

LAND REGISTRATION AND PROPERTY VALUATION PROJECT

TERMS OF REFERENCE

Individual Consultant for Delivering Trainings to Local Public Authorities (LPAs)

1. Project description

The Government of the Republic of Moldova, as Beneficiary, on September 17, 2018, signed a financing agreement with the International Development Association in the amount of 23.65 million Euros intended for the implementation of the Land Registration and Property Valuation Project (LRPVP), aimed at improving the quality of the land administration and property valuation systems, and increasing the 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” supports the first systematic registration of public and private land plots in the Republic of Moldova and will strengthen the quality of the data already existing in the real estate register. This component will also organize public displays and public awareness campaigns to ensure that citizens are engaged and aware of the procedures, activities, and benefits during the first mass property registration.

Component B „Property Valuation” supports extending the system of mass valuation to incorporate those properties that are currently not valued, the revaluation of properties that are already in the mass valuation system but have not been revalued since 2008.

Component C „Land Administration System Strengthening” supports the strengthening of the land sector in Moldova by facilitating policy dialogue and conducting a review of the existing institutional and regulatory frameworks, proposing improvements where possible. It will also encourage the development of simplified business processes and modernization of cadastre services through the use of Information and Communications Technology (ICT) and support development of the National Spatial Data Infrastructure.

Component D „Capacity Building and Project Management” supports capacity building at stakeholder agencies and institutions to ensure the smooth implementation of project activities and support for the project implementation.

The activity “Training of Local Public Authorities in Efficient Land Administration: Practices and Procedures” is part of the Project Training Plan for 2025 and will be implemented under Component D.

II. Purpose and Objectives of the Training

The purpose of the training is to familiarize decision-makers within Local Public Authorities with procedures and practices for efficient administration of public and private property that benefited from the delimitation process under the cadastral works supported by the LRPVP. The training will acquaint LPA decision-makers with procedures and practices for efficient management of newly registered or delimited public and private assets within the LRPVP, ensuring correct and timely application of post-delimitation land legislation and procedures.

The objective of the training is to develop the professional capacities of relevant LPA staff (mayors, deputy mayors, land/cadastral specialists) to ensure proper management, record-keeping, and utilization of public and private real estate assets in the context of completing cadastral works under the LRPVP.

III. Organization of the Trainings

1. The Consultant will conduct training for representatives of LPAs (mayors, deputy mayors, and other relevant personnel) who benefited from the delimitation works under the LRPVP, aiming to enhance their knowledge in efficient land administration (200 LPAs).
2. The trainings will be held **online**, for **one day (6 hours per day)**. The Consultant will apply an **interactive methodology** (e.g., case studies, Q&A, polls) adapted to the online format.
3. Each training group will consist of **20–25 participants**.
4. The **list of participants** and the **training schedule** will be provided by the LRPVP, based on the list of LPAs that benefited from the delimitation works.

IV. Training Course Content

The selected Consultant will develop a **Training Plan** that will include the following core topics:

- Fundamental concepts regarding the legal status of public and private property following the primary registration/delimitation conducted under the LRPVP.
- General data on the primary registration process of real estate carried out within the LRPVP.
- Efficient land administration of LPA property – processes, procedures, and responsibilities of LPAs (e.g., identification, record-keeping, transfer, exchange) using new data from the Real Estate Register (RER). Presentation of best practices and success stories.
- Mass valuation of real estate – the role of LPAs in the mass valuation process (according to the Law) and the use of valuation data in local fiscal administration. Communication with citizens on taxation. Benefits of mass valuation (fiscal equity, increased LPA revenues, transparency).
- Practical sessions – extended Q&A sessions and case studies focused on solving common problems faced by LPAs in post-delimitation land administration.

V. Tasks and Deliverables

The Consultant's activities will be reflected through the following results and deliverables:

Task 1. Development of the training curriculum and materials

- Training plan (including agenda), as required by the LRPVP, covering the full training approach and methodology.
- Curriculum and training materials prepared in **Romanian and Russian**, covering the topics described above.
- PowerPoint presentations for the training sessions.

Task 2. Logistical support for the training

The Consultant will ensure and be responsible for:

- Providing participants with electronic training materials (agenda, session curriculum, PowerPoint presentations);

- Registration and record-keeping of participants;
- Evaluation questionnaires on training effectiveness, completed by all participants.

Note: Participants will be invited and organized into groups by the LRPVP.

Task 3. Delivery of the training

- Conduct training sessions according to the approved training plan;
- Collect and analyze participant feedback through evaluation questionnaires;
- Maintain and submit participant attendance lists.

VI. Qualification Requirements

Selection of the Consultant will be based on the following criteria:

1. University degree in Land Law, Cadastre, Geodesy, Public Administration, or related fields;
2. Excellent knowledge of Moldovan legislation on land administration, public/private property, and real estate taxation;
3. Familiarity with activities carried out under the LRPVP;
4. Excellent written and spoken proficiency in Romanian and Russian;
5. Previous experience in organizing and delivering training for LPAs.

VII. Estimated Duration and Number of Trainings

Estimated period: December 2025 – January 2026

Total: 10 online training sessions, each lasting one day

Estimated total number of participants: 200–250 persons

Reporting

The Consultant must submit the following reports:

- **Initial Report:** including the Training Plan, detailed schedule and agenda, curriculum, training session materials (in Romanian and Russian), and PowerPoint presentations – to be submitted **10 days before** the start of the training sessions (one-time submission).
- **Interim Report:** after each session, including a session summary, final attendance list, and preliminary analysis of satisfaction questionnaires, submitted **within 3 working days** after each session.
- **Final Report:** after completion of all training sessions, including details on implementation of the training plan, analysis of all completed questionnaires (to assess training effectiveness, quality, and participant satisfaction), test summaries, conclusions, and recommendations. To be submitted **within 10 days** after completion of all training sessions.

Reports will be submitted to the LRPVP in **written and electronic form, in Romanian.**

Deliverables under this activity will be coordinated and approved by the **Social Specialist / Project Manager** within the LRPVP.

The selection will be carried out in accordance with the Individual Consultancy Selection (IC) method under the World Bank Procurement Regulations (July 2016, revised November 2017).