

## TERMS OF REFERENCE

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| <b>Job Title:</b>                       | <b>National Consultant to Facilitate Focus-Group Discussions and Data Analysis</b> |
| <b>Type of contract:</b>                | Individual Contract  |
| <b>Duty station:</b>                    | Chisinau, Moldova  |
| <b>Reference to the project:</b>        | Moldova Social Innovation Hub (MiLab)  |
| <b>Expected duration of assignment:</b> | June – September 2017, up to 55 working days but not less than 45 working days     |
| <b>Expected starting date:</b>          | June 19, 2017  |

## BACKGROUND

A new generation of tools and approaches are making it easier than ever for governments to make use of the knowledge and expertise of citizens, employees and external experts, involving them in activities starting from policy making to decision-making, idea generation to scrutiny. This 'Collective Intelligence' has been successfully harnessed by many organisations in the past, from NGOs to research institutes. However, the use of Collective Intelligence within and by governments is less established. Building on this concept, United Nations in Moldova together with NESTA (UK) are working to put these ideas into practice to generate and share new learning about how Collective Intelligence can be successfully integrated into policy making processes.

The current initiative implemented by MiLab, a joint project between UNDP, UN Women, and State Chancellery, in close cooperation with the National Bureau of Statistics, aims to pilot a participatory approach to measuring multidimensional poverty, departing from the current measurement of monetary poverty. The multi-dimensional poverty index (MPI) will grasp multiple deprivations including access to basic services, such as health, education, and others. As such, the MPI will be a more truthful measurement of human poverty by combining several crucial dimensions of deprivation.

While several international methodologies for measuring MPI exist, making poverty data useful for policy making requires it to be relevant and applicable to the local context. Therefore, it is important to establish the dimensions of poverty which are relevant for the Republic of Moldova. In this sense, MiLab intends to organize consultations with various groups of vulnerable citizens, to understand how do they perceive poverty and which aspects of poverty are experienced more acutely than others. The data resulting from the consultations will further inform the data collection instrument developed and piloted jointly with the National Bureau of Statistics and be used for recommendations for a full scale, national multidimensional poverty measurement tool.

Therefore, UN Moldova is looking for a national consultant to facilitate focus group discussions with vulnerable groups of population and conduct post-event data analysis, as to shed light on what are the dimensions of poverty experienced in the Republic of Moldova.

## **OBJECTIVES OF THE ASSIGNMENT**

The national consultant is expected to support MiLab by providing substantial support in the facilitation of focus groups and data analysis as detailed below:

1. Provide support in facilitating 13 (thirteen) focus-groups;
2. Analyze the data from 15 (fifteen) focus-groups and identify poverty dimensions, further consulting them with NBS, MiLab and UNDP;
3. Prioritize and weight resulting dimensions, in consultation with NBS and UNDP;
4. Participate in validation of results, together with NBS, MiLab and UNDP;
5. Based on recommendations received, provide the final analysis of poverty dimensions.

## **KEY DELIVERABLES AND TENTATIVE TIMEFRAME**

| <b>Deliverables</b> |  | <b>Tentative schedule</b> |
|---------------------|--|---------------------------|
| 1                   | Facilitate 13 focus-groups discussions   | By June 30, 2017          |
| 2                   | Draft report based on the qualitative and quantitative analysis of data collected during 15 focus groups identifying poverty dimensions and their relative weighting | By August 15, 2017        |
| 3                   | Final report on poverty dimensions and their relative weighting  | By September 4, 2017      |

## **INSTITUTIONAL ARRANGEMENTS**

The national consultant will work closely with MiLab team, UNDP, and National Bureau of Statistics. The consultant will work under the direct supervision of, and will report to the UNDP Policy Specialist.

## **LANGUAGE**

All communications and documentation related to the assignment will be in Romanian, unless notified otherwise.

## **TIMEFRAME**

The timeframe for the work of the national consultant is tentatively planned between June - September, 2017.

## **FINANCIAL ARRANGEMENTS**

Payment will be distributed in three instalments upon submission and approval of deliverables and certification by UNDP Policy Specialist that the services have been performed satisfactory. The distribution will be as follows:

| <b>Milestone</b> | <b>Disbursement amount</b> |
|------------------|----------------------------|
| Deliverable 1    | 30%                        |
| Deliverable 2    | 40%                        |
| Deliverable 3    | 30%                        |

## **SKILLS AND EXPERIENCE REQUIRED**

### **Academic qualifications:**

- Master degree or equivalent (5 year university degree) in social sciences, economics, statistics, international development, or related areas.

### **Work Experience:**

- At least five (5) years of relevant professional experience in applied social sciences / conducting sociological studies (managing research projects, elaboration of research design, data collection tools, reporting, etc.);
- At least five (5) years of experience in qualitative and quantitative data analysis;
- At least three (3) records of projects in the area of poverty measurement and / or analysis;
- At least three (3) years of experience in conducting and facilitating focus-groups;
- Minimum five (3) records of facilitating focus-group discussions with vulnerable and sensitive groups (ethnic minorities, people living with HIV/AIDS/chronic diseases, people with disabilities, victims of domestic violence, etc.);
- Experience in working with UN or other donors is considered to be an asset;

### **Competencies:**

- In-depth knowledge of qualitative and quantitative research methods;

- Working knowledge of SPSS, Stata, R, or another statistical package;
- Understanding of the concept of poverty as applicable to the local context;
- Empathy, ability to communicate effectively, ability to create a trusting environment conducive to open and sincere discussions;
- Fluency in oral and written Romanian, Russian and English. Excellent writing skills in Romanian.
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;
- 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;

#### **PERFORMANCE EVALUATION**

Contractor's performance will be evaluated against timeliness, responsibility, initiative, communication, accuracy, and overall quality of the delivered products.