



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **5 July 2012**

Country: Republic of Moldova

Description of the assignment: National consultant to revise the forms of primary accounting on labour time and wages for statistical purposes

Project name: UN Joint Project "Strengthening the national statistical system"

Period of assignment/services: 30 working days, during July-October 2012

Proposals should be submitted by email to vacancies-moldova@undp.org, no later than **18 July 2012**.

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

Joint UN Project on Strengthening the National Statistical System of RM (Statistics Project) is currently implemented by the UNDP, UN Women, UNICEF, UNFPA and ILO, in partnership with the National Bureau of Statistics and aims at improving data production, dissemination and use of statistical information with particular attention to national needs and overall conformity of official statistics with international standards. One of the Statistics Project's intended results is the improved capacity of the National Bureau of Statistics and other line ministries, involved in production of information (through administrative reporting system, surveys and censuses) to produce, in a timely manner, data of appropriate quality being multi-dimensionally disaggregated. The second expected result would be the improved use of available disaggregated statistics by different categories of data users, in particular for evidence-based monitoring of policies, development strategies, programmes, necessary to analyze and monitor such phenomena as poverty, social exclusion, gender equality, etc.

According to the Activity Program of the Government of the Republic of Moldova "European Integration: Freedom, Democracy, Welfare" for 2011-2014¹, under the Chapter c. on Labour, Employment and Labour Migration, the Government has settled a series of priorities including scaling up efforts to increase the registered wage share and mitigate the negative phenomenon of payment of wages "in an envelope," double accounting and under-the-table work, as well as identification of policy solutions to diminish the phenomenon of "informal employment".

The Ministry of Labour, Social Protection and Family (MLSPF), being in charge of continuous improvement of the wage system of the national economy, has been entitled with the responsibility to accomplish the respective objectives and to monitor the activities on diminishing the *practices on salaries paying in "envelope" and "undeclared work"*, as well as to annually report on the progress and achieved results. This would refer to the actions of partner institutions involved in the accomplishment of the

¹ Available on <http://gov.md/lib.php?l=en&idc=445>.

“Action Plan regarding the minimization of salaries paying in “envelope” and “undeclared work” practices” for the period of 2011-2013, approved by the Government².

The respective Action Plan comprises of a series of objectives and actions for central public authorities, social partners, and the National Bureau of Statistics (NBS). Within the objective no. 2 “Improvement of the record of labour relations, labour activity and working time” the activity 2.2 “Revision of the primary accounting records on working time and remuneration” was planned under the responsibility of NBS, MLSPF and Ministry of Finance each of them holding respective competence in statistics, labour resources and accounting.

According to the Law no.5 as of 9.02.2006 on ensuring the equality of opportunities for women and men, art.22. on gender statistics, the National Bureau of Statistics is made responsible for collection and production of sex-disaggregated data, while public administration authorities, political parties, other organisations, juridical entities (businesses) and individuals who perform entrepreneurial activity are obliged to present the respective sex-disaggregated information to NBS.

Additionally, a mixed working group was established according to the Order no. 477 –P as of 7 September 2011 aimed to develop the public policy proposal related to the diminishing of informal employment phenomenon. The respective group consisting of 15 persons headed by the Deputy Minister of the Labour, Social Protection and Family includes representatives of central public authorities, as well as representatives of NBS.

For detailed information on Background and Context, please refer to Annex 1 – Terms of Reference.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The scope of work of the national consultant is to revise the forms of primary accounting on labour time & wages (used for the statistical and other purposes) in compliance with the related legal and regulatory framework. The updated forms will be correlated with the needs of national key-stakeholders and revised in compliance with the national and sector policy documents, as well as international (ILO&EU) standards in labour statistics and accounting and relevant practices of other (at least CIS) countries.

The specific objective of the assignment is to provide national stakeholders (NBS, Ministry of Labour, Social Protection and Family, Labour Inspection, National Confederation of Employers, National Trade Union Confederation) with updated tools of primary accounting in the field of labour and remuneration required to implement the Government’s objective on mitigation of the effect of “undeclared work” phenomenon in Moldova.

Note: Given the obligation of businesses to provide sex-disaggregated information to NBS, on regular basis via applied statistical questionnaires (the last being filled in on the basis of enterprise’s primary accounting forms), the tasks envisaged under the present assignment will include the gender perspective at the extent possible and will, thus, contribute to gender mainstreaming into this area of statistics.

The consultancy will be based on the knowledge and experience of the selected consultant regarding the labour field, including legislation, policy and regulatory framework, economic enterprises activity, in particular human resources and labour relations, and (optional) practical application of national accounting standards. On behalf of NBS, the participation and necessary involvement of representatives of the labour statistics specialists will be ensured.

Activities envisaged under the present task will contribute to the achievement of mid-term priorities of NBS and will be carried out in accordance with the Law of RM on Official Statistics.

For detailed information on Tasks and Responsibilities, please refer to Annex 1 – Terms of Reference.

² Government Decision no. 477 as of 8 June 2011 to approve the “Action Plan regarding the minimization of salaries paying in “envelope” and “undeclared work” practices, 2011-2013”<http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=339169>.

³ Order no. 477 –P as of 7 September 2011 of the MMLSPF on “Approval of the membership of the working group to develop public policy proposal related to the diminishing of informal employment phenomenon, according to the Methodological Guidelines on ex-ante analysis of public policies impact”.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Higher education or more advanced degree or in the area of law, economics, accounting, statistics, land/or other science related to topic of assignment;
- Other formal education relevant for the assignment;

II. Years of experience:

- At least 4 years of professional experience in areas related to labour legislation, human resources, business accounting, inside or outside the country;
- Proven experience in undertaking sociological activities (including but not limited to designing of questionnaires and methodological notes);

III. Competencies:

- Strong analytical, writing and communication skills;
- Knowledge of the national labour related legislation and regulatory framework;
- Knowledge of the peculiarities of statistical sector and/or bookkeeping on labour in enterprises would be an asset;
- Familiarity with international standards and best practices, good knowledge of terminology and definitions used at international level as it regards establishment of labour relations, and data collection for the statistical purposes in the field of labour and earnings;
- Good knowledge of English will be an asset;

IV. Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Availability to work with UNDP and Project's national stakeholders during the indicated/approved period;
- Cultural and gender sensitivity.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Technical Proposal:

- explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
- describing a short vision on achievement of tasks.

2. Personal information (as a detailed CV or as a Personal History Form /P11) including records on past experience in similar projects/assignments and concrete outputs obtained;

3. Financial proposal (in USD, specifying a total lump sum amount and the number of anticipated working days).

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 of this lump sum amount (including all related costs e.g. fees, phone calls etc.) and the number of anticipated working days.

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

- Higher education or more advanced degree or in the area of law, economics, accounting, statistics, land/or other science related to topic of assignment;
- At least 4 years of professional experience in areas related to labour legislation, human resources, business accounting, inside or outside the country;
- Proved practical experience of work related to the use of statistical data, evidences and informative materials.

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

Cumulative analysis

The award of the contracts shall be made to the individual consultants whose offers have 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 – 70% (350 pts);

* Financial Criteria weight – 30% (150 pts).

Only candidates obtaining a minimum of 245 points would be considered for the Financial Evaluation.

Criteria	Scoring	Max. Points Obtainable
<u>Technical</u>		
1. Masters degree or higher education in the area of law, economics, accounting, statistics, land/or other science related to topic of assignment	Master's – 45 pts, PhD – 50 pts	50
2. At least 4 years of professional experience in areas related to labour legislation, human resources, business accounting, inside or outside the country	4 years - 30-50 pts, more than 4 years – 50-70 pts,	70
3. Proven experience in undertaking sociological activities (including but not limited to designing of questionnaires and methodological notes)	Large – 30-40 pts, to some extent – 10-30 pts, No-0 pts	40
4. Knowledge of the national labour related legislation and regulatory framework	Large – 30-40 pts, to some extent – 10-30 pts, No-0 pts	40
5. Knowledge of the peculiarities of statistical sector and/or bookkeeping on labour in enterprises - would be an asset	Large – 20-30 pts, to some extent – 10-20 pts, No-0 pts	30
6. Familiarity with international standards and best practices, good knowledge of terminology and definitions used at international level as it regards establishment of labour relations, and data collection for the statistical purposes in the field of labour and earnings	Large – 20-30 pts, to some extent – 10-20 pts, No-0 pts	30
7. Experience of collaboration with Government in area/s relevant for the present assignment	Large – 30-40 pts, to some extent – 10-30 pts, No-0 pts	40

8. Experience in working with development partners (in particular UN/UNDP) and nongovernment organizations, in particular in area/s relevant for the present assignment	Large – 20-30 pts, to some extent – 5-20 pts, No-0 pts	30
9. Romanian language proficiency; Good skills in oral and written English;	Romanian – 10 pts, English – 10 pts	20
Maximum Total Technical Scoring		350
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 150$ 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.		150

Winning candidate

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

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS