



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20 September 2013**

Country: Republic of Moldova

Description of the assignment: National consultant to develop the monitoring and evaluation framework on operation of the Joint Information Service Bureaus and its impact on the socio-economic development at raion level

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

Period of assignment/services: 14 October– 10 December 2013, estimated volume of work - 30 working days

Proposals should be submitted online by pressing the "Apply Online" button no later than **30 September 2013, 11 a.m.**

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 collection, 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 use of available disaggregated statistics by different categories of data users in particular for evidence-based monitoring of policies, development strategies, programmes, etc.

With support of Women's Economic Empowerment program, new concept of service provision was introduced on local level, based on "one-stop-shop" or "one window" approach¹ through establishment in August 2010 of Joint Information Service Bureaus (JISB) becoming operational up to day in 16 raions of Moldova. This enabled bringing together around nine services, focused on the areas of employment, social protection, SME development, land cadastre, agriculture and etc., thus providing opportunity for local population to benefit from JISB coordinated services and receive guidance and advice in concerned fields addressing challenges at the local level.

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

The main objective of the assignment is to develop the monitoring and evaluation framework for JISBs operation and provide guidance on its effective use by JISB.

The detailed description of the M&E framework should contain the understanding of how this is going to be used, for what purposes and by whom, avoiding too general sentences. Links to creating evidences, learning and improving purposes, planning, informed decisions, etc. will be described. The various stages of the M&E cycle, to include, inter alia, planning, monitoring, reporting, evaluating, learning, decision making, are very important parts to be carefully described, with roles and responsibilities, timing and possible actions, so that the regular collection of indicators would have a follow up and become a useful tool. Besides a table with monitoring indicators, the M&E framework will describe all processes and data flows within the M&E cycle.

Once developed, the M&E framework shall be tested by the selected consultant in a selected district, using JISB data and other available sources of official and administrative statistics at the coal level.

All activities under the present assignment will be correlated to the needs of key-stakeholders and in compliance with the national legislation (including Law on Official Statistics), and other national and sector policy and regulatory documents in compliance with international standards in statistics and relevant best practices of other countries.

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

¹ The methodology itself proved its sustainability and efficiency in the CIS countries, namely in Ukraine and Russia, to name few, under the facilitation of USAID BizPro initiatives earlier in the 2000s.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

- I. Academic Qualifications:
 - University degree in the area of social, economic and/or other science related to areas of assignment
- II. Years of experience:
 - At least 3 years of working experience in the designing M&E systems and/or undertaking monitoring and evaluation of development interventions;
 - At least 4 years of proved previous working experience consisting of substantial participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the economic and social area/s/fields;
 - Proved practical experience of work related to the use of statistical data, evidences and informative materials, but also related to data collection and/or production;
 - Experience of collaboration with Government (specifically at the local level) in area/s relevant for the present assignment;
 - Experience in working with development partners (in particular UN/UNDP) and nongovernment organizations, in particular in area/s relevant for the present assignment;
- III. Competencies and other skills and abilities:
 - Familiarity with the national context (legal and policy framework) related to the areas of assignment concern and international practice;
 - Romanian language proficiency; Good skills in oral and written English;
 - Ability to analyse, plan, communicate effectively orally and in writing, draft reports, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
 - Ability to be independent, impartial and credible in a challenging environment;
 - Availability to work with UN 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 including:
 - brief explanation of how the Applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
 - own vision and working approach in undertaking the assignment;
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).

Additional Information: In the case of engagement of Civil servants under Individual Contract modality, (i) A "No-objection" letter in respect of the individual is requested from the Government employing him/her, and; (ii) The individual must provide an official documentation from his/her employer formally certifying his or her status as being on "official leave without pay" for the duration of the Individual Contract.

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. travel, per diems, fees, taxes, phone calls etc.) and the number of anticipated working days. The consultant shall bare costs for all supplies needed for data collection and data processing including possession of his own personal computer

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station 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.

During the contract period local travel in the regions might be required. Thus, the consultant will have to undertake a minimum of 3 round trips (of one-day each) overall to the districts with operational JISBs located in the 3 regions: North, Center, South, at an average distance from Chisinau of 150 km each. The cost of respective round trips should be included in the applicant's financial proposal and include all the pertinent costs.

In the case of other 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:

- University degree in the area of social, economic and/or other science related to areas of assignment;
- At least 3 years of working experience in the designing M&E systems and/or undertaking monitoring and evaluation of development interventions.

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 – 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	Maximum Points Obtainable
<u>Technical</u>		
1. Advanced university degree in the area of social, economic and/or other science related to areas of assignment	University – 30 pts, Master's – 35 pts, PhD – 40 pts	40
2. At least 3 years of working experience in the designing M&E systems and/or undertaking monitoring and evaluation of development interventions	3 years - 35 pts, 4-5 year – 36-45 pts; >6 years – 46-50 pts	50
3. At least 4 years of proved previous working experience consisting of substantial participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the economic and social area/s/fields	4 years - 25 pts, 4-5 year – 26-35 pts; >6 years – 36-40 pts	40
4. Proved practical experience of work related to the use of statistical data, evidences and informative materials, but also related to data collection and/or production	Large – 25-30 pts, to some extent – 5-24 pts, No-0 pts	30
5. Familiarity with the national context (legal and policy framework) related to the areas of assignment concern and international practice	Large – 25-30 pts, to some extent – 5-24 pts, No-0 pts	30
6. Experience of collaboration with Government, in particular in area/s relevant for the present assignment	Large – 15-20 pts, to some extent – 5-14 pts, No-0 pts	20
7. Experience of work with development partners, in particular UN/UNDP	Large – 15-20 pts, to some extent – 5-14 pts, No-0 pts	20
8. Romanian language proficiency; Good skills in oral and written English	English – 10 pts, Romanian – 10 pts	20
9. Relevant Technical Proposal (justification of being most suitable for the work, vision and working approach)	Fully relevant – 45-50 pts, at some extent – 5-44 pts, irrelevant – 0 pts	50
Maximum Total Technical Scoring		300
<u>Financial</u>		
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ 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.		200

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