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Support to Confidence Building Measures
Susținerea Măsurilor de Promovare a Încrăderii
Поддержка мер по укреплению доверия



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Job Title:	National Consultant to support the development of a statistical toolkit and methodology for household budget survey on the left bank of the Nistru River
Duty station:	Home based and at least 5 missions to Tiraspol
Reference to:	Support to Confidence Building Measures Programme
Contract type:	Individual Contract (IC)
Contract Duration:	September 2017-March 2018, estimated workload: up to 70 working days

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.

Specific context

A household's economic well-being can be expressed in terms of its access to goods and services. The more that can be consumed, the higher the level of economic wellbeing. Measuring consumption expenditure might therefore be a way of measuring economic wellbeing. Statistical surveys of consumption investigate how and why society and individuals consume goods and services, and how this affects society and human relationships¹.

Given the above rationale, 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 Surveys² - which are regularly funded from the annual public budget of the institution. Ad-hoc modules³ to these regular surveys are periodically carried out with the support of development partners. The HBS conducted since 1997, currently suffers from high level of non-response⁴ and continuous efforts are made to reduce this problem. Digitalization of data collection methods from current paper and pencil methods, as well as the redesign of the sampling basis on the basis of the latest 2014 Population and Housing Census are planned in the next 2 years.

¹ http://ec.europa.eu/eurostat/documents/54431/1966394/LC142-15EN_HBS_2010_Quality_Report_ver2+July+2015.pdf/fc3c8aca-c456-49ed-85e4-757d4342015f

² Reference metadata on LFS and HBS can be found on <http://www.statistica.md/pageview.php?l=en&idc=430&>

³ Examples of ad-hoc modules to HBS and LFS can be found on <http://www.statistica.md/pageview.php?l=en&id=2422&idc=350>

⁴ Adapted Global Assessment of the National Statistical System of Moldova, http://www.statistica.md/public/files/despre/evaluate_opinii/AGA_Report_Moldova.pdf

As it regards the left bank of Nistru, all the official statistics produced by the local specialized statistical service (with the involvement of its 7 territorial statistical units) is based on the administrative and business reporting⁵. The regular statistical surveys involving the population and the households are totally missing from the local statistical system. Nevertheless, the left bank was included for the first time ever the fourth round of MICS⁶ (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 disseminated⁷. 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 as a distinct data source on the wellbeing of the population and a solid evidence for 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, 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.

Objective

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

Scope of work and key activities

The scope of the Consultant's work is to:

- I. provide **technical assistance** in development of HBS methodological framework and survey's toolkit, in compliance with international and EU requirements in the respective field;
- II. **support the development of 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;
- III. **coordinate** overall and **support** the work of involved resource specialists (on sampling, organisational issues, etc.) involved in the HBS preparation process and ensure **expert report** on preparation activities undertaken by the implementing partners;
- IV. contribute to **raising the public awareness** (through communication, 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 National 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.

Also, the National Consultant will ensure a high level of analytical work, efficient communication and cooperation with the staff of UNDP and of the implementing partners, responding promptly to HBS related needs and issues as they arise for the successful fulfilment of the formulated tasks. He/she is expected to perform a team-work in close collaboration with the International Consultant, local technical team, the relevant stakeholders and will represent SCBM in meetings and events related to HBS.

The experience of the statisticians on the right bank and their lessons learned from the respective HBS process will be considered. The consultancy results will be further used for programmatic purpose of UNDP.

Moreover, activities under this assignment will be implemented in collaboration with World Health Organisation office from Moldova that will provide financial contribution for the development of HBS toolkit by the national and

⁵ <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/albom-form-gos-statisticheskoi-otchetnosti/ekologiya.html>, <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/informaciya.html>

⁶ 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.

⁷ In the 2016 statistical yearbook, <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/informaciya/ezhegodnik-gosudarstvennoj-sluzhby-statistiki.html>

international consultants recruited by UNDP. Also, WHO will provide an additional international consultant, to join the team of experts, to develop only health module to be included in the future HBS.

In order to achieve the envisaged objectives, the National Consultant, under the overall supervision of the SCBM Programme Manager and in collaboration with national consultant/s, will have the following major responsibilities and will perform the following activities:

1. **Desk review** of the available background and reference materials related to: the actual socio-economic development of the Transnistrian region, statistical activities on the left bank, statistical questionnaires/forms, regulatory documents related to the social statistics, roadmap on HBS preparation and implementation, 2016 data user satisfaction survey, etc. (see also Annex 1) [\[remotely\]](#)
2. Propose refined **own approach and working methodology** for the accomplishment of the current assignment, a detailed action plan and timeframe, describe Consultant's expected activities and results/outputs, inputs expected from the SCBM staff, its international and other national consultant/s and its implementing partners, communication approach, planning of the missions to Tiraspol. There should be a synchronisation between the approach and action plan on the National and International Consultants; [\[remotely\]](#)
3. Carry out **consultation and communication with relevant counterparts and stakeholders**, throughout the assignment, with regard to the topics and issues related to stages of HBS's preparation and organisation covered by the current assignment [\[remotely and during missions, throughout the whole assignment\]](#).

Consultations & communication partners would include:

- o Specialists from the statistical services (headquarter and their territorial units) on both banks on the Nistru river, but in particular from the left bank;
- o Representatives of policy- and decision-making institutions, as well as CSOs, analytical think-tanks – as potential users of the HBS outputs;
- o Potential HBS data respondents.

Overall purpose of this activity is to help to:

- maintain dialogues with all concerned stakeholders;
- raise public awareness on the left bank of the Nistru river (main groups of data users, as well as potential financial, legislative, operational supporters) about the benefits offered by HBS;
- identify potential gaps in relation to data users' needs and users' views on improvement of data availability through HBS;
- advocate for the HBS importance and need as a source of valuable information on population wellbeing, a tool for measurement of poverty, and as a tool for additional ad-hoc thematic observations (on health, violence in the family, exclusion, social, other); etc.

At the inception stage, the first output of this activity would be the local insight on the HBS content through gaining an accurate and deep **understanding** of the data producers and data users from the left bank of the Nistru river on their **expectations from HBS**. This will be reflected in an overview document with the inventory of the current social policies, legislation, review of available social statistics, etc. on the basis of which data gaps will be identified and used to design the future HBS.

Possible methods to carry out this may include:

- o induction meetings, ad-hoc technical meetings;
- o technical discussions and exchange of experience;
- o independent assessments made by each individual stakeholder via application of self-assessment tools (e.g. questionnaires to be proposed by the International consultant);
- o field visits, in-depths interviews and/or focus-groups with stakeholders;
- o situation analysis tools - questions designed to elicit the strengths and weaknesses of the inputs, processes, outputs and outcomes of the social statistics on the left bank of Nistru.

The National Consultant, in cooperation with the International Consultant, may choose or combine the suggested methods, or propose others, and has to reflect them in his/her own approach and working methodology.

4. Provide **expert support in designing of the HBS**, through the development of the HBS set of tools and procedures (under the guidance of the International Consultant) that will enable the statistical service on the left bank of the Nistru to successfully collect and process HBS data. The National Consultant will **consider** their **compliance** with the international/EU requirements in the respective field and incorporation of advanced international and Moldova's best practices. [\[remotely and during missions\]](#)

The minimum mandatory set of documents to be drafted by the National Consultant under the guidance and quality check of the International Consultant, will consist of:

- Methodological framework (survey protocol) - describing the main standard elements (*these might include survey's objectives, observation units, periodicity, legal framework, related international requirements, coverage, time reference, data collection method, sampling and weighting methods, quality controls criteria, data processing and dissemination, main variables and their metadata, or expected main output indicators, main notions and concepts, etc.*); *[estimated volume around 30 pages, A4 format]*
- Questionnaire/s (households roster, diary) – will help the collection of data on household composition, dwellings' characteristics, expenditures for goods and services, incomes, respondents' education, health,

employment status, durable goods, and other related issues. The content of the questionnaires will be sourced from technical discussions with concerned stakeholders (statisticians, policy-makers, civil society, administrative structures); *[estimated volume around 50 pages, A4 format.]*

- **HBS guidelines** - to describe the purposes of each questionnaire, explanation of questions, and guidelines in order to make the interviewer's task as easier as possible. *[estimated volume around 50 pages, A4 format]*

All the above outputs will be customised to the region's specific context and circumstances, and be validated with the SCBM Programme staff and concerned implementing partners. A trade-off between satisfying any possible purpose of HBS and keeping questionnaires reasonably simple should be achieved.

The National consultant will adjust the methodological set on the basis of testing results. The above set of documents (drafts and pre-final versions) will be provided final quality check and validated by the International Consultant.

5. To **guide** and **contribute** with own **inputs** on development (by the implementing partner) of additional substance materials required for the successful organisation and management of the HBS survey (by the envisaged processes – designing, testing and fielding the survey) on the left bank of Nistru river. *[remotely]*

These supporting materials might include (but not be limited to):

- Listing of observation units (based on the listing carried out for the 2015 Census on the left bank);
- Coding lists to be used for processing & cross-tabulation;
- Communication tools (information letter for households on participation in the survey, a promo flyer);
- Specific requirements for the recruitment of the field staff (interviewers);
- Content of the future cross-tabulations and output tables;
- etc.

6. To **coordinate and support** the work of other resource specialists involved in the HBS process and ensure **expert view** on the HBS preparation and organisation activities (activities that precede the data collection in the field) to be undertaken by the Programme's Consultants and implementing partners. In this respect, the International Consultant will have to: *[remotely and during missions]*

- Advise on organisation of the questionnaires' design and testing;
- Lead the capacity building of the statistical staff (from the Tiraspol office and territorial units) involved in the testing of the HBS statistical toolkit, through facilitation of maximum one 3-day training;
- Analyse the results of HBS toolkit's testing and undertake the fine-tuning of the respective questionnaires and diary;
- Provide support on the scheduling of interviewers' field work;

Additional tasks to be carried out:

- Expert re/view on monitoring of the field work, data entry and processing;
- Analyse the non-response forms;
- Review the inputted final datasets, logical controls and coding;
- Quality check of resulting tabulations;
- Suggest a structure and content of the dissemination materials with the results of HBS;
- Participate in the presentation of HBS final results.

7. Develop the **activity report** on provided consultancy, including stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and next stage recommendations (the structure of the report will be in advance agreed with the SCBM Programme). *[remotely]*

Expected deliverable, tentative timeframe and other arrangements

Performing the mentioned above activities, the national consultant will be responsible for delivering of the following outputs, comprising the main milestones:

#	Deliverable (provision of deliverables of required content and quality is the only criteria for expert's payment)	Estimated work volume (used at the submission stage)	Tentative timeframe (subject to coordination with the implementing partners)
1.	Detailed own approach and working methodology (to be synchronized with the similar deliverable of the International Consultant) (including detailed action plan per HBS designing, testing and fielding phases, timelines and dates of outputs' delivery, inputs expected from the SCBM and implementing partners, planning of the missions to Tiraspol, agenda of the consultations in Tiraspol, additional preparatory tools, communication handouts)	3 days	04.09.2017
2.	Draft inception report on consultations with relevant counterparts and stakeholders (to be finalised by the International Consultant) (including the overview of the current region's social policies, legislation,	5 days (including 1	15.09.2017

	<i>available social statistics, identified data gaps to be filled by the future HBS, expert's vision for the HBS designing and corresponding technical guidance for the National Consultant/s)</i>	<i>mission to Tiraspol)</i>	
3.	Draft set of methodological tools and procedures needed for HBS <u>implementation</u> on the left bank of Nistru <i>(including methodology, questionnaire/s, diary, survey manual)</i>	20 days <i>(130 pages, 1 mission)</i>	10.10.2017
4.	Guidance and inputs on substance materials required for the successful HBS <u>organisation</u> and <u>management</u> <i>(including listing, communication tools, coding lists, interviewers recruitment requirements, etc. – to be drafted by the implementing partner)</i>	10 days <i>(1 mission)</i>	25.11.2018
5.	Report on the results of HBS <u>testing</u> and <u>fielding</u> with the contributions of other resource specialists involved <i>(questionnaires' design, toolkit's testing, training of interviewers, etc.)</i>	15 days <i>(1 mission)</i>	30.12.2017
6.	Final set of methodological tools and procedures needed for HBS <u>implementation</u> on the left bank of Nistru <i>(including methodology, questionnaire/s, diary, survey manual)</i>	15 days <i>(130 pages, 1 mission)</i>	19.01.2018
7.	Narrative activity report on accomplishment of assignment and all documentation related to assignment	2 days	15.02.2018

All the deliverables should be agreed with the SCBM Programme and should be provided in Russian (hard and electronic copies).

Organizational setting

The National Consultant is expected to work under the guidance of and in close cooperation with the SCBM Programme team and its counterparts, for substantive and logistic aspects of the assignment, and under the direct supervision of the Project Manager, keeping them informed on the progress on regular basis.

The selected consultant will follow the agreed time schedule and will be accountable for the delivery of quality outputs to the Project Manager, who will approve contractor's deliverables. The Consultant will work outside the project premises and will participate in all assignments related working meetings organised by the project.

The activities under the present assignment are expected to commence in **September 2017** and be completed by the middle of **February 2018**. The volume of consultancy has been estimated at up to **70 working days overall** (full days of 8 hours) *(could be revised if justified accordingly)* during which all the activities and outputs/results envisaged under the present assignment are expected to be performed and minimum **5 missions** to Tiraspol to be undertaken.

Note: The estimated number of working days is assumed to be sufficient/ feasible for the envisaged volume of work and is proposed as a guideline for this assignment. The provision of envisaged deliverables approved by the Project partners and concerned national stakeholders would be the only criteria for the Contractor's work being considered completed and eligible for payment/s.

Performance evaluation

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Travel and other logistic arrangements

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 5 missions to the implementing partner's venue are envisaged, including round trips to Tiraspol (about 70 km distance from Chisinau to Tiraspol).

Financial arrangements

Payments will be disbursed in instalments, upon submission and approval of deliverables, and certification by Project Manager that the services have been satisfactorily performed.

Qualifications and skills required

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);

Experience:

- At least **10 years of relevant professional experience** (expertise, executing function, consultancy, advising, etc.) in statistics (preferably official/Government statistics system);
- At least **5 records of practical experience in organisation and implementation of statistical surveys** for defining and measuring social and economic phenomena (design of statistical concepts, definitions, methodologies, sampling, questionnaires, statistical analysis); *[confirming documents will be mandatory provided]*

- At least **3 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);

Competencies and skills:

- 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 Russian;
- Knowledge of English will be an asset;

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.

Submission of proposals

The submission package will consist of:

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.
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).
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)

Annex 1: List of useful reference materials

- "Household Budget Surveys in the EU. Methodology and recommendations for harmonisation.2003" (manual)
- Doc. HBS/153E/2003/EN "Data transmission for The HBS round of the reference year 2005" last revision 30th march 2006,
- Doc. HBS/156/05/EN "Preparation and planning of data collection for HBS round 2005 ",
- Doc. HBS/160/06/EN "Follow up of data data collection for HBS round 2005",
- Doc. E2/HBS/147b/2003/EN COICOP-HBS 2003 (Proposal of the Expert Group Task Force on COICOP-HBS development after its revision by the HBS Working Group
- Doc. E2/HBS/147B/2003/EN "Conclusions of the Task Force on COICOP-HBS development and proposal of an improved COICOP-HBS classification"
- Commission Regulation (EC) No 1983/2003 of 7 November 2003 implementing Regulation (EC) No 1177/2003 of the European Parliament and of the Council concerning Community statistics on income and living conditions (EU-SILC) as regards the list of target primary variables
- http://ec.europa.eu/eurostat/documents/54431/1966394/LC142-15EN_HBS_2010_Quality_Report_ver2+July+2015.pdf/fc3c8aca-c456-49ed-85e4-757d4342015f
- <http://econ.worldbank.org/WBSITE/EXTERNAL/EXTDEC/EXTRESEARCH/EXTLSMS/0..contentMDK:23506715~pagePK:64168445~piPK:64168309~theSitePK:3358997,00.html>
- <http://ec.europa.eu/eurostat/web/microdata/european-union-statistics-on-income-and-living-conditions>
- <http://datatopics.worldbank.org/consumption/detail>
- Household Budget Surveys in the EU, Methodology and recommendations for harmonisation – 2003, <http://ec.europa.eu/eurostat/ramon/statmanuals/files/KS-BF-03-003--N-EN.pdf>
- Household Budget Survey, 2010 Wave, EU Quality report, Version 2 July 2015, http://ec.europa.eu/eurostat/documents/54431/1966394/LC142-15EN_HBS_2010_Quality_Report_ver2+July+2015.pdf/fc3c8aca-c456-49ed-85e4-757d4342015f
- <http://www.unece.org/index.php?id=43384#/>
- <http://ec.europa.eu/eurostat/web/household-budget-surveys>
- Reference metadata on LFS and HBS can be found on <http://www.statistica.md/pageview.php?l=en&idc=430&>
- Examples of ad-hoc modules to HBS and LFS <http://www.statistica.md/pageview.php?l=en&id=2422&idc=350>
- Adapted Global Assessment of the National Statistical System of Moldova, http://www.statistica.md/public/files/despre/evaluare_opinii/AGA_Report_Moldova.pdf
- <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/albom-form-gos-statisticheskoi-otchetnosti/ekologiya.html>, <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/informacziya.html>
- Transnistria 2016 statistical yearbook, <http://mer.gospmr.org/gosudarstvennaya-sluzhba-statistiki/informacziya/ezhegodnik-gosudarstvennoj-sluzhby-statistiki.html>
- Final Evaluation of the UN - Republic of Moldova Partnership Framework 2013-2017: Volume I, page 24, http://md.one.un.org/content/dam/unct/moldova/docs/pub/MLD_UNPF_FinalEvalReport_vol1_%20August2016.pdf