

Strengthening the National Statistical System Joint UN Project

TERMS OF REFERENCES

National Consultant to revise the statistical toolkit on collection of data on water supply, sewerage and sanitation in compliance with EU best practices

Potential Applicants:	Specialists in public communal services with knowledge/experience of statistics
Contract type:	Individual Contract modality
Duty station:	Chisinau
Estimated Duration:	May- June 2014, up to 30 full working days
Contracting Authority:	United Nations Development Programme (UNDP)
Main stakeholders:	National Bureau of Statistics of RM
Main beneficiary:	Ministry of Regional Development and Constructions, Ministry of Environment, Ministry of Economy, Ministry of Health
Reference to Project:	UN Joint Project on Strengthening the National Statistical System, donor Government of Romania
Activity 7:	"Improvement of availability and reliability of regional statistics for decision-makers of the Republic of Moldova", component 1

BACKGROUND

The harmonization of the national statistics with the *acquis communautaire* in the field of statistics is one of the objectives of the Government's Activity Program „European Integration: Freedom, Democracy, Welfare 2011-2014” and of the RM-EU Association Agreement, which stipulates the gradual harmonization of the national statistical system with the European one according to the EU Compendium of Statistical Requirements, regional statistics being one of development areas¹. Also, regional statistics' development and adjustment in due time is one of the objectives of the National Strategy for Regional Development², given the need to support the process of elaboration, monitoring and assessment of regional strategies.

In the context of reduction of regional disparities at socio-economic development levels, the improvement of population access to public utilities, such as water supply, sewerage and sanitation services for communities represents one of core strategic priorities. About 39% of country's settlements are covered with centralized water supply services, of which 77% settlements from urban and 36% from rural areas. As it regards the access to sewerage and sanitation services, it is ensured for the most urban population, and less for people from rural settlements, thus the environmental, health and social cohesion impact being obvious.

Since 2003, a number of policy documents concerning water supply and sanitation fields have been approved in Moldova: Concept of National Policy on Water Resources (2003-2010), Millennium Development Goals by 2015, Programme of Water Supply and Sewerage in Rural Settlements by 2015, Water Supply and Sanitation Strategy for 2014-2028³, Law on Public Water Supply and Sewerage Services, etc.

The national Strategy on Waste Management for 2013-2027 aims at establishing the direction for activities on development of infrastructure and services necessary for appropriate waste management, to protect the environment and health of population. One of the priorities of this strategy being the modernization of sanitation services in urban areas and their expansion in rural areas⁴.

In the context of the current strategic framework, the production of relevant statistical indicators in the field of public utilities is crucial for NBS, but also for evidence-based policy development. However, this statistical area is a component part of *acquis communautaire* and its adherence to EU standards will allow the comparability of data in terms of the used methodologies.

Currently, a *Joint UN Project on Strengthening the National Statistical System of RM* is implemented by the National Bureau of Statistics (NBS) of the Republic of Moldova, in partnership with UNDP and other 4 UN agencies, as well as the Government of Romania, and aims at improving data collection, production, dissemination and use of statistical

¹<http://europe.eu.int/comm/eurostat>

² http://mdrc.gov.md/public/files/Proiect_SNDR_.pdf

³ <http://lex.justice.md/md/352311/>

⁴ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=347341>

information with particular attention to national needs and official statistics overall conformity with international, in particular EU, standards.

The project's purpose is in particular to contribute to the improvement of quality regional data made available to decision-makers and planners within the Moldovan central, regional and local government system so that policy and planning on regional development at all levels is properly informed.

Current situation on data collection related to the TOR's subject

In the Republic of Moldova the statistics of public utilities currently involves the collection of information through three statistical forms, namely:

- i) Statistical form # **1 piped water – sewerage** - operation of water supply and sanitation systems,
- ii) Statistical form # **1gc** – public /municipal infrastructure and
- iii) Statistical form # **2gc** – sanitation in urban settlements.

Data are collected through these forms on annual basis and from all the eligible reporting units (meaning these surveys are exhaustive). The reporting units include all the enterprises specialised in the respective fields: water supply, water collection and treatment, urban sanitation, etc. Data collection is performed through territorial statistical units and data validation and processing being in the NBS's competence.

Statistical form **no. 1 piped water – sewerage** is annually filed in and reported by enterprises specialised in water supply, water collection and treatment of wastewater, as well as enterprises in settlements disposing of public facilities with centralized drinking water distribution systems. This form is focused mainly on the water and sewerage systems operation. The bigger number of collected indicators mainly refers to the technical characteristics and less to the social dimensions such as the population covered by the public water supply system, the population connected to the sewerage system, the number of settlements connected to the water supply and sewerage systems, etc. However, this statistical survey covers only the centralized water supply systems, while the number of decentralized systems is increasing, especially in rural areas.

Another disadvantage is that the units subordinated to Apa-Canal Enterprise do not present the information on each served settlement, the data being reported by the location of reporting unit's premises. Thus, the area covered by this survey does not reflect the situation from all settlements which benefit of water supply and sanitation services. Regarding statistical data on population's access to sewerage systems there is no indicator on the share of households connected to wastewater treatment plants, including on their ranking by levels: primary level (mechanical), secondary (biological), tertiary (chemical).

The information on urban sanitation and public utility infrastructure is collected through statistical reports **1gc "Urban infrastructure and greening"** and **2 gc "Sanitation of urban settlements"**. The mentioned reports are presented by companies of any type of property, which manage the urban infrastructure and greening activities, perform urban sanitation and waste transportation works. Statistical information collected within these surveys refers only to domestic waste shipped during the year, being specified only solid waste, liquid snow and other loads.

Given the mentioned circumstances and considering the modifications of the national legal framework, in order to improve statistical information and to ensure the comparability of statistical data at international level (UNECE requests on fulfilment of UN international questionnaires), the modification and adjustment of existing forms to the new requirements is needed. This should be obtained through data collection methodology improvement, data collection tools revision, definitions' adjustment and revision of guidelines for fulfilment of questionnaires.

Statistical data on water supply, sewerage and sanitation is a component part of environment statistics. There are also other institutions/units which participate in these data collection process, such as: State Ecological Inspection being responsible for collection of data on generating and use of waste by enterprises and organisations; Apele Moldovei Agency centralises the information on volume of captured, used and evacuated water at the country level.

<i>Statistical questionnaire</i>	<i>Reported by</i>	<i>Key statistical indicators contained</i>
No.1 "Functioning of water supply and sewerage systems"	Units, entities that are in charge of delivering water and sewerage services to population, enterprises, etc.	<ul style="list-style-type: none"> - No of water supply and sewerage systems - Volume of water supplied to all consumers, including per 1 inhabitant - Length of water pipe and sewerage system - Sewerage water purified at purification stations
No.1 - gc "Urban infrastructure and greening"	Enterprises with any type of property that are in charge of management of urban infrastructure and greening activities	<ul style="list-style-type: none"> - Surface of green spaces, total, and per 1 inhabitant - Surface/Area of annually green plantations - Types of green spaces, by destination - Length of lighted streets
No.2 - gc "Sanitation of urban localities"	Units, entities that are in charge of sanitation services to all consumers	<ul style="list-style-type: none"> - Transportation of domestic wastes, including liquid, total and per inhabitant - Waste disposed/recycled

Based on the above mentioned, it is extremely important to revise the data collection methodology and toolkit in the fields of water supply, sewage and sanitation, related national concepts and definitions and their harmonization with the international standards and European norms, as well as the experience of EU member states including Romania. The needed revision will have a special focus on territorial representativeness of the future data.

Given the described context, UNDP is to provide the necessary support and to strengthen national capacities to improve the availability, reliability and quality of produced statistical information in the concerned fields and contribute to the enhancement of statistical data use for official monitoring and evaluation of strategic (national and sectorial) documents' implementation focused on access of population to water, sewage and sanitation.

SCOPE OF WORK AND EXPECTED OUTPUTS

The scope of work of the sought national consultant is to revise the statistical data collection toolkit (including concepts, definitions, classifications, methodology, questionnaires, instructions) in the field of water supply, sewage and sanitation in compliance with the national legal and policy framework and concerned international standards and European norms. The territorial perspective will represent a mandatory cross-cutting issue throughout the whole assignment.

Specific objectives

The specific objective of the assignment is to provide national stakeholders with updated statistical methodology to collect data on water supply, sewage and sanitation that will be used for production of basic territorially disaggregated indicators needed to implement the Government's objectives, to monitor the regional development and environment reforms and to implement policies and programs on provision of qualitative and equal access of population to services of water supply, sewage and sanitation.

The list of national stakeholders to benefit of the results of the given assignment includes: the Ministry of Environment, Ministry of Regional Development and Construction, Ministry of Economy, National Center for Public Health, others.

The consultancy will be based on the knowledge and experience of the selected consultant, including legislation, policy and regulatory framework, practical application and use of living standards and environment statistics.

Activities envisaged under the present task will contribute to the achievement of mid-term priorities of MRDC and ME and will be carried out in accordance with the Law of RM on Official Statistics and confidentiality principles to be applied on the process of collecting and maintaining information.

Main Tasks and Responsibilities

Under the overall supervision of the UNDP, in partnership with the Project's counterparts, the consultant is expected to perform the following activities:

1. Desk review

- Get acquainted with the national policy framework in the areas of concern for the present assignment:
 - Concept of National Policy on Water Resources (2003-2010);
 - Millennium Development Goals by 2015;
 - Programme of Water Supply and Sewerage in Rural Settlements by 2015;
 - Water Supply and Sanitation Strategy for 2014-2028;
 - Law on Public Water Supply and Sewerage Services;
 - Strategy on Waste Management for 2013-2027
 - Other legislation and policy framework;
- Get acquainted with the European Code of Practice as regards urban statistics;
- Propose own approach for the expected activities and detailed work plan that encompasses the above-mentioned objectives and discuss them with Project stakeholders;

2. Review the available statistical questionnaires and methodological notes in the field of water supply and sanitation

- Mapping of available data on water supply and sanitation will be carried out at the first stage and data gaps versus current national policy framework will be identified;
- The content of statistical questionnaires, as well as definitions, concepts and its methodological instruction/guidelines, will be analysed from the perspective of their relevance, appropriateness and compliance vis-à-vis the European Code of Practice and the current needs of the national stakeholders and related regulatory framework (mentioned above);
- The national definitions and concepts and corresponding classifications will be also subject to review from the perspective of their compliance and harmonisation with international standards and norms;
- Consultations with the data providers (Apa-Canal, Municipal Enterprise "Spatii verzi", LPAs) and users of resulted information on water supply and sanitation will be undertaken to determine the actual purpose of use of such data, level of satisfaction with it and needs for new improvements and updates. Stakeholders to be consulted in this respect are: Ministry of Environment, Ministry of Regional Development and Construction, Ministry of Economy, National Center for Public Health, others;
- Undertake the analysis of the information flows regarding the described 3 questionnaires on the basis of which data are collected at present.

3. Develop the new/updated statistical toolkit in the field of water supply and sanitation

- Develop the updated concepts, notions and definitions used for reporting on water supply and sanitation;

- Design the methodology, new statistical questionnaires and guiding instructions (in Romanian & Russian) on how they should be filled in by the primary data providers;
- Carry out the testing of the developed forms through its filling in by at least 5 respondent-units at all levels (national and sub-national). Testing results will be analyzed, discussed with the NBS staff and designed forms will be adjusted correspondingly with the required changes;
- Consult the drafted products with relevant national stakeholders;
- Additionally, the updated statistical toolkit will be accompanied by the description of the information flow related to the operation of the new questionnaires.

4. Other activities

- Develop a brief activity report on consultancy undertaken, including attained outputs, conclusions and next stage recommendations. The report might briefly include: stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, plus documentation related to the developed outputs;
- Support the organisation and facilitation of a round-table (or practical workshop) with the participation of the national counterparts (mentioned above under point 2) and NBS aimed to present the undertaken revision process, results achieved and outputs delivered, to gather participants' feedback, as well as to advocate for the subsequent approval of the produced outputs by the competent institutions.

The success of given activity can be ensured only by team work of all partners involved via active participation at all the stages of the assignment and the contracted consultant should play the role of guarantor of these joint effort.

The contracted consultant will ensure a high level of analytical support, efficient communication and cooperation with the Project and national relevant institutions (NBS, Ministry of Regional Development and Construction, Ministry of Environment, etc.).

DELIVERABLES

Performing the mentioned above activities, the contracted consultant will be responsible for delivering of the following outputs, comprising the main milestones:

Deliverable	Tentative timeframe
1. Working approach and detailed action plan	In 1 week from contract date
2. Updated concepts, definitions and methodology to be used for the data collection according to national needs and harmonised with the applicable international standards and European norms	In 3 weeks from contract date
3. Two statistical toolkits , consisting of (i) methodological notes (metadata), (ii) revised questionnaires, (iii) filling-in instructions on: 3.1. water supply and sewerage 3.2. sanitation services	In 4 weeks from contract date
4. Activity report on consultancy undertaken, including obtained results, linkage with the appropriate regulatory framework, conclusions and next stage recommendations, plus draft of normative acts necessary to promote and approve the revised toolkit	In 1 week from date of deliverable 4

All the deliverables should be agreed with NBS and the Project Team and be provided in Romanian, hard and electronic copy. Deliverable 3 should be additionally provided in Russian and deliverable 4 - in English.

Estimated Duration of the Contract

The activities under the present assignment are expected to commence at the **middle of May 2014** and be fully completed by **end of June 2014**. The volume of consultancy has been estimated at up to **30 working days** overall per whole assignment (full days of 8 hours) during which all the activities and outputs/results envisaged under the present assignment are expected to be performed.

Note: The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment, and it can not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project partners and concerned national stakeholders would be the only criteria for the Contractors work being considered completed and eligible for payment/s.

QUALIFICATIONS AND SKILLS REQUIRED

The consultant is expected to comply with the following qualification criteria:

Education:

- Advanced degree in sustainable development, statistics, social and/or other science related to areas of assignment;

Experience:

- At least 5 years of professional experience (executing function, teaching, advising, managing, consulting, etc.) in areas related to environment, urban development or other relevant to the present assignment;
- Experience related to the development (or participation at) analytical and methodological works (development of methodologies for calculation of indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advice, legislation adjustments, etc.);

- Proved practical experience of work related to the use of statistical data, evidences and informative materials, as well as data collection and/or production (as an asset);
- Experience of collaboration with Government, preferably in area/s relevant for the present assignment;
- Experience in working with development partners and UN agencies in particular;

Competencies and Skills:

- Familiarity with the national context (legal and policy framework) and international standards and best practices in the fields relevant for the present assignment;
- Strong analytical and writing skills;
- Excellent communications skills in Romanian and Russian; Good knowledge of English;

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.

Performance Evaluation

Contractor's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Travel Requirements

During the contract period no travel is required.

Financial arrangements

Payments will be disbursed in instalments upon confirmation of Joint UN Project on Strengthening the National Statistical System on delivering of the contract obligations, services and products in a satisfactory manner.

SUBMISSION OF PROPOSAL

The submission package will consist of:

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).