



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **19 August 2015**

Country: Republic of Moldova

Description of the assignment: National consultant to develop statistical methodological framework on measurement of entrepreneurship from gender perspective

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

Period of assignment/services: September-November 2015, estimated volume of work – up to 30 full working days.

Proposals should be submitted by pressing Apply On-line link, no later than **28 August 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

Entrepreneurial activity is an important factor in creating and increasing employment opportunities and fuelling economic growth. Everywhere, men are more likely to be involved in entrepreneurial activity than women. Because of the serious gender gap in entrepreneurship in all countries of the region, the issue of **women and men's entrepreneurship** has received growing attention among policy makers in the member states of the UNECE. In the Beijing Platform for Action, countries have agreed to foster women's access to self-employment and entrepreneurship.

At the national level, by 2020, the Republic of Moldova aims at improving the free competition business environment¹ and will focus on: improving the business climate, promoting competition policies, balanced regulation of the business environment. The objective of authorities for the target year is to have a financial system channelling efficiently financial resources to households which produce savings to businesses that are looking for ways to finance their business ideas. Creation of new enterprises is to be encouraged through support to entrepreneurial spirit, among **women** in particular, whose share is only about 28% among entrepreneurs².

The main sector strategic document aimed to regulate the entrepreneurial activity in the country is the *Strategy on Development of Small and Medium Enterprises for 2012-2020*³ and its *Action Plan*. These envisage a series of actions and sector support programs⁴ which are targeting women and youth as particular groups (to start or manage a business) to be covered by different initiatives on promoting economic development opportunities, business advisory services⁵ or consultancy programs, direct assistance to enhance the competitiveness of enterprises, etc. Women's entrepreneurship, though in the expansion process both globally and in our country, is still an underutilized source of economic growth. One of the priorities of Action Plan on Strategy's implementation for 2015-2017⁶ includes the development of female entrepreneurship in the Republic of Moldova, including activities on elaboration of concepts, definitions, and statistical methodology for measurement of entrepreneur activity from gender perspective.

From gender equality perspective, the *Law on ensuring equal opportunities for women and men*⁷ stipulates the equal access to entrepreneurial activity, and the *National program on ensuring gender equality for 2010 – 2015*⁸ envisages stimulation of entrepreneurship and private initiatives by women.

Available data on entrepreneur activity which would differentiate entrepreneurs by sex and among the different types of self-employment and entrepreneurship are limited in Moldova and globally. Gender sensitive statistical data are required to correctly

¹ National Development Strategy Moldova 2020, http://particip.gov.md/public/files/Moldova_2020_ENG1.pdf

² Conditions for creation and development of enterprises: gender analysis, <http://www.statistica.md/pageview.php?l=ro&idc=350&id=2861>

³ <http://mec.gov.md/ro/content/politici-si-programe-imm>

⁴ Programul Național de Abilitare Economică a Tinerilor (PNAET), Programul-pilot de atragere a remitențelor în economie (PARE 1+1), Programul național de instruire continuă a antreprenorilor – "Gestiunea Eficientă a Afacerii", etc.

⁵ Business Advisory Services (BAS) Program of the EBRD, which supports micro, small and medium enterprises (MSME) in accessing a diverse range of consulting services, by facilitating projects with local consultants on the basis of co-financing.

⁶ Annex 3 to Government Decision no.585 as of 13.09.12, <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=344806>

⁷ Law no. 5 as of 09.02.2006 on ensuring equal opportunities for women and men,

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

⁸ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=333441>

identify the needs of women and men in start-up and doing businesses, as well as to define the challenges and perspectives for entrepreneurship development as a whole and through gender-caused disparities.

Currently, the *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 UN Women, and aims at improving disaggregated 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 UN Joint Project's targets in 2015 is to assist the Government in agreeing on the national concepts of entrepreneurship measurement by gender in Moldova and needed preparations for development of a conceptual methodological framework to be applied in producing data on entrepreneurship from gender perspective by NBS. Thus, the Project's purpose is also to contribute to the improvement of sex-disaggregated data made available to decision-makers and planners within the Moldovan (central and/or local) public authorities and supporting institutions so that government policy, implementing partners' planning and programming on gender equality in entrepreneur opportunities is properly informed and evidence-based.

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

The Joint UN Project on Strengthening the National Statistical System is to hire **one national consultant** who will **develop the statistical methodological framework on measuring entrepreneurship from gender perspective in Moldova**.

The expected output will represent a set of documents, namely feasibility analyses with recommendations on list of indicators, notions and definitions, methodology, data sources and type of surveys, to be applied by NBS through data collection exercise starting with in 2016.

The consultancy will be based on the knowledge and practical experience of the selected consultant regarding the entrepreneurial activity in the country, familiarity and application of international concepts and the pertinent national legal and regulatory framework in the field.

On behalf of NBS, as the main Project's partner, the participation and necessary involvement of representatives of the social and business statistics divisions will be ensured. Activities envisaged under the present task will contribute to the achievement of mid-term priorities of NBS and will be carried out in accordance with the Law of RM on Official Statistics, the Law on Ensuring Gender Equality between Women and Men and other national/ sector policy and regulatory documents and in compliance with international standards in official statistics and relevant best practices of other countries.

Consultant will be responsible for delivering of the following outputs, comprising the main milestones:

1. Working approach and detailed Action Plan
2. Inception report on desk-review and analysis of available indicators and data sources at national level which provide information on entrepreneurship/ entrepreneurs
3. Methodological framework for statistical measurement of entrepreneurship from gender perspective (including definitions, matrix of indicators and their analysis against regulatory provisions, recommendations on type of surveys, source of data, statistical methodology for future use)
4. Handouts for public presentation of outputs to the key stakeholders and narrative report on undertaken assignment

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** in economics, statistics, accounting and/or other science related to areas relevant for the assignment;
- Additional **certifications** in the area of gender equality or other relevant area (*will be an asset*)

II. Years of experience:

- At least 5 years of professional **experience** (executing function, teaching, advising, managing, etc.) in areas related to business or entrepreneurial activity, inside the country or outside;
- At least 3 records of practical experience related to the development (or participation at) **analytical and methodological works** in the area of entrepreneurship or business (methodologies for calculation of economic/business indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advice, legislation adjustments, etc.);
- Experience of **gender sensitive analysis** (*will be 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:

- Knowledge of the peculiarities of **statistical sector** (statistical processes, notions, requirements, etc.), especially in economic/business and gender statistics confirmed through appropriate data use;
- Knowledge of the national business and/or entrepreneurial activity related **legislation and policy framework**;
- Familiarity with **international standards and best practices**, terminology and definitions used in the field of business and/or entrepreneurial activity statistics (*will be an asset*);
- Strong **analytical** and writing **skills**;
- Romanian **language** proficiency; Good skills in oral and written 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;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status (*for information purpose only*).

UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

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, as well as 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).

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 economics, statistics, accounting and/or other science related to areas relevant for the assignment;
- At least 5 years of professional **experience** (executing function, teaching, advising, managing, etc.) in areas related to business or entrepreneurial activity, inside the country or outside;
- At least 3 records of practical experience related to the development (or participation at) **analytical and methodological works** in the area of entrepreneurship or business (methodologies for calculation of economic/business indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advice, legislation adjustments, etc.);

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 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 in economics, statistics, accounting and/or other science related to areas relevant for the 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 professional experience (executing function, teaching, advising, managing, etc.) in areas related to business or entrepreneurial activity, inside the country or outside	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 development (or participation at) analytical and methodological works in the area of entrepreneurship or business (methodologies for calculation of economic/business indicators, designing of questionnaires, research articles, thematic analysis, assessments, evaluations, reviews, policy advice, legislation adjustments, etc.);	3 records –30 pts, 4 and more records – 31-50 pts	50
5. Experience of gender sensitive analysis (<i>will be an asset</i>)	Large – 20-30 pts, to some extent – 10-19 pts, No-0 pts	30

6.	Experience of collaboration with Government in area/s relevant for the present assignment	Large –10-15 pts, to some extent – 1-9 pts, No-0 pts	15
7.	Experience in working with development partners and UN agencies in particular	Large –10-15 pts, to some extent – 1-9 pts, No-0 pts	15
8.	Knowledge of the peculiarities of statistical sector (statistical processes, notions, requirements, etc.), especially in economic/business and gender statistics confirmed through appropriate data use	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
9.	Knowledge of the national business and/or entrepreneurial activity related legislation and policy framework	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
10.	Familiarity with international standards and best practices , terminology and definitions used in the field of business and/or entrepreneurial activity statistics (<i>will be an asset</i>)	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
11.	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 candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS