Bidding documents;
 - 6) Assist the PIU ICT Specialist and Procurement Specialist to prepare the bidding documents;
 - 7) Provide technical support to PSA to conduct the procurement of AIS "Public Utilities Register" development. This includes technical assistance to PSA in the evaluation of bids and selection of AIS developer.

The Consultant shall propose a suitable methodology, including a timeline with milestones to complete these activities and produce the required outcome.

IV. WORKING CONDITIONS

The Consultant will work remotely, being provided with office space at PSA / DC, upon request. He/she will be required to attend on-line meetings relevant to the assignment. The communication with designated PSA and Supporting agencies staff will be by emails, phone calls, virtual and personal meetings. At least, two site visits are required, one at the beginning of the assignment and one upon the submission of the Technical Specifications (deliverable nr.2).

The Consultant will work in close collaboration with PSA DC and DT staff, as well as the designated staff of the Ministry of Economy and Infrastructure and the designated staff of the Agency of Land Relations and Cadaster. Under the Project, a local expert will be hired to work closely with the Consultant and to support his/her activities locally.

The Consultant will be provided by PSA with all necessary documentation drafted or produced in Moldova, relevant to the assignment.

The expected duration of assignment is 4 months. The validity term of the contract will match the date when the obligations taken by parties are fulfilled. The Consultant shall propose the number of in-country visits and schedule of work in their proposal. On-site visits are mandatory for launching the Consultant assignment and stakeholders' consultations upon delivery of the technical specifications.

V. WORK PRODUCTS / DELIVERABLES

The selected Consultant is expected to submit the following deliverables during the course of the contract:

- 1) A detailed work plan for the assignment showing the milestones, major activities and deliverables highlighting the critical path, as well as the estimated duration of the activities and the assignment, expected start and completion dates, within 5 working days from the contract start;
- 2) Schedule, type and context of consultations with stakeholders;
- 3) A preliminary report on the functionalities, requirements and specifications for the AIS "Public Utilities Register", following initial consultation rounds;
- 4) Detailed business process mapping;
- 5) Technical Specifications for the AIS, including system performance indicators, endorsed by the stakeholders;
- 6) Cost estimates for technologies suggested to be used;
- 8) Qualification requirements for the bidders;

- 9) Expert opinion on technical evaluation of submitted bids for system development;
- 10) Final report, which will include all deliverables, including final Technical Specifications, recommendations for changes in legal documents, revised concept for the automated informational system “Public Utilities Register” and report from bidding process;
- 11) Any other information and details which are pertinent to the tasks indicated above.

Any outputs/deliverables should be submitted in English to the Project Manager and copied to Project Coordinator for review. The PSA & stakeholders team will review all deliverables and their comments shall be communicated to the consultant within 10 working days of submission of the deliverables. The consultant will have to consider and incorporate the comments within a period of 5 working days from the date of receipt of comments. The consultant will have to provide for justification when comments are not incorporated in the deliverables.

Monthly progress reports shall be presented to the Project Manager to show progress against each deliverable and highlighting any variance to the original plan.

VI. QUALIFICATIONS AND EXPERTISE REQUIRED

1. University degree in IT, geoinformatics, land management, public utilities engineering or management or other related field;
2. At least 5 years proven experience in drafting Technical specifications for software development;
3. Proven relevant experience in project planning, resource planning related to IT projects,
4. At least one site reference (letter of recommendation);
5. Experience with the utility cadaster IT system designing or implementation;
6. Knowledge of EU INSPIRE Technical Specifications for Utilities and Infrastructure Cadaster,
7. Working knowledge of English,
8. Report writing skills are required.
9. Understanding of needs and issues of public registers;
10. Strong analytical skills;
11. Knowledge of Romanian or Russian will be an advantage.

VII. SELECTION AND PAYMENT SCHEDULE

The selection of the Consultants will be conducted in accordance with the World Bank Procurement Regulations for IPF Borrowers, dated July 2016, revised November 2017.

Deliverables will be the basis for the payment schedule. All documents will be submitted in English or Romanian, in draft for comments and then final.

The payment will be done upon the submission of final version of the deliverable.

No	Deliverable / Milestone	Payment Schedule
1.	Detailed business process mapping	10%
2.	Technical Specification for the AIS “Public Utilities Register”, including cost estimates and draft qualification requirements	70%
3.	Final report as stated in Part V “Work Products/Deliverables” (position 11)	20%

VIII. Reporting

The Consultant will be accountable to the PIU Manager. All documents such as progress report, draft project documents, specification documents, drafts of proposals, etc. shall be submitted in editable MSOffice Word version and in hard copies. The language of the assignment shall be Romanian. All the deliverables shall be written in Romanian. All translation costs from Russian shall be borne by the Consultant.

IX. Recommended Presentation of the Expression of Interest

For purpose of facilitating the comparative analysis of offers, it is recommended to have in the submitted Expression of Interest the following contents:

1. Letter of Expression of Interest confirming the understanding of tasks required in TOR and availability of the candidate for the required period,
2. Curriculum vitae containing the information required under section IV “Qualification and Expertise required” and copies confirming the degrees and experience stated in the CV.
3. The Expression of Interest Letter shall contain the table of Payment Schedule where the candidate will mention the expected workload for each deliverable in days.