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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 October 2014

Country: Republic of Moldova

Description of the assignment: International consultant to support the elaboration of the national strategy on development of statistics in the Republic of Moldova

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

Period of assignment/services: November 2014 – February 2015, up to 40 full working days

Proposals should be submitted online by pressing the "Apply Online" button, no later than 27 October 2014, by accessing the http://jobs.undp.org/cj_view_job.cfm?cur_job_id=50226 or <http://www.undp.md/jobs/jobdetails> links.

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

By far and large there are two strategic documents defining Moldova's policy framework. Firstly, it is the National Development Strategy „Moldova 2020”¹, which serves as a platform for the management and coordination of reforms and foreign aid in seven priority areas along with sector strategic documents. Another key document is the recently signed EU-Republic of Moldova Association Agreement² and Agenda which aim to deepen political and economic relations between Moldova and the EU. Among the 28 key sector policy areas there are public administration reform and statistics fields which combine to ensure the development of a well-functioning public administration sector and to approximate the legislation in the Republic of Moldova to EU norms and requirements in the field of statistics³.

The implementation of the Central Public Administration Reform (CPAR) during 2005-2013 aimed at building professional civil service oriented to providing high quality services. Being a continuous process of institutional development such a reform is to be further carried out by the Government in a broader manner, having a more structured and synergetic approach to the identified thematic pillars and being guided by a comprehensive Roadmap⁴. One of such CPAR pillars would be *Policy Development* focused on strategic and operational planning, policy analysis and consultations, policy coordination, monitoring and evaluation. It is valid for the statistical sector as for any other field of Government's activity, being a public service aiming to provide reliable and timely statistical information to the governance, civil society and population.

As a development partner, UN in Moldova, under the United Nations-Moldova Partnership Framework "Towards Unity in Action"⁵, is to assist the Government of Moldova in promotion of its reforms, supporting the implementation of the new Association Agreement with the European Union, fulfilling the administrative capacity requirements that Moldova must meet.

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 5 UN agencies (UNDP, UN Women, UNFPA, UNICEF, ILO), 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. In the above context, the Project seeks to support the statistical public service of the country to gradually align to the international and EU standards and requirements in the field, as well as to build its administrative and strategic capacities needed to effectively implement the national reforms.

¹ <http://www.cancelaria.gov.md/lib.php?l=ro&idc=435&nod=1&>

² Republic of Moldova has signed at 27th of June 2014 Association Agreement with European Union, http://europa.eu/rapid/press-release_MEMO-14-430_en.htm

³ EU Statistical requirements compendium is a well-established reference document for the acquis in statistics. The Compendium summarizes the key reference information for European statistical production, <http://epp.eurostat.ec.europa.eu>

⁴ Public Administration Reform Roadmap 2014-2020 "Modernization of the public administration in the European integration context" (*in the process of consultation*)

⁵ United Nations Partnership Framework 2013-2017 http://unfpa.md/images/stories/docs/UN-Moldova_Partnership_Framework_2013-2017.pdf

For more info on the specific context please see the Terms of References.

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

The Joint UN Project on Strengthening the National Statistical System is to hire an **international consultant** with relevant experience who will **assist the Government of Moldova in drafting a new strategy on development of national statistics to support the implementation of national policies and the Republic of Moldova - EU Association Agreement and pertinent documents.**

The overall scope of assignment is to carry out a thorough assessment of achieved results and lessons learned so far, as well as gaps and needs for further progress, and to develop a strategic document, either on longer term (2015-2020) with a shorter term action plan (2015-2017) or being a medium term document (to be decided at the inception phase of assignment), that should include a complex approach and have a focus on the improvement of the whole statistical sector, not only the institutional development of NBS.

The International Consultant is expected to provide strategic advice to the National Bureau of Statistics in the elaboration of the document on further strengthening of the national statistical system, considering the country's European integration agenda, as well as the national policy and reforms context. Him/she will ensure the methodological guidance and necessary tools for successful accomplishment of assignment, based on international and EU best practices, as well as will coach and provide trainings to senior staff on strategic planning. The consultancy being provided by the International Consultant will represent a knowledge transfer and experience sharing about the development of strategic development documents in other countries, preferably in the statistical field.

The International consultant will work in a team with a national consultant, the first being also responsible for coordination and consistency of produced reports, as well as overall guidance of the national expert.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced degree in economics, statistics, public administration, international development and/or other related science
- Other formal education relevant for the assignment

II. Years of experience:

- At least 7 years of professional experience in strategic planning and institutional development of public administration, in particular statistical sector, with a substantial proportion in EU or candidate countries
- Experience including substantial participation in analytical works in strategic planning at sector level, institutional development (in particular of statistical offices), evidence-based monitoring in EU or candidate countries
- Experience in policy-making and results-based management through provision and use of evidences for planning, M&E of public policies in EU countries and (as asset) in Moldova
- Experience in participatory team-works, joint researches, national/local consultations, trainings: coordination, leading, coaching, moderation of such activities, in particular on strategic planning
- Experience of collaboration with Government/s, in particular of EU countries and (as asset) and of Moldova
- Experience of work with development partners, in particular UN/UNDP, EU, in international projects managed/funded by EU institutions, in particular in statistics

III. Competencies:

- Strong knowledge and understanding of functioning of official and/or administrative statistics (concepts, regulatory framework, EU/UN standards, best practices) and its interaction with other public sectors
- Fluent English, knowledge of Romanian and/or Russian is an asset
- Ability to analyse, plan, communicate, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social)

IV. Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity
- 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
- Adherence to UN's values and ethical standards
- 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, including justification for field work;
 - 1-2 samples of similar work undertaken previously (or link to access them online).
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 including all related costs, e.g. fees, per diems, travel costs, phone calls etc. 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. fees, 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/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.

Two missions of the international consultant to Moldova are envisaged, 20 days of field work are suggested and to be confirmed if properly justified by the applicant.

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:

- Advanced degree in economics, statistics, public administration, international development and/or other related science
- At least 7 years of relevant professional experience in strategic planning and institutional development of public administration, in particular statistical sector with a substantial proportion in EU or candidate countries

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
Technical		
1. Advanced degree in economics, statistics, public administration, international development and/or other related science	Bachelor's – 20 pts, Master's – 25 pts, PhD – 30 pts	30
2. Other formal education relevant for the assignment	Any relevant for area of expertise– 10 pts	10
3. At least 7 years of professional experience in strategic planning and institutional development of public administration, in particular statistical sector with a substantial proportion in EU or candidate countries	7 years – 30 pts, 8-10 years – 31-35 pts; >11 years – 36-40 pts	40
4. Experience including substantial participation in analytical works (functional /thematic analysis, strategic development plans, assessments, evaluations, reviews, policy advisory, or research work) in strategic planning at sector level, institutional development (in particular of statistical offices), evidence-based monitoring in EU or candidate countries	Large (>10 pieces) – 20-30 pts, to some extent (1-9 pieces) – 1-19 pts, No-0 pts	30
5. Experience of collaboration with Government/s, in particular Governments of EU countries and (as asset) in Moldova	Large – 20-30 pts, to some extent – 1-19 pts, No-0 pts	30
6. Experience of work with development partners, in particular UN/UNDP, EU, in international projects managed/funded by EU institutions, in particular in statistics	Large – 15-20 pts, to some extent – 5-14 pts, No-0 pts	20
Qualifications to be confirmed during the interview:		
7. Experience in policy-making processes and results-based management through provision and use of evidences for planning, M&E of public policies in EU countries and (as asset) in Moldova	Large – 10-15 pts, to some extent – 1-9 pts, No-0 pts	20
8. Experience in participatory team-works, joint researches, national/local consultations, trainings: coordination, leading, coaching, moderation of such activities, in particular on strategic planning	Large – 15-20 pts, to some extent – 1-14 pts, No-0 pts	20

9. Strong knowledge and understanding of functioning of official and/or administrative statistics (concepts, regulatory framework, EU/UN standards, best practices) and its interaction with other public sectors	Large – 15-20 pts, to some extent –5-14 pts, No-0 pts	20
10. Excellent English, knowledge of Romanian and/or Russian is an asset	English – 5 pts, Romanian or Russian – 5 pts	10
11. Ability to analyse, plan, communicate, solve problems, organize and meet expected results, adapt to different environments (cultural, economic, political and social)	Up to 20 pts.	20
12. Relevant technical proposal (justification of being most suitable for the work vision and working approach)	Fully relevant – 30-50pts, at some extent – 1-29 pts, irrelevant – 0 pts	50
Maximum Total Technical Scoring		300
Financial		
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