United Nations Development Programme

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **15 September 2015**

Country: Republic of Moldova

Description of the assignment: Three national consultants to develop a web application on visualization of gender sensitive statistics. The sought expertise:

- programming of information applications (***consultant 1 - programmer***)
- graphical and web design (***consultant 2 –designer***),
- programming and web design (***consultant 3 - team-leader***).

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

Period of assignment/services: October 2015 – February 2016, estimated volume of work – up to 100 full working days for entire assignment

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

Joint UN Project on Strengthening the National Statistical System of RM (Statistics Project) is currently implemented by the National Bureau of Statistics (NBS) in partnership with five UN agencies, including UNDP and UN Women, 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 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 capacities needed to effectively implement the national reforms. 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.

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 Men, the Law on the prevention and countering of family violence, National Programme for Ensuring Gender Equality 2010-2015, 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 awareness[1].

According to the latest data users opinion[2], in the recent years the availability of disaggregated data has increased[3], but, nevertheless, sex disaggregated data use for evidence based policy making is still an issue, the interpretation of data remaining deficient and the users (in particular public servants, media and CSOs) continue to require access to timely, accurate and disaggregated data.

Given the low levels of understanding and importance given to statistics among policy makers and other stakeholders, combined with growing demand for internationally comparable, reliable, systematic and disaggregated data, the interventions in the area of statistics have to be continued to make a real impact on culture of decision-making. Different types of users should use official statistics and administrative data at all stages of policy cycle to develop the most relevant, effective and efficient policies that will have the maximum impact and adjust policies relying on the data, if necessary.

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[1] 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

[2] Data users' satisfaction survey with NBS data and services, 2012-2013, http://www.statistica.md/pageview.php?l=ro&idc=399&id=2740

[3] Examples: gender statistics produced by NBS (http://www.statistica.md/category.php?l=ro&idc=264&), as well as other surveys such as Multiple Indicator Cluster Survey (MICS 4), 2013

The data use looks to be troublesome and hampered by the availability of multiple data sources, which are sometimes different and ambiguous, as well as by the limited capacities and weak skills of data users to understand and correctly interpret data. This is because of the lack of a general statistical literacy in the Moldovan society.

In the era of information technologies and open-data concept, beyond the traditional capacity building trainings, an additional solution to overcome the described status of affairs is popularization of web or mobile innovative tools aimed to acquire knowledge and build practical skills by different data users. The development of modern **electronic data dissemination tools** accessible on-line[4] to the general public ensure transparency and easier access to data and build sustained demand for quality, timely and accessible statistics.

Aiming to increase the visibility and credibility of the national statistics and to extend the use of national statistics for information of the policy development in line ministries, interpretation of social and economic events by the civil society and for other purposes, the Joint UN Statistics Project, at the beginning of 2015, commissioned a *Concept and Technical Requirements* of an information application aimed to increase the use of gender statistics for evidence-based policy-making.

The comparative analysis of the public sex-disaggregated data sources available in the country, evaluation of their quality (structure and content, timeliness, regularity of updates, steadiness of web-address, etc.) and 'open-data' status, as well as informational systems/platforms (up/download function) being used by the data holders/disseminators, concluded that the statistical databank (StatBank, http://statbank.statistica.md), held by NBS, comprises the most of required criteria.

Thus, within the present assignment, StatBank will be considered as the informational data base for an e-application on visualised and interactive dissemination of gender sensitive statistics, that is to be developed following the ***Functional specifications and technical requirements*** - see attached to the public announcement. These requirements were described to comprise the advantages of StatBank to fully benefit of, and certain solutions (with the participation of Centre for Electronic Governance/eGov) to overcome its disadvantages.

To increase the use of sex disaggregated data for evidence based policy making, UN is supporting the national statistical system to develop e-tools for accessing the data in a real/in-line mode in a user-friendly manner. For that, UN Joint Statistics Project is seeking a group of local experts to develop a web application aimed to use the open sources of statistical data and help the users to understand and acquire skills and knowledge on the meaning, progress and evolution of the gender sensitive phenomena in the country. Ultimately, the availability of such skills and abilities should increase the use of sex-disaggregated data, in particular for evidence-based policy making.

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 three national consultants** (including a team leader) **to develop a web application on visualization of gender sensitive statistics.**

The specific objective of the assignment is to provide the national partners with the professionally designed software application and the related documentation which is to be further maintained by the statistical and ICT specialists of the NBS and serve as a tool for graphical and interactive visualisation of gender-sensitive statistical indicators in an easy-to-use format and covering the topics of the data users' interest. The topics from the *Gender statistics* section of StatBank will considered.

Within this assignment, the priority has been given to gender statistics due to the importance of gender equality analysis as one of the strongest source/criterion of vulnerability, inequality and marginalization for the population of Moldova.

The application will contain information for different ***target groups*** including diverse categories of users and specialists from various fields:
- decision-makers (staff of ministries and representatives of Moldovan public institutions, legislature, etc.)
- non-governmental organizations and academia
- journalists and media specialists
- pupils and students studying sociology, human rights, statistics
- thematic bloggers
- general public.

The application will be developed in accordance with the basic ***Functional Requirements and Technical Specifications*** *(see attached to the public announcement for more details),* which contain the description of overall structure of the program, the basic principles of its functioning, data inputting requirements, guidance on graphical design, data synchronisation modules, rights' authorisation, etc.

The application should be ***web based*** as it must be freely accessible to an unlimited number of users and able to be integrated with current solutions used by Project's partners, NBS and eGov. It is worth mentioning that the envisaged information product will not replicate, undermine or nullify the value and functionality of existing tools and information systems (StatBank, date.gov.md, mCloud). On the contrary, the expected web application will take advantage of their statistical content or data transfer functions and bring the added-value to the data-based informing of the public. Thus, it should serve as an example of synergy among informational systems (and institutions), which by the means of data, will highlight certain social issues valid for Moldova.

This IT project will implement solutions of data transfer automatizing, data hosting on governmental open and closed platforms, use open source technologies and open data principles, all these ensuring a high ***sustainability and development potential*** of similar web applications using the available systems or adapting them for new platforms, such as mobile ones. Therefore, the possibility of application's extension (in a medium-term perspective) over the other areas of statistics should be ensured by the group of developers, as well as application's further transition to a mobile platform.

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

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[4] Examples: Statistics Reference Metadata for data users http://www.statistica.md/pageview.php?l=ro&idc=430& and Statistical Databank http://statbank.statistica.md/pxweb/Database/RO/databasetree.asp

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I.   Academic Qualifications:
   – **Master degree** in computer science, visual arts, economics, public administration, other related science
   – Other formal education relevant for the assignment

II. Years of experience:
   – Minimum 5 years of **overall professional experience with** involvement of ICT in execution, advising, managing, consulting, etc. on service provision
   – Minimum 3 years of experience in **development of software applications** and/or complex IT systems, including those based on contemporary web/mobile technologies
   – Proved practical experience of **work with statistical data**, evidences and informative materials in applied area of expertise
   – Experience related to development of (or contributing to) **documentation and/or conceptualizing papers** (concepts, visions, technical requirements, user guides, user manuals, instructions, etc.)
   – Experience in **participatory** team-works, joint ICT project, national/local level consultations
   – Experience of **collaboration with Government/s** preferably in area of assignment
   – Experience of **work with development partners**, in particular UN/UNDP, and non-government organizations, preferably in areas of assignment

III. Competencies:
   – Strong knowledge of **ICT concepts, standards, national** and **international practice** related to use of statistical data through modern information technologies
   – English and Romanian **languages** proficiency
   – 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.

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. **Applicant will clearly indicate in the Technical Proposals what of the 3 expert positions he/she is supposed to accomplish**.
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 **per applied position** (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 computer science, visual arts, economics, public administration, other related science
   – Minimum 5 years of **overall professional experience with** involvement of ICT in execution, advising, managing, consulting, etc. on service provision
   – Minimum 3 years of experience in **development of software applications** and/or complex IT systems, including those based on contemporary web/mobile technologies.
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 applied per announced 3 EXPERT POSITIONS	Scoring	Maximum Points Obtainable
Technical		
Criteria to be evaluated on the basis of Application		
1. Master degree in computer science, visual arts, economics, public administration, other related science	Master's – 30 pts, PhD – 40 pts	40
2. Additional certifications in the area of gender equality or other relevant area *(will be an asset)*	Certifications available– 10 pts	10
3. Minimum 5 years of **overall professional experience with** involvement of ICT in: • Consultant 1/programmer - execution of service provision • Consultant 2/designer – execution of service provision • Consultant 3/team-leader - execution, advising, managing, consulting, etc. on service provision	5 years –25 pts, 5-7 years – 26-35 pts; >8 years – 36-40 pts	40
4. Minimum 3 years of experience in **development of software applications** and/or complex IT systems, including those based on contemporary web/mobile technologies: • Consultant 1/programmer - web programming (front/back-end), implementation and maintaining • Consultant 2/designer – web designing, implementation and maintaining • Consultant 3/team-leader - web programming, designing, implementation and maintaining	3 years –30 pts, 5-7 years – 31-35 pts; >8 years – 36-40 pts	40
5. Proved practical experience of **work with statistical data**, evidences and informative materials in applied area of expertise: • Consultant 1/programmer - web programming, data/database modelling and optimizations • Consultant 2/designer – user-oriented web design, info-graphics on printed of electronic media • Consultant 3/team-leader - web programming and design, consultancy, user-oriented	Large – 20-30 pts, to some extent – 1-19 pts, No-0 pts	30
6. Experience related to development of (or contributing to) **documentation and/or conceptualizing papers** (concepts, visions, technical requirements, user guides, user manuals, instructions, etc.) for: • Consultant 1/programmer -software apps • Consultant 2/designer –visual apps, web promotion materials • Consultant 3/team-leader - software and visual apps	Large – 20-30 pts, to some extent – 1-19 pts, No-0 pts	30
Criteria to be evaluated in Interview:		
7. Experience in **participatory** team-works, joint ICT project, national/local level consultations: • Consultant 1/programmer - organisation and participation • Consultant 2/designer – organisation and participation • Consultant 3/team-leader - coordination, leading, coaching, moderation of such activities	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
8. Experience of **collaboration with Government/s** preferably in area of assignment: • Consultant 1/programmer - websites of public institutions • Consultant 2/designer – websites, visual projects for public institutions • Consultant 3/team-leader - websites, visual projects for public institutions	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
9. Experience of **work with development partners**, in particular UN/UNDP, and non-government organizations, preferably in areas of assignment	Up to 10 pts	10
10. Strong knowledge of **ICT concepts, standards, national** and **international practice** related to : • Consultant 1/programmer - data management and data exchange, workflow technologies, open sources content management and integration, interoperability platforms, clouds • Consultant 2/designer – data visualization, open source concepts and interoperability platforms • Consultant 3/team-leader - data management and exchange, workflow technologies, open sources content management and integration, interoperability platforms, clouds	Large –10-20 pts, to some extent – 1-9 pts, No-0 pts	20
11. Ability to analyse, plan, communicate effectively orally and in writing, draft reports, solve problems, organize and meet expected results, adapt to different environments	Up to 20 pts	20
12. English and Romanian **languages** proficiency	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 = Fmin / 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 EACH OF THREE POSITIONS 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