

TERMS OF REFERENCES

National consultant to conduct the assessment of the national SDGs indicator framework

Estimated Duration:	June-August 2019, estimated volume of work 50 full working days
Contracting Authority:	United Nations Development Programme (UNDP)
Main beneficiary:	National Bureau of Statistics
Main stakeholders:	All line-ministries, public institutions – producers and users of SDGs indicators
Reference to Project:	UN Joint Project on Strengthening the National Statistical System
Project Activity:	Activity 1. Alignment of official statistics to international standards

Background

In September 2015, the **2030 Global Agenda for Sustainable Development** has been adopted by 193 member states of the United Nations, including the Republic of Moldova, that aim at ending poverty and reducing of inequalities, ensure welfare for everyone and economic development through protection of the planet. Being a successor of the Millennium Development Goals (MDGs), It is a plan of action for people, planet, peace, partnership and prosperity, is the consists of 17 goals, 169 targets and 244 global indicators¹, and has a much wider focus beyond poverty, gender, hunger and core health problems, but also breaks new ground by addressing inequalities, economic growth, decent jobs, energy, natural resources and environment, climate change, human settlements, and peace and justice, among others.

“Leave No One Behind”, as the core principle shared by the participants to the 2030 Agenda, aimed at equitable sustainable development will be fulfilled when we would be able to know where the **poorest and most vulnerable** are, and what services and assistance they need. This requires highly granular data, employment of methods that allow for sub-national and multi-dimensionally disaggregation, geospatial visualization, diversification and combination of data sources, exploration of new data sources, data sense-making and re-using.

Therefore, timely and accurate disaggregated data are more important than ever, and a strong consensus is now emerging on the need for mechanisms and capacities to measure effective implementation, monitoring and accountability of development delivery from the sub-national to global levels. The **availability of data** plays a decisive role, as it empowers people with voice and opportunities for participation and inclusion, arms them with information and allows them to hold governments, businesses and international organizations accountable for their promises.

The need for strengthening of statistics and so-called “**data revolution**”², through exploring of new technologies and innovative approaches with the support of and expertise of academia, private sector and civil society, are among the critical elements of the post-2015 framework.

Moreover, there is a growing recognition that the fulfilment of the SDGs’ potential will depend on the **ability** of governments, businesses, civil society, academic institutions, policy think tanks, and people themselves **to properly use data** for sustainable development.

In the described context, the monitoring of the SDGs agenda requires substantive improvements in national statistical capacity. Collecting high frequency, quality data on the varied dimensions of sustainable development requires the **modernization of statistical systems**. New partnerships are required to support SDG implementation by strengthening government capacity to **manage and utilize data**. This necessitates stronger and more systematic collection of administrative data to improve service delivery and enable evidence-based decision-making, more systematic integration of new technologies and approaches to data collection and processing.

National context

The adaptation of the 2030 Global Agenda to the national context in the Republic of Moldova has passed through a few phases. Firstly, in 2016, UNDP Moldova in collaboration with the State Chancellery and the National Bureau of Statistics, have undertaken, as part of a global initiative in 6 pilot countries³, the **mapping of the national data ecosystem**⁴, required for measuring the sustainable development progress. Complex consultations⁵ with policy-makers, line-ministries, public institutions, private organizations, civil society and development partners and an online

¹ <https://unstats.un.org/sdgs/indicators/indicators-list/>

² UN, A World that Counts (2014). <http://www.undatarevolution.org/wp-content/uploads/2014/11/execsum.pdf>

³ <https://www.undp.org/content/undp/en/home/librarypage/poverty-reduction/data-ecosystems-for-sustainable-development.html>

⁴ <http://www.md.undp.org/content/moldova/en/home/library/sdg/cartografierea-ecosistemelor-pentru-revoluia-datelor-in-republic.html>

⁵ <http://md.one.un.org/content/unct/moldova/en/home/presscenter/press-releases/moldova-on-its-first-step-towards-data-revolution-for-sustainabl/>

questionnaire, had the main objective to assess the availability of data and institutional modernization capacity needed to implement the 2030 Development Agenda – the national potential for data revolution was assessed.

In the context of the **2030 Global Agenda nationalization**⁶ carried out in 2017, the inventory of the development policy framework revealed that national policy agenda is partly aligned with the SDGs: only 11% of the global targets are fully aligned with national policy documents, while the rest of targets are partially (57% of targets) or not reflected (1/3 of the global targets) in any national policy documents of the Republic of Moldova. Therefore, the relevant national strategies will have to be adjusted to reflect better the spirit of the SDGs targets and human-orientation.

Also, the SDGs nationalization concluded with a list of **226 national indicators** agreed to be used for monitoring & evaluation of the SDGs in Moldova. The significant gap in availability of about half of SDGs nationalized indicators and required disaggregation (45% of indicators are missing and 5% are partially available) to tackle the needs of vulnerable people is a serious challenge towards the national monitoring and reporting on SDGs implementation. This call for serious investments in M&E system for SDGs, as well as innovations for SDGs monitoring.

Moreover, the main **challenges** in mapping out global indicators and their nationalization were related to the lack of calculation methodologies for about 40% of *UN global indicators list* (assessment against these indicators was approximative) and, as well as the lack of national metadata associated with the data collection methods which limited the possibility to evaluate the indicator's level of compliance with the globally agreed definitions. While the data collection doubling and overlapping, in different institutions for some of the indicators made difficult to identify a relevant and credible data source, to establish the institutions responsible for monitoring the indicator. The "ownership" over the production or monitoring of the nationalized indicators has been also affected as a consequence of the Public Administration Reform⁷ given the revised (extended and multi-segmental) mandates of the new ministries (9 ministries replaced 16), reduced (by 44%) and replenished staff and partially lost institutional memory and technical capacities, in particular in the fields of administrative statistics.

Currently, UNDP is implementing the UN Joint Project on Strengthening the National Statistical System of RM in partnership with the National Bureau of Statistics (NBS) of the Republic of Moldova and other 4 UN agencies (UN Women, UNFPA, UNICEF, ILO). The Project is aiming at improving data collection, production, dissemination and use of statistical information with particular attention to national needs and official statistics overall conformity with international standards. One of the Statistics Project's intended results is the **improved national capacities to produce and disseminate reliable and disaggregated statistical data** for evidence-based monitoring of policies, development strategies, programmes, etc.

In the framework of the mentioned Project, in July 2018 NBS has been supported by UNDP to launch the **review of the nationalized SDGs indicators** against the latest methodological guidance (metadata)⁸ of the global list of SDGs indicators. The review was needed because of the challenges described above and it aimed at updating the status of nationalized SDGs indicators and bring clarity on the improvement actions needed and efforts required. It started with the assessment of the SDGs indicators produced by NBS⁹. Then, the evaluation of the indicators produced by other institutions was performed (under finalization) in collaboration with more than 40 central public authorities that produce data for SDGs.

To improve the communication on the SDGs M&E framework, the set of **national metadata** to describe the assessed indicators is currently compiled. Upon completion of the revision, the **timeseries** for the assessed SDGs indicators will be gathered aimed to provide an update on the current progress on the SDGs targets and represent a valuable input/evidence to the Government's preparations on the first Voluntary National Review (and its Statistical Annex) on the implementation of the 2030 Agenda.

During the assessment, gaps related to SDGs indicators produced at the national level are identified and type of resources required to address those gaps are to be included in a **National Roadmap** aimed to ensure full availability of national statistical data for sustainable development monitoring, reporting and evaluation by the Republic of Moldova.

Objectives of consultancy assignment

Under this assignment the United Nations Development Programme (UNDP) Moldova through the UN Joint Project "Strengthening National Statistical System" is seeking a **national consultant to develop the report on assessment of the national SDGs indicator framework and a national roadmap to close the identified data gaps**.

The overall objective of assignment is to support the Government of Moldova, and in particular the National Bureau of Statistics, as the national coordinator of the SDGs monitoring & evaluation, in formulation of the overall conclusion regarding the current status and level of compliance of the nationalized SDGs indicators with the UN global list, as well as the level of availability of disaggregated data for the reviewed indicators. This will cover data the country is already producing to monitor the progress in SDGs implementation, and where it may need support to change direction and make improvements.

⁶ SDGs nationalization report "Adapting the 2030 Agenda on Sustainable Development to the context of the Republic of Moldova", <https://cancelaria.gov.md/ro/content/guvernul-republicii-moldova-demarat-procesul-de-adaptare-agendei-de-dezvoltare-durabila-2030>

⁷ The Public Administration Reform Strategy (2016-2020), approved by the Government of Moldova on 6 July 2016, http://cancelaria.gov.md/sites/default/files/document/attachments/strategie_actualizata_par_strategy_2016-2020_30iun16.pdf. The Action Plan for PAR Strategy implementation (2016-2018), approved on 2 December 2016, http://cancelaria.gov.md/sites/default/files/document/attachments/02.12.2016_plan_2016-2018_final.docx.

⁸ <https://unstats.un.org/sdgs/metadata/>

⁹ <http://statistica.gov.md/newsview.php?!=ro&idc=30&id=6068>

The main output of the whole assignment will represent the revised set of nationalized SDGs indicators, accompanied by the pertinent time series (tentatively for 2010-2018), and a roadmap for action to further develop a robust SDGs indicator and monitoring framework at the national level. The envisaged task should also enable the inventory of disaggregation dimensions available for internal policy-making and reporting at international level on SDGs and conclude whether they are sufficient to ensure that “no one is left behind.”

The expected results should be officially endorsed by the Government and used by the public institutions to advocate for donors’ support on improvement of statistics and data for SDGs. The reviewed SDGs indicators would be further integrated as part of the national M&E frameworks when developing new national and sectorial policy papers.

Thus, with the completion of this assignment, UNDP seeks to ensure the nationalized SDGs indicators are adjusted to the current development framework and harmonised with the UN global list, have “institutional home” and will be further improved and used as an integrated monitoring framework for SDGs implementation by all concerned stakeholders. The entire set of expected outputs should help to measure the full spectrum of SDGs and their targets through a compact indicator framework that is technically robust, operationally feasible, and provides the information that government and other stakeholders need.

The assignment will be built on the previous and on-going activities undertaken by the Project partners, as well as other resources available, and will be undertaken in compliance with the Law on Official Statistics¹⁰, Strategy for Development of the National Statistical System¹¹ for 2016-2020 and other national/ sector policy and regulatory documents and in compliance with international standards in official statistics and relevant practices of other countries. The activity will be implemented in close coordination and under the guidance of the National Bureau of Statistics and participation of the State Chancellery.

Scope of Work of contracted consultant

Under the current assignment, using the results of the review conducted by the NBS and UNDP specialists in collaboration with concerned producers of SDGs indicators, the following expertise is expected on behalf of the hired national consultant:

1. to validate the methodological description of revised SDGs indicators, to homogenise it and to compile the **final set of national metadata**;
2. to support the data gathering exercise by NBS through **validation of the timeseries** for the revised SDGs indicators;
3. to develop an **assessment report on the updated level of compliance and availability** of the reviewed nationalized SDGs indicators;
4. to develop the **National Roadmap** to address the existing **data gaps** for improvement of statistics for SDGs, including insights for innovative approaches;
5. to prepare for **dissemination** all obtained outputs (updated list of nationalised SDGs indicators, updated data-set, national metadata, roadmap) on NBS website and other relevant communication channels.

Tasks and Activities to be performed

In order to achieve the envisaged objectives, the contracted national consultant, under the overall supervision of the Project and in tight cooperation with NBS, will be contractually responsible for performance of the following activities:

1. Desk review and preparatory activities:

- Get acquainted with the results of previous activities undertaken by the Project and its counterparts in the field of concern, in particular:
 - results of the Data ecosystem mapping and SDGs indicators adaptation to the national context as of 2016 and 2017;
 - methodological description of the NBS and non-NBS SDGs indicators developed during the 2018-2019 review carried out within the Statistics Project;
- Analyze background and reference materials available in the areas covered by assignment, including:
 - Sustainable development knowledge platforms and resources available online, publications and materials issued by UN specialised and dedicated entities and structures (UNDG, Inter-agency Expert Group on SDG Indicators, UN Statistical Division, etc. – *see a list of reference and supporting documents attached to the Terms of Reference*)
 - UNDG Mainstreaming Reference Guide (MAPS), UNECE Roadmap on Statistics for SDGs and international experience and good practices on SDGs monitoring indicators;
 - National monitoring and evaluation systems and data collection tools, as well alternative data sources available in the country;
 - Available methodologies and metadata on indicators produced by NBS and other data sources;
 - International and EU standards and requirements in quality management in statistics (e.g. European Statistics Code of Practice, etc.); Other.

¹⁰ Law no.93 as of 26.05.2017 on Official Statistics, <http://lex.justice.md/viewdoc.php?action=view&view=doc&id=370784&lang=1>

¹¹ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=368820>

2. Propose own **working approach and methodology** for the accomplishment of the current assignment, draft detailed action plan, and endorse them with the Project and NBS staff;

Given the specifics of assignment, additional *consultation with relevant counterparts and data stakeholders* with regard to the topics and tasks of present Terms of References would be a recommended element of the working approach throughout the whole assignment. Stakeholders to be consulted would include, but not be limited to:

- Public authorities which produce and provide data for monitoring of SDGs topics: in particular NBS, line-ministries and their subordinated entities or public organizations;
- Independent data stakeholders who either produce or could provide relevant data for SDGs communication, monitoring and evaluation purposes (academia, independent think-tanks, NGOs, development partners, private sector, etc.);

3. Compile the final set of national metadata for SDGs indicators

- The methodical information that has been gathered about the reviewed SDGs indicators produced by NBS and other institutions will be processed, complemented with the missing information (for un-covered indicators) and harmonized according to a unified format and structure that is to be agreed with NBS and Project staff. This information will be compiled by the contracted consultant and transformed into the set of the **national metadata** on SDGs indicator framework.
- For each reviewed indicator, the metadata will provide the rationale and definition, basic concepts, calculation formula, primary data source as the preferred source of robust data for the indicator and data collection tool, periodicity, levels of disaggregation (potential and/or available), limitations and discrepancies against the methodology of UN Global Indicator List. Where the preferred data source is not available alternative data sources for the indicator will be suggested. Also, one or more institutions that could be responsible for compiling the data for the specific indicator will be identified and assigned the status of indicator's "owner/s".

4. Testing of the set of reviewed SDGs indicators

- The key objective of this activity is to pilot-test the set of reviewed indicators considered appropriate for reporting the progress in the context of the SDGs. A data gathering exercise will be organized by the NBS, addressed to all identified "owners" of SDGs indicators. The testing should result in a list of available SDGs indicators assessed as feasible, reliable (qualitative) and useful quality monitoring tools, underscoring specific areas of sustainable development. The received data will be compiled by the contracted consultant into the **updated set of the timeseries data** for the reviewed SDGs indicator framework. The consultant will unify data formats received, validate the collected data, input the respective numeric information and compile them into a database/dataset.
- For certain indicators, which do not meet the criteria (gathered data will be not available, incomplete or irrelevant), feasibility **barriers** will be described; these may include (but not be limited to) difficulties in identifying target observance population, deficient data collection, processing or dissemination constrains, irrelevant concepts/definitions, low prevalence of cases for some indicators, existence of specific quality gaps, etc. These will be reflected in the roadmap to be used for addressing these data gaps.
- Further refinements in the description (metadata) of the SDGs set of indicators (and its structural elements - definition, source, periodicity, etc.), on the basis of the testing results should be performed by the consultant.

5. Develop an assessment report on the results of the national SDGs indicators review

- The activity will be based on the information gathered from official statistical, administrative and other sources by NBS and UNDP during the recent review and it is aimed at describing the **current status and level of compliance** of the nationalized SDGs indicators with the UN global list. The respective conclusions will be made analyzing the discrepancies (if such) between the national and global indicators' methodological description through comparison of definitions, calculation methods, data sources and other items.
- Also, the level of **availability of data and of relevant disaggregation dimensions** for the reviewed indicators will be assessed on the basis of the data collection exercise described above. It will provide an updated, more exact, illustration of the current indicator and data availability, showing in which areas information is more readily available and where information is potentially sparse. Also, it will explain how indicators might be disaggregated so that inequalities in SDG achievement can be monitored, to ensure no one is left behind.
- Specific focus will be put on the core set of **disaggregation dimensions** considered the most relevant for the national context (such as sex, age, income, ethnicity, migratory status, geographic location, disability or other characteristics) to enable the capture of variances that may exist between the national versus sub-national and local levels, and reflect people's actual needs, vulnerabilities and capacities at all levels, where relevant. Limitations and challenges will be described, and solutions will be recommended.
- Many important issues, such as gender equality, cut across different targets and are therefore tracked by indicators under different goals and targets. As a result, an indicator framework needs to effectively track **cross-cutting issues** and support integrated, systems-based approaches to SDGs' implementation. Therefore, the

expected report will include consultant's reflections on cross-cutting issues¹² (relevant to Moldova) which can be monitored by the national SDGs indicator framework. The results of the MAPS mission will be considered.

- Also, the report might envisage reflections on **levels of monitoring** and which types indicators might be best suited to national, regional, global, and thematic monitoring, as well as recommend **separated sets** of national and international indicators.¹³

6. Develop the National Roadmap on fulfillment of the identified data gaps related to in the national SDGs indicator framework

- Gaps related to SDGs indicators produced at the national level, identified during the undertaken review, and type of needs and resources (capacity building, technical support, funding, etc.) required to address those gaps will be included in a **National Roadmap**. It is aimed to ensure full availability of national statistical data for sustainable development monitoring, reporting and evaluation by the Republic of Moldova. The roadmap will provide hands-on recommendations and actions to close the identified data gaps and to further strengthen the SDG data system.
- Also, the Roadmap will provide **insights for further innovations** and new data partnerships in the context of data revolution for SDGs monitoring which requires many different types of data. Therefore, the consultant will analyze how traditional statistics derived from surveys, administrative data, and other methods could be complemented by non-traditional (non-official) data and other performance metrics (e.g. big data, business metrics, polling data, georeferenced information on government facilities, user-generated data, etc.) that are acceptable or better and/or less expensive to collect. Recommendations on further production and maintenance of such indicators will be made, suggesting the potential data producer, or partnerships that would bring together public and private data stakeholders.

The work envisaged within the above activities will result in outputs which will form the core elements of the national SDGs M&E system. The consultant will make recommendations for its further integration into the official SDGs-related implementation mechanisms (policy-making at national and sub-national levels, monitoring, accountability and transparency, national/international reporting and communication, funds' allocations, etc.)

7. Other activities:

- Establish and maintain a dialogue with Project's national counterparts and stakeholders;
- Advocate for the delivered results and contribute to the increase of awareness and understanding of concerned institutions regarding the SDGs M&E;
- Support the organisation and facilitation of public presentation of final results with the participation of concerned partners (national stakeholders and concerned institutions), gather and consider their feedback;
- Develop an activity report on consultancy undertaken, including stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and next stage recommendations.

All activities under the present assignment will be correlated to the needs of key-stakeholders and in compliance with the international standards, relevant national methodological documents, and will be built on the previous and on-going activities undertaken by the Projects and national counterparts.

Deliverables and Timeframe

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

Deliverables and Outputs	Tentative timeframe	Days of work
1. Inception report on planning of assignment:		
• Own approach including working methodology, vision on the accomplishment of assignment, detailed action plan, including timelines and dates of outputs' delivery	20.06.2019	3
2. Supporting documents to be used for:	20.06.2019	14
• Draft compilation of national metadata for SDGs indicators (after completion and harmonisation)		
• Templates for data gathering from the national data sources for SDGs indicators		
• Content and outline of assessment report on the review of national SDGs indicators		
3. Intermediary deliverables:	19.07.2019	15
• Updated set of the timeseries data for the reviewed SDGs indicator framework		
• Draft report on the results of the national SDGs indicators review, including: assessment		

¹² Indicators and a Monitoring Framework for the Sustainable Development Goals, Launching a data revolution for the SDGs, March 20, 2015, <http://unsdsn.org/resources/publications/indicators>

¹³ The annual report on SDGs of the UN Secretary General is based on the data from the UN Global Database, following the UN Global Indicator List, which data are available from the statistical office or other official sources. Data available in the Global Database might suggest the nationally relevant indicators from the UN Global Indicator List.

of the current status and level of compliance of the nationalized SDGs indicators with UN global list, availability of data and of relevant disaggregation dimensions, cross-cutting issues, levels of monitoring		
4. Final documents:	26.08.2019	16
• Finetuned set of national metadata for SDGs indicators		
• Final assessment report on the review of national SDGs indicators, including annexes with updated list of national SDGs indicators and time series		
• National Roadmap to address the existing data gaps for improvement of statistics for SDGs, including insights for innovative approaches		
5. Handouts for public presentation of final outputs to national stakeholders and activity report on undertaken assignment plus documentation related to the conducted work	30.08.2019	2

All the deliverables should be consulted with NBS and other relevant Project's stakeholders and endorsed by the Project manager and be provided in Romanian (except for the last one –in Romanian & English), as electronic copy. The consultant will be assisted by the staff of UN Project and NBS for conceptual and technical aspects of the assignment.

The activities under the present assignment will commence at the **middle of June** and conclude by the **end of August, 2019**. The volume of consultancy has been estimated at up to **50 full working days overall** (*could be changed if correspondingly justified by the applicant*) during which all the activities and outputs envisaged under the present assignment are expected to be performed.

Note: The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and can not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project and its partners and concerned national stakeholders would be the only criteria for the Contractors work being considered completed and eligible for payment/s.

Qualifications and Skills required

The consultant is expected to comply with the following qualification criteria which will be evaluated on the basis of submitted experience records and technical proposal:

Academic Qualifications:

- Master **degree** (or equivalent) in statistics, economics, social sciences and/or other relevant areas;

Working Experience:

- Minimum **10 years of relevant professional experience** (expertise, consultancy, advising, managing, executing function, etc.) in public administration, institutional development, public service provision, applied and/or academic research or other relevant;
- Minimum **4 records** of practical experience related to the development of (or participation at) **data-related assessment and methodological works** (assessments, evaluations, reviews or inventories of statistical indicators, development of statistical methodologies and/or questionnaires) in the areas of economic, social, environmental development and/or human rights [*confirming documents will be provided with clear specification of the data fields addressed and description of applicant's involvement*]
- At least **4 records** of practical experience related to the **use of national/sectorial monitoring & evaluation frameworks** (official and administrative statistics) **for analytical works** (thematic analysis, progress evaluation, impact assessments, policy advisory, monitoring activities, country reviews, etc.), if in the context of MDGs – would be an asset [*confirming documents will be mandatory provided*]
- Previous experience in **participating/undertaking** of complex team-works, joint research activities, moderating working groups, organizing national/local level consultation events;
- Experience of work with or related to marginalized or vulnerable groups, human rights and gender equality frameworks, social inclusion - would be an asset;
- Experience of **work with international organizations/projects** (including UN/UNDP), and **public institutions** (incl. multi-stakeholders), in particular in the areas relevant to the assignment;
- Records on knowledge and use of **data base applications**, ability to work with large datasets or even use of statistical analysis software (i.e. SPSS, STATA) - - would be an asset;

Competencies and Skills:

- Romanian **language** proficiency; Good skills in written English;
- Excellent **analytical**, writing and communication **skills**;
- 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);

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.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic 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.

Organizational settings

The consultant is expected to work in a close cooperation with the national counterparts and the Project staff and to keep them updated on the progress at appropriate intervals during the assignment.

All deliverables and reports shall in be submitted to the Project Manager who is responsible for approving the reports and deliverables (with prior coordination with the NBS, UN Women colleagues, other national counterparts). The Portfolio Manager will supervise the progress and quality of each stage and the overall process.

Financial arrangements

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

Performance Evaluation

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

Travel Requirements

During the contract period no travel is required.

Submission of proposal

The submission package will consist of:

1. Technical Proposal:
 - explaining how the 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 the 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 examples of concrete outputs obtained, as well as with at least three referees;
3. Financial proposal (in USD) specifying a total lump sum amount (including all related costs and the number of anticipated working days).
4. Offeror's Letter confirming Interest and Availability.

Annex to Terms of Reference

REFERENCE and SUPPORTING DOCUMENTS

- [Transforming our world: the 2030 Agenda for Sustainable Development](#)
- <https://sustainabledevelopment.un.org>
- [Time for Global Action](#)- UNDP's Annual Report
- [Building the Post-2015 Development Agenda](#)- UNDP
- [The Road to Dignity by 2030](#)- Secretary-General's Synthesis Report
- [Delivering the Post-2015 Development Agenda](#)- UNDG
- <http://www.md.undp.org/content/moldova/en/home/library/mdg/post2015/>
- <http://unsdsn.org/resources/publications/indicators>
- Atkisson (2015). Introduction to the VISIS Method: Vision > Indicators > Systems > Innovation > Strategy. Presented at the UNDESA Workshop on Integrated Approaches for Sustainable Development, New York, May 27-29 2015. Available at: <https://sustainabledevelopment.un.org/index.php?page=view&type=12&nr=481&menu=1634&event=1189>
- <https://ec.europa.eu/eurostat/web/sdi/indicators>
- ESDN (2015b). Belgium Country Profile. European Sustainable Development Network. Available at: <http://www.sdnetwork.eu/?k=country%20profiles&s=single%20country%20profile&country=Belgium#evaluation>
- ESDN (2015c) Finland Country Profile. European Sustainable Development Network. Available at: <http://www.sdnetwork.eu/?k=country%20profiles&s=single%20country%20profile&country=Finland#evaluation>
- FSO (015). MONET Indicator System. Federal Statistical Office (FSO). Government of Switzerland. Available at: <http://www.bfs.admin.ch/bfs/portal/de/index/themen/21/02/01.html>.
- OHCHR (2012). Human Rights Indicators: A Guide to Measurement and Implementation. Available at: http://www.ohchr.org/Documents/Publications/Human_rights_indicators_en.pdf
- OHCHR (2013). Who Will Be Accountable? Human Rights and the Post-2015 Development Agenda. Available at: <http://www.ohchr.org/Documents/Publications/WhoWillBeAccountable.pdf>
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- UNDG Asia-Pacific (forthcoming). National SDG Data Assessments UN ECOSOC (2015). Thematic evaluation of monitoring and evaluation of the Millennium Development Goals: lessons learned for the post-2015 era
- Report of the Office of Internal Oversight Services. United Nations Economic and Social Council. Available at: http://www.un.org/ga/search/view_doc.asp?symbol=E/AC.51/2015/3.
- UN Statistics Division (2015). UN Statistical Commission: Guide to Minimum Set of Gender Indicators. Available at <http://genderstats.org/>
- UN Women (2015). Position Paper: monitoring gender equality and the empowerment of women and girls in the 2030 agenda for sustainable development: opportunities and challenges. Available at: <http://www.unwomen.org/~media/headquarters/attachments/sections/library/publications/2015/indicatopaper-en-final.pdf?v=1&d=20150917T233452>
- Wales (2015b). The Well-being of Future Generations (Wales) Act. Available at: <http://gov.wales/legislation/programme/assemblybills/future-generations/?lang=en>.
- <https://unstats.un.org/sdgs/indicators/indicators-list/>, <https://unstats.un.org/sdgs/metadata/>
- UN, A World that Counts (2014). <http://www.undatarevolution.org/wp-content/uploads/2014/11/execsum.pdf>
- <https://www.undp.org/content/undp/en/home/librarypage/poverty-reduction/data-ecosystems-for-sustainable-development.html>
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