



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **18 August 2017**

**Country:** Republic of Moldova

**Description of the assignment:** INTERNATIONAL CONSULTANT to guide and coordinate the development of statistical toolkit and methodology for household budget survey on the left bank of the Nistru River

**Project name:** Support to Confidence Building Measures Programme

**Period of assignment/services:** September 2017-March 2018, estimated workload: up to 35 working days

Proposals should be submitted online by pressing the "Apply Now" button no later than **04 September 2017**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [aurelia.spataru@undp.org](mailto: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.

### 1. BACKGROUND

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by UNDP Moldova since 2009. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

The SCBM Programme aims to support the skills development and improve capacity of statisticians from both banks of the Nistru River to produce accurate and reliable statistical data, complying with *international standards* and best practices. Also, it contributes to enhancing of data users' abilities to make best use of available statistical information, fostering the dialogue and future partnerships between the communities of data experts on both banks. An additional incentive for such an effort would be the *growing demand of qualitative data* on behalf of local and international data users which are necessary to describe the current status of affairs in different fields of activity and sectors, to identify the occurring shortcomings and prevent potential factors of risk, to design the needed measures and governance decisions.

Under the current assignment, the Programme aims to respond to the request of statisticians from the left bank of the Nistru River regarding the launch of preparatory works for developing the tools and methodological materials compliant with international standards, necessary for gradual implementation of the household budget survey on the left bank of the Nistru River.

One of the topics of cooperation and development support by the SCBM Programme in the statistics area represents the statistical **Household Budget Survey** (HBS) which is lacking on the left bank of the Nistru River (HBS has not been conducted there since 2002) and is well-functioning on the right bank on a

continuous basis.

On the right bank of the Nistru, the National Bureau of Statistics (NBS) of the Republic of Moldova is conducting two continuous surveys - Labour Force and Household Budget Surveys<sup>1</sup> – which are regularly funded from the annual public budget of the institution. The HBS conducted since 1997, currently suffers from high level of non-response<sup>2</sup> and continuous efforts are made to reduce this problem.

As it regards the left bank of Nistru, all the official statistics produced by the region's specialised statistical service (with the involvement of its 7 territorial statistical units) is based on the administrative and business reporting<sup>3</sup>. The regular statistical surveys involving the population and the households are totally missing from the local statistical system. Nevertheless, the Transnistrian region<sup>4</sup> has first ever participated in the fourth round of MICS<sup>5</sup> (data collected during September-November 2013) which has been carried out through a local NGO and with the participation of the specialists from the statistical service. Also, the latest Population Census has been carried out on the left bank in 2015 and the preliminary results were recently disseminated<sup>6</sup>. Its results might serve as a solid basis for future sampling activities.

With this status of affairs in the area of statistics, the stringent need for a Household Budget Survey is acknowledged by the local specialists on the left bank of Nistru as a distinct data source on the wellbeing of the population and a solid evidence for region's policies on social-economic development. It would help to collect monetary data and the qualitative perception of the household. Besides the expenses per se, the survey might also collect information about non-monetary consumption (such as food produced for own consumption), household resources which include individual income (wages, independent earned income, etc.) and revenue received by the household as a whole (benefits, transfers between households, etc.).

The work on this topic has been started with a capacity building activity for the statisticians from Tiraspol and other towns on the left bank was undertaken by the SCBM Programme in December 2016 including the familiarisation with the concept and methodology of the Household Budget Survey, its advantages, as well as international best practice and experience on production of social statistics. Also, a roadmap has been drafted to guide the follow-up actions on design, development and implementation of HBS on the left bank of Nistru.

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

Under the current assignment, the EU-UNDP Support to Confidence Building Programme is to hire an **International Consultant to provide overall guidance and expert support** to UNDP Moldova and its implementing partners (especially the statistical service in Tiraspol, national technical consultant/s, sampling and other experts) **for the methodological set-up and organisation of a household budget survey** on the left bank of the Nistru river.

The scope of the Consultant's work is to:

- I. provide **expert advice** in drafting of HBS methodological framework and survey's toolkit, as well as their **quality assurance** in compliance with international and EU requirements in the respective field;
- II. **contribute** with own inputs for the required materials and outputs required for the successful preparation and organisation of the HBS survey (by the envisaged stages – planning, organisation of field work and preparations for data collection) on the left bank of Nistru river;

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<sup>1</sup> Reference metadata on LFS and HBS can be found on <http://www.statistica.md/pageview.php?l=en&idc=430&>

<sup>2</sup> Adapted Global Assessment of the National Statistical System of Moldova, [http://www.statistica.md/public/files/despre/evaluare\\_opinii/AGA\\_Report\\_Moldova.pdf](http://www.statistica.md/public/files/despre/evaluare_opinii/AGA_Report_Moldova.pdf)

<sup>3</sup> <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/albom-form-gos-statisticheskoy-otchetnosti/ekologiya.html>, <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/informacziya.html>

<sup>4</sup> Transnistria is a self-proclaimed independent state situated between the Nistru River and the Eastern Moldovan border with Ukraine. It is not recognised by any of the UN member states and it is designated by the Republic of Moldova as the "Transnistria Autonomous Territorial Unit with special legal status".

<sup>5</sup> MICS was conducted on the left bank of the Nistru River by the Independent Centre for Analytical Research "New Age" in cooperation with statisticians, health and education professionals with technical and financial support by UNICEF and Swiss Agency for Development and Cooperation (SDC). Report is not publically available.

<sup>6</sup> In the 2016 statistical yearbook, <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/informacziya/ezhegodnik-gosudarstvennoj-sluzhby-statistiki.html>

- III. **guide** the work of other resource specialists (on methodology and on sampling) involved in the HBS preparation process and ensure **expert re/view** on appropriateness of preparation activities undertaken by the implementing partners;
- IV. significantly contribute to **raising the public awareness** (through communication, lobbying, debriefing, etc.) on the importance and utility of the HBS and information resulted from it, its applicability for the policy-making and general society needs.

The Consultant will provide expertise and support, throughout the survey planning and methodological set-up, based on his/her deep knowledge of international/EU standards and best practices, own practical experience on their application, as well as documents and resources made available by the Programme's counterparts.

The International Consultant will perform a team work together with a national consultant (to second the development of HBS toolkit and its testing) and one international consultant, to be hired by WHO, who will develop only health module to be included in the future HBS on the left bank of Nistru.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### I. Academic Qualifications:

- Advanced university degree (Master's or equivalent) in statistics, economics, social science and/or other science related to areas relevant for the assignment;
- Other formal education relevant for the assignment (confirmed by certificates);

#### II. Years of experience:

- At least **10 years of relevant professional experience** (expertise, management position, consultancy, advising, etc.) in statistics (preferably official/Government statistics system), with candidate/s country/ies to join the European Union community;
- At least **5 records of practical experience in organisation and implementation of statistical surveys** on social and economic phenomena for the purpose of official statistics (design of statistical concepts, definitions, methodologies, sampling, questionnaires, statistical analysis); *[confirming documents will be mandatory provided with clear specification of the topics of surveys and description of applicant's involvement]*
- At least **5 records of practical experience** in conducting training of statisticians in the social sector and public presentation skills (having regard to the participation in numerous national and international meetings);
- Experience of **work with international organizations**/projects, including UN and/or European ones;
- Proven experience in collaboration with **public institutions** and service providers (incl. multi-stakeholders), in particular in the areas relevant to the assignment, in Central and Eastern Europe and CIS;

#### III. Competencies:

- Deep knowledge of **international/European standards**, legislation and best practices, terminology and definitions used in the European Statistical System in the field of social, welfare and living conditions statistics (confirmed by experience records in EU member, candidate or potential candidate countries);
- Knowledge of the **development context** in the Republic of Moldova and/or the left bank of the Nistru River;
- Strong **analytical**, writing and training **skills**;
- Excellent written and spoken English;
- Knowledge of Russian and/or Romanian will be an asset;

#### IV. Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;

- Ability to analyse, plan, communicate effectively orally and in writing, draft reports, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- 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.

The UN Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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. Proposal:
  - (i) explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
  - (ii) Provide a brief methodology on how they will approach and conduct the work;
2. Financial proposal - in USD, specifying a total lump sum amount and the number of anticipated working days;
3. 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, and at least 3 references.
4. Documents that confirm Applicant's records of practical experience in organisation and implementation of statistical surveys for defining and measuring social and economic phenomena (copies or links to documents with statistical concepts, definitions, methodologies, sampling, questionnaires, statistical analysis – developed by the Applicant).

#### 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). The payment for services provided by the Contractor under the SCBM Programme will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the SCBM Programme Manager. In order to assist the requesting unit in the comparison of offers, the financial proposal will include a breakdown of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.).

##### **Travel**

The consultant is expected to carry out field research, training activities and discussions with Programme's stakeholders that would involve travel across the river, and should budget for it accordingly. At least **3 missions** (5 days each) to Moldova are envisaged (by airplane), including **round trips to Tiraspol** (about 70 km distance from Chisinau to Tiraspol).

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:

- Advanced university degree (Master's or equivalent) in statistics, economics, social science and/or other science related to areas relevant for the assignment;
- At least **10 years of relevant professional experience** (expertise, management position, consultancy, advising, etc.) in statistics (preferably official/Government statistics system), with candidate/s country/ies to join the European Union community;
- At least **5 records of practical experience in organisation and implementation of statistical surveys** on social and economic phenomena for the purpose of official statistics (design of statistical concepts, definitions, methodologies, sampling, questionnaires, statistical analysis); *[confirming documents will be mandatory provided with clear specification of the topics of surveys and description of applicant's involvement]*.

The long-listed individual consultants will be further short-listed based on the criteria outlined below.

Criteria	Scoring	Maximum Points Obtainable
<b>Short-listing</b>		
• Master <b>degree</b> (or equivalent) in statistics, economics, social science and/or other science related to areas relevant for the assignment	Master's – 20 pts, PhD – 30 pts	30
• Other <b>formal education</b> relevant for the assignment (confirmed by certificates)	Certifications available– 10 pts	10
• At least <b>10 years of relevant professional experience</b> (expertise, management position, consultancy, advising, etc.) in statistics (preferably official/Government statistics system), with candidate/s country/ies to join the European Union community	10 years –15 pts, each additional year – 4 pts, up to max. 30 pts	30
• At least <b>5 records of practical experience in organisation and implementation of statistical surveys</b> on social and economic phenomena for the purpose of official statistics (design of statistical concepts, definitions, methodologies, sampling, questionnaires, statistical analysis); <i>[confirming documents will be mandatory provided with clear specification of the topics of surveys and description of applicant's involvement]</i> .	5 records –30 pts, each additional record – 5 pts, up to max 40 pts  Each record directly related to HBS will receive <b>additional 5</b> pts – up to 30 pts	70
• At least <b>5 records of practical experience</b> in conducting training of statisticians in the social sector and public presentation skills (having regard to the participation in numerous national and international meetings);	5 records – 5 pts, additional record – 1 pts, up to max. 10 pts	10
• Experience of <b>work with international organizations</b> /projects, including UN and/or European, and <b>public institutions</b> and service providers (incl. multi-stakeholders), in particular in the areas relevant to the assignment, in	collaboration with public instit. and multi-stakeholder – 10, donors – 10 pts, up to max. 20 pts	20

Central and Eastern Europe and CIS		
<b>Short-listing scoring</b>		<b>170</b>

Following the short-listing, five candidates with the highest number of points will be invited for interview, which will be evaluated as follows:

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b><u>Interview</u></b>		
<ul style="list-style-type: none"> <li>Deep knowledge of <b>international/European standards</b>, legislation and best practices, terminology and definitions used in the European Statistical System in the field of social, welfare and living conditions statistics (confirmed by experience records in EU member, candidate or potential candidate countries)</li> </ul>	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 35 pts	35
<ul style="list-style-type: none"> <li>Knowledge of the <b>development context</b> in the Republic of Moldova and/or the left bank of the Nistru River;</li> </ul>	No knowledge – 0 pts, 1 experience record in Moldova and/or the left bank – 10 pts, 2 and more experience records in Moldova and/or the left bank – 20 pts	20
<ul style="list-style-type: none"> <li>Strong <b>analytical skills</b>, ability to analyse, plan, communicate effectively orally</li> </ul>	None – 0 pts, limited – 10 pts, good – 20 pts, strong – 40 pts	40
<ul style="list-style-type: none"> <li>Proven commitment to the core <b>values of the United Nations</b>, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status</li> </ul>	Up to a maximum 15 pts.	15
<ul style="list-style-type: none"> <li>Fluency in English. Knowledge of Romanian and/or Russian will be an asset</li> </ul>	English – 10 pts, Russian and/or Romanian – 10 pts	20
<b>Interview Scoring</b>		<b>130</b>

The total maximum obtainable **technical score** would be 300 points (170 pts for short-listing plus 130 in interview).

#### 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 points);

\* Financial Criteria weight – 40% (200 points).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

<b><u>Financial Evaluation Scoring</u></b>	
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 150</math></b> S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;	<b>200</b>

F – financial offer under consideration.	
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#### 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**