



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 2 May 2014

Country: Republic of Moldova**Description of the assignment:** National Consultant to revise the statistical toolkit on collection of data on water supply, sewerage and sanitation in compliance with EU best practices**Project name:** UN Joint Project "Strengthening the national statistical system"**Period of assignment/services:** May-June 2014, estimated volume of work 30 working days overall per whole assignment.Proposals should be submitted online by pressing the "Apply Now" button no later than **12 May 2014**.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**

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 areas. Also, regional statistics' development and adjustment in due time is one of the objectives of the National Strategy for Regional Development, 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 2014-2028, 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 areas.

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 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

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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.

For more info on the current situation on data collection please see the Terms of References.

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

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.

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.

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

- Perform 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;
- Analyse the available statistical questionnaires and methodological notes in the field of water supply and sanitation;
- Develop the new/updated statistical toolkit in the field of water supply and sanitation;
- Present the obtained results to the main stakeholders.

For detailed information on tasks and responsibilities, stakeholders concerned, expected deliverables please refer to Annex – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

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

II. Experience:

- At least 5 years of professional experience (executing function, advising, managing, consulting, teaching, 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 advise, legislation adjustments, etc.);
- 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;

III. 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;

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).

4. 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.

Travel

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.

During the contract period no travel is required.

5. EVALUATION

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

- Advanced degree in sustainable development, statistics, social and/or other science related to areas of assignment;
- At least 5 years of professional experience (executing function, advising, managing, consulting, teaching, etc.) in areas related to environment, urban development or other relevant to the present assignment;

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 – 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 degree in sustainable development, statistics, social and/or other science related to areas of assignment	University – 35 pts, Master's – 40 pts, PhD – 45 pts	45
2. At least 5 years of professional experience (executing function, advising, managing, consulting, teaching, etc.) in areas related to environment, urban development or other relevant to the present assignment	5 years – 30 pts; each additional year – 5 pts, up to max. 30 additional points	60
3. 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 advise, legislation adjustments, etc.)	Extensive – 35-50 pts, to some extent – 15-34 pts, No or limited – 0-14 points	50
4. 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)	Extensive– 20-30 pts, to some extent – 5-19 pts, No or limited – 0-4 points	30
5. Familiarity with the national context (legal and policy framework) and international standards and best practices in the fields relevant for the present assignment	Extensive– 11-20 pts, to some extent – 5-10 pts, No or limited – 0-4 points	20
6. Experience of collaboration with Government, preferably in area/s relevant for the present assignment	Extensive– 11-20 pts, to some extent – 5-10 pts, No or limited – 0-4 points	20
7. Experience in working with international organizations and UN agencies	Extensive – 11-20 pts, to some extent – 5-10 pts, No or limited – 0-4 points	20

8. Excellent communications skills in Romanian and Russian; Good knowledge of English	Romanian – 5 pts , Russian – 5 pts, English – 5 pts	15
9. Relevant Technical proposal (justification of being suitable for the work, vision and working approach)	Fully relevant – 35-40 pts, to some extent – 5-34 pts, irrelevant – 0 pts	40
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