



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **09 November 2012**

Country: Republic of Moldova

Description of the assignment: National consultant to advise NBS on GIS technology applied for the statistical purpose and population census

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

Period of assignment/services: 40 full working days, during December 2012 – February 2013, estimated volume of work

Proposals should be submitted online by pressing the "Apply Online" button or by email to vacancies-moldova@undp.org, no later than **20 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

The needs for better interpretation and presentation of statistics, together with improved and more available tools for mapping of statistics and its analysis from geographical perspective, have put Geographical Information Systems (GIS) on the agenda of the most national statistical offices. The widespread use of such tools has contributed to increased demand for regional and geo-referenced statistics. To meet this demand, producers of statistics also have to increase their knowledge and experience in this field.

A national statistical office is the main institution for production and dissemination of official statistics to be used for analyses and research. The use of geo-informational system in the framework of Population and Housing Census is a modern method recommended by UNSTAT and which, in fact, has been already implemented by a series of countries for the census.

The international bodies specialized on GIS and census-mapping emphasized the need for countries to approach the use of census geography programmes as a continuous process rather than merely a sequence of mapping and dissemination operations. Therefore, the use and application of contemporary geospatial technologies and geographical databases are beneficial at all the stages of the population and housing census process. Geospatial technology can make contributions before, during and after the census enumeration.

Moreover, Censuses usually play an important role in geo-referencing of statistics, providing a basis for thematic mapping and geographical analyses in general.

In 2014, the Republic of Moldova is to undertake the next round of the Population Census that will, this time, also include the housing component. According to the Law on conducting the Population and Housing Census in 2014 the National Bureau of Statistics (NBS) is the main body of public administration responsible for methodological support, organisation and conducting of the Census, processing of collected data, aggregation and dissemination of results.

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, *data* of appropriate quality being multi-dimensionally disaggregated. The second expected result would be the *improved use* of available disaggregated *statistics* by different categories of data users, in particular for evidence-based monitoring of policies, development strategies, programmes, necessary to analyze and monitor such phenomena as poverty, social exclusion, gender equality, etc.

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

The scope of work of the national consultant is to elaborate the concept on creation and use of GIS in NBS's activities, in particular for the purpose of Population and Housing Census 2014.

The specific objective of the assignment is to provide national stakeholders with the concept that will consist of, but not be limited to, the situational analysis of the field of Geographical Information System at the national level, including the best practices, relevant experiences available within other national institutions (Agency for Land Relations and Cadastre and its subordinated specialized entities, Institute of Geography, etc.).

Another specific component of the concept will be represented by the strategy on creation/development and use of GIS, including the descriptions of main stages to be passed, activities to be carried out, estimation of needed efforts/resources (personnel, financial costs, etc.).

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Higher or more advanced education in the fields of geography, computer science, or geo/information technology and/or other science related to areas of assignment;
- Other relevant formal education (preferably certified), in particular on office IT technologies and GIS related software (ArcGIS, MapInfo, etc.);

II. Years of experience:

- At least 5 years of proved previous working experience with the GIS technology applied in development and/or implementation of similar Information Systems
- Experience of collaboration with Government in IT topics concerning the Public Service (incl. e-governance);
- 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 geography and GIS concepts;
- Familiarity with the national context related to the areas of concern and international practice;
- Romanian language proficiency; Good knowledge of 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 qualification requirements and why he/she is the most suitable for the work;
 - describing a short vision on achievement of tasks;
- Applicant will provide reference list of previous similar works/projects with contact details and permission for reference check indicating the e-mail addresses or fax numbers for contact persons.

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 (including all related costs e.g. fees, phone calls etc.) 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 or more advanced education in the fields of geography, computer science, or geo/information technology and/or other science related to areas of assignment;
- At least 5 years of proved previous working experience with the GIS technology applied in development and/or implementation of similar Information Systems.

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
<u>Technical</u>		
1. Higher or more advanced education in the fields of geography, computer science, or geo/information technology and/or other science related to areas of assignment	PhD – 40pts, Master's – 30 pts, under-Master's – 20 pts	40
2. Other relevant formal education (preferably certified), in particular on office IT technologies and GIS related software (ArcGIS, MapInfo, etc.);	Certified – 20 pts, Uncertified 10 pts,	20

3. At least 5 years of proved previous working experience with the GIS technology applied in development and/or implementation of similar Information Systems	More than 6 years –60-50 pts, 5 years - 40 pts	60
4. Experience of collaboration with Government in IT topics concerning the Public Service (incl. e-governance)	Large – 50-40 pts, to some extent 30-20–pts, No-0 pts	50
5. Experience in working with development partners (in particular UN/UNDP) and nongovernment organizations, in particular in area/s relevant for the present assignment	Large – 30-25 pts, to some extent – 20-10 pts, No-0 pts	30
6. Good knowledge of the geography and GIS concepts	Large – 25-30 pts, to some extent –15-20 pts, No-0 pts	30
7. Familiarity with the national context related to the areas of concern and international practice	Large – 35-40 pts, to some extent – 15-20 pts, No-0 pts	40
8. Romanian language proficiency; Good knowledge of English	English – 15 pts, Romanian – 15 pts	30
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