



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 April 2015

Country: Republic of Moldova

Description of the assignment: National consultants (up to three) to develop data-based analytical Women's Profiles.

Group of national consultants (up to three, including a team-leader) with appropriate expertise:

Expert 1 - set of profiles on women with social issues: (1) Women with special needs, (2) Women aff/infected with HIV, (3) Elderly Women

Expert 2 - set of profiles on women at risk: (4) Rural Women, (5) Women Migrants, (6) Women Victims of Violence, (7) Roma Women and Girls

Expert 3 - set of profiles on women in leadership: (8) Women in Elected and Appointed bodies, (9) Women in Economy & Business, (10) Women in Decision making (by professional fields - peace and security, judges, lawyers, academicians, etc.).

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

Period of assignment/services: May-August 2015, estimated volume of work – up to 10 full working days per one analytical brief/profile, plus 10 working days for team-leading by one of experts

Proposals should be submitted by pressing Apply On-line link, no later than [22 April 2015](#).

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.

Important notice: The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted. The above requirements are also applicable to Government-owned and controlled enterprises, other semi/partially or fully owned Government entities (including but not limited to research institutions, state-owned colleges/universities, etc.)

1. BACKGROUND

Currently, a UN Joint 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. 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.

Different communities and groups of men and women in Moldova have diverse needs (based on their different roles and responsibilities in society) and unequal access to opportunities and resources, including capacities and means by which they can support various local services financially. The recognition of the importance of equality of opportunities and the empowerment of women is explicitly expressed in the **international commitments** undertaken by Moldova (e.g. signing CEDAW, Beijing Platform, certain ILO conventions), as well as **national legal and regulatory framework on gender equality** (e.g. adoption of the Law on the Equality of Opportunities between Women and Men¹, the Law on the prevention and countering of family violence², National Program for Ensuring Gender Equality 2010-2015³ and its action plans, etc.).

Gender statistics are the basis of any analysis of socio-economic relations between sexes, they indicate the place and role of women and men in a society, they make possible the formulation of forecasts, defining of targets, monitoring the progress in achievement of gender equality and of broader society development objectives, and they are a valuable tool in raising public awareness⁴.

The current availability of statistical data about the vulnerable groups disaggregated by territory, gender, age, ethnicity, language, religion, disability, health status and other categories is better than 5 years ago but still needs improvement, and, being complemented by data from administrative sources and reliable independent studies, represents a solid basis for M&E of reforms, assessment of their

¹ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=315674>

² <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=327246>

³ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=333441>

⁴ NATIONAL REPORT on the implementation of the Beijing Declaration, the Platform for Action (1995) and the outcomes of the 23rd special session of the General Assembly (2000), Chisinau, 2014

impact and the degree of inclusion of particular vulnerable groups in decision-making and policy implementation, empowerment of these people.

Given the above context, one of the UN Joint Project's targets in 2015 is the increased capacity of the national stakeholders to appropriately use the available statistics for the measurement of gender sensitive phenomena and their coverage in policy papers, through justification of the pending issues by sectors to be considered for the elaboration of the new national program on gender equality. For that, the Project is to contribute to the improvement of sex-disaggregated data and analysis made available to decision-makers and planners within the Moldovan central, regional and local government system so that policy and planning on gender equality at all levels is properly informed.

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

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

Under this assignment the United Nations Development Programme (UNDP) Moldova through UN Joint Project "Strengthening National Statistical System" is seeking to hire **a group of national consultants** (up to three people, sufficient to cover 10 topics of concern, including a team-leader) **to develop a series of thematic data-based analytical Women's Profiles.**

The expected knowledge product will consist of a series of thematic and brief multi-dimensional data analyses (hereafter called *analytical briefs*), focused on description of the most relevant analytical determinations of women from different groups. In the context of present assignment areas of concern are determined by the vulnerability factor/dimension. Therefore, the list of **core topics** to be covered by the expected briefs includes:

- **Expert 1** to work on the set of briefs on women with social issues: (1) Women with special needs, (2) Women aff/infected with HIV, (3) Elderly Women
- **Expert 2** to work on the set of briefs on women at risk: (4) Rural Women, (5) Women Migrants, (6) Women Victims of Violence, (7) Roma Women and Girls
- **Expert 3** to work on the set of briefs on women in leadership: (8) Women in Elected and Appointed bodies, (9) Women in Economy & Business, (10) Women in Decision making (by professional fields - peace and security, judges, lawyers, academicians, etc.).

The list might suffer certain changes (to be justified) depending on the availability of statistical data and vision of hired experts.

Thus, the **overall objective** of the assignment is to provide national stakeholders with brief but clear analysis, through gender lens and other disaggregation dimensions (such as age, employment and/or marital status, education level, urban/rural place of residence, etc.), of statistical data which measure the progress on gender equality and degree of vulnerability, marginalization, exclusion or, vice-versa, advantages and benefits of particular groups of women in the Republic of Moldova, describe the factors and determinants causing such a status, side effects/impact resulted, correlation with linked issues/elements/events/areas, etc. (justified and accompanied by appropriate data tabulations).

The respective analytical briefs may: i) contain a summary of recommendations and/or practical measures, to be undertaken by the Government and the civil society, aimed to improve the situation of vulnerable categories of women for their better equality with men, and ii) highlight gaps in data availability and possible improvements. The produced texts are expected to serve for baseline analysis during the justification/ formulation of the next gender equality national programme.

As it regards the data to be used for analysis, priority will be given to official and administrative statistical data sources, at national and/or sectoral level, as well as comparative approach (women vs men, young vs elderly, urban vs rural, etc.) will be applied.

The expected knowledge product will lie in the work, expertise and experience of the applying experts and their ability to capture knowledge and transform it into products which can help others to learn. It should creatively and innovatively extract information from prior knowledge, associated with newly-produced data of NBS (knowledge basis), and transform it into a tangible artifact in order to present, communicate and teach the targeted audiences on sex-disaggregated data use. The scientific **homogeneity** of the analytical briefs and their **integrity** as components of the envisaged product will be ensured by one member of the team of consultants assigned as a **team-leader** and coordinator of the whole process. Conceptual guidance might be provided by UNECE expert on gender statistics which will include recommendations for the content/structure of profiles (to be followed by each national consultant), relevancy of the lists of indicators to be used, feedback on the delivered briefs, etc.

Target groups of the produced analytical briefs are the government institutions, civil society, think-tanks, academia, media and general public.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree or higher education in the area of development economics, social sciences (demography, labour, education, housing, health, etc.) and/or other science related to areas of assignment;
- Other formal education relevant for the assignment;

II. Years of experience:

- At least 5 years of 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 relevant to the present assignment and gender equality at general (*the last - mandatory for the team-leader*):
 - **Expert 1** - social area targeting people with special needs, people aff/infected with HIV, elderly population, other
 - **Expert 2** – economic, human rights, other areas targeting people at risk of geographic and ethnic exclusion, migration, violence, etc.
 - **Expert 3** – areas of leadership at executive, legislative, professional, other levels

- At least 3 records of practical experience related to the **use of statistical data and evidences** (*preferably in the applied area of expertise*);
 - Experience of analysis on gender equality;
 - Experience of collaboration with **Government** 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:
- Excellent **analytical**, writing and communication **skills**;
 - Good **knowledge** of the gender equality, social inclusion/exclusion, marginalization, discrimination, other relevant **concepts**;
 - Knowledge and **practical** experience of **work** with statistical analysis software (SPSS, STATA) and ability to work with large datasets, on-line web-based applications (*would be an advantage*);
 - 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);
- 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.

Additional to the above, the criteria for team leader position, includes:

- At least 3 experience records on undertaking of leading role in similar analytical activities/assignments.

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

Applicant will clearly indicate in the Technical Proposals what set of analytical profiles/briefs he/she is supposed to develop and if is willing to cumulate the team leading role.
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/s (in USD - *see Annex 2 to ToR*):
 - For the applied set of analytical profiles/ briefs - specifying a total lump sum amount (including all related costs and the number of anticipated working days per profile/brief in the set);
 - For the team-leader position (if to be cumulated by applicant) - specifying a total lump sum amount (including all related costs and the number of anticipated working days for the team leading role).

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.

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.

For the current assignment not travel is required.

6. EVALUATION

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

- Master degree in the area of development economics, social sciences (demography, labour, education, health, etc.) and/or other science related to areas of assignment;
- At least 5 years of previous working **experience** consisting of substantial participation in **analytical** (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or **policy advisory works** in the areas relevant to the present assignment and gender equality at general (*the last - mandatory for the team-leader*)

- At least 3 records of practical experience related to the **use of statistical data and evidences** (*preferably in the applied area of expertise*).

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:

- responsive/compliant/acceptable, and
- 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 APPLYING PER ANNOUNCED SETS OF PROFILES obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria applied per announced 3 EXPERT POSITIONS	Scoring	Maximum Points Obtainable
Technical		
1. Master degree or higher education in the area of development economics, social sciences (demography, labour, education, health, etc.) and/or other science related to areas of assignment	Master's – 30 pts, PhD – 40 pts	40
2. Additional certifications in the area of gender equality or other relevant area (<i>will be an asset</i>)	Certifications available– 10 pts	10
3. At least 5 years of previous working experience consisting of substantial participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the areas relevant to the present assignment and gender equality at general (<i>the last - mandatory for the team-leader</i>): <ul style="list-style-type: none"> • <u>Expert 1</u> - social area targeting people with special needs, people aff/infected with HIV, elderly population, other • <u>Expert 2</u> – economic, human rights, other areas targeting people at risk of geographic and ethnic exclusion, migration, violence, etc. • <u>Expert 3</u> – areas of leadership at executive, legislative, professional, other levels 	5 years –35 pts, 5-7 years – 36-50 pts; >8 years – 51-60 pts	60
4. At least 3 records of practical experience related to the use of statistical data and evidences (<i>preferably in the applied area of expertise</i>)	3 records –30 pts, 4 and more records – 31-50 pts	50
5. Experience of analysis on gender equality accompanied by good knowledge of the gender equality, social inclusion/exclusion, marginalization, discrimination, other relevant concepts	Large – 30-40 pts, to some extent – 10-29 pts, No-0 pts	40
6. Experience of collaboration with Government in area/s relevant for the present assignment	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
7. Experience in working with development partners (in particular UN/UNDP) and nongovernment organizations, in particular in area/s relevant for the present assignment	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
8. Knowledge and practical experience of work with statistical analysis software (SPSS, STATA) and ability to work with large datasets, on-line web-based applications (<i>would be an advantage</i>)	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
9. Familiarity with the national context (legal and policy framework) related to the areas of assignment concern and international practice;	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
10. Romanian language proficiency; Good skills in oral and written English;	Romanian – 10 pts, English – 10 pts	20
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 PER ANNOUNCED SETS OF PROFILES will be those who accumulated the highest aggregated score (technical scoring + financial scoring).

The TEAM LEADER will be evaluated among the winning candidates selected per each set of profiles. The respective evaluation will include criteria:

Criteria applied for TEAM LEADER cumulated position	Scoring	Maximum Points Obtainable
Technical Scoring: At least 3 experience records on undertaking of leading role in similar analytical activities/assignments	3 records –20 pts, 4 and more records – 21-30 pts	30
Financial Scoring: Evaluation of submitted financial offers for TEAM LEADER role will be done based on the following formula: $S = F_{min} / F * 20$, 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.		20
Total		50

ANNEXES: ANNEX 1 – TERMS OF REFERENCES (TOR), ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS