



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **29 October 2012**

Country: Republic of Moldova

Description of the assignment: National consultant to revise the data collection methodology and statistical toolkit in the field of disability statistics

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

Period of assignment/services: 45 full working days, during November 2012-February 2013

Proposals should be submitted online by pressing the "Apply Online" button or by email to vacancies-moldova@undp.org, no later than **11 November 2012**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: roman.rosca@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

Joint UN Project on Strengthening the National Statistical System of RM (Statistics Project) is currently implemented by the UNDP, UN Women, UNICEF, UNFPA and ILO, in partnership with the National Bureau of Statistics (NBS) and aims at improving data production, dissemination and use of statistical information with particular attention to national needs and overall conformity of official statistics with international standards. One of the Statistics Project's intended results is the improved capacity of the National Bureau of Statistics and other line ministries, involved in production of information (through administrative reporting system, surveys and censuses) to produce, in a timely manner, multi-dimensionally disaggregated data of appropriate quality.

Moldova's ratification of the *European Social Charter* and *UN Convention on the Rights of Persons with Disabilities* represents a step towards the alignment of the national legal framework to the European standards and imposes a series of measures which the state has to undertake in order to respect and guarantee the social rights of the population and the persons with disabilities in particular.

To achieve this goal and aiming at improving the living conditions and promotion of the social welfare of the disabled persons in particular, the medium-term national *Strategy on Social Inclusion of Disabled People* has been approved in 2010 with the actions compliant with the policy framework of the UE, as well as the *Law of Social Inclusion of Persons with Disabilities*.

To facilitate the adjustments to the European and international standards in the field of social protection of disabled people it becomes significantly important to produce and use the relevant evidences which would reflect the new vision on disability in Moldova. Along with the legal framework harmonization, the adjustment of the data collection systems is a mandatory phase aimed to enable decision-makers to formulate and implement policies to give effect to ratified Conventions and implement the agreed upon standards.

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

The scope of work of the national consultant is to revise the statistical data collection toolkit in the field of disabilities in compliance with the national legal and policy framework and applicable international standards and European norms.

The specific objective of the assignment is to provide national stakeholders with an improved statistical instrument (including data collection methodology, questionnaires and corresponding filling-in instructions) required to pilot the new *bio-psycho-social concept* on disability recently introduced in Moldova which would respond to the data

needs of the internal users and policy-makers in particular, and which would comply with the WHO, UN, EU standards and best practices in the respective field.

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

1. Desk review
2. Review the available statistical questionnaires and methodological notes in the field of disability
3. Develop the new/updated statistical questionnaires on people with disabilities – adults and children
4. Propose formulation of the normative acts necessary to promote and approve the revised statistical toolkit on disabilities
5. Develop an activity report on consultancy undertaken, including attained outputs, conclusions and next stage recommendations;
6. Present the results of the assignment to the Project's national counterparts.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Higher education or Masters degree in the area of health management, statistics, social sciences (demography, 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 proved previous working experience consisting of substantial participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the social area/s/fields, in particular health, social assistance etc., relevant to the present assignment;
- Proved practical experience of work related to the use of statistical data, evidences and informative materials, as well as related to data collection and/or production (the last would be an asset);
- 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 social inclusion/exclusion, cohesion, human rights and gender equality 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 asset*);
- 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.

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).

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 travel, per diems, and 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.

6. EVALUATION

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

- Higher education or Masters degree in the area of health management, statistics, social sciences (demography, etc.) and/or other science related to areas of assignment;
- At least 5 years of proved previous working experience consisting of substantial participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the social area/s/fields, in particular health, social assistance etc., 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 contract shall be made to the individual consultant whose offer has 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. Higher education or Masters degree in the area of health management, statistics, social sciences (demography, etc.) and/or other science related to areas of assignment	PhD – 30pts, Master's – 25 pts, under-Master's – 15 pts	30
2. At least 5 years of proved previous working experience consisting of substantial participation in analytical (thematic analysis, assessments, evaluations and/or reviews, etc.) and/or policy advisory works in the social area/s/fields, in particular health, social assistance etc., relevant to the present assignment	more than 7 years – 55-60 pts, 5 years - 40-50 pts	60
3. Proved practical experience of work related to the use of statistical data, evidences and informative materials, as well as related to data collection and/or production	Large – 50-60 pts, to some extent 25-35–pts, No-0 pts	60
4. Experience of collaboration with Government in area/s relevant for the present assignment	Large – 25-30 pts, to some extent – 10-20 pts, No-0 pts	30
5. Experience in working with development partners (in particular UN/UNDP) and nongovernment organizations, in particular in area/s relevant for the	Large – 15-20 pts, to some extent –5-10 pts,	20

present assignment	No-0 pts	
6. Good knowledge of the social inclusion/exclusion, cohesion, human rights and gender equality concepts	Large – 25-30 pts, to some extent – 15-20 pts, No-0 pts	30
7. 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 asset</i>	Large – 15-20 pts, to some extent – 5-10 pts, No-0 pts	20
8. Familiarity with the national context (legal and policy framework) related to the areas of assignment concern and international practice	Large – 20-30 pts, to some extent – 5-15 pts, No-0 pts	30
9. Romanian language proficiency; Good skills in oral and written English	English – 10 pts, Romanian – 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