



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **14 June 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to revise the 2012 Annual Social Report (ASR)

Project name: Policy Analysis / National Human Development Report Project

Period of assignment/services: 21 working days during July 2013

Proposals should be submitted online by pressing the "Apply Now" button no later than [21 June 2013](#).

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: dumitru.vasilescu@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 process of transition that the Republic of Moldova experienced in the last 20 years has created both opportunities and challenges for the citizens of Moldova. But, unfortunately, these opportunities often came at enormous social costs, the effects of which can still be felt today. Transition often resulted in new challenges of economic, social and political nature. Republic of Moldova is an independent and sovereign state today – but it is still considered to be the poorest country in Europe, with the share of population living below national absolute poverty line of 26.3% (2009), 21.9% (2010) and 17.5% (2011), a trend that shows that some positive improvements prevail. Notwithstanding the recent positive trends, the transition period was accompanied by decline in the real incomes of the population and widening development gap between rural and urban areas, tepid net job creation, intensified migration outflows, as well as the reduced capacity of the social protection system to respond to social challenges. All of these magnified the phenomenon of social exclusion experienced by many Moldovan citizens.

Poverty eradication remains a high-priority item on the agenda of the new Government. This is one of the fundamental priorities of the Moldova 2020 strategy, whereby implementation of the current policy framework shall consistently reduce absolute poverty by 20% until 2020. Implementation of various social protection policies, policies to further promote development of labor market, social inclusion, are some important prerogatives of the Ministry of Labor, Social Protection and Family. The respective Ministry is annually reporting on the achieved progress through its Annual Social Report, published since 2000.

Context: The Annual Social Report of the Ministry of Labor, Social Protection and Family is the flagship annual report, which puts strong emphasis on the results and progress achieved in the implementation of national strategies and policies in social protection and draws the plans for overcoming the barriers and key challenges faced by policy makers and direct beneficiaries of such reforms. In its standard version, the ASR incorporates in-depth analysis in seven important segments/sectors, to include dynamics of the demographic profile, evolutions on labor market, social insurance, social assistance, family and child protection, gender equality, and social protection of disabled.

Overall, the ASR(s) reflects the outcomes of social reforms and identifies the main problems faced by the social protection system, making proposals and policy recommendations to outcome concrete situations. The Ministry of Labor, Social Protection and Family, has constantly thought of improving the structure and contents of such flagship report, so that to reflect new opportunities and challenges for the social protection system under reform. In the recent past, the Ministry, with strong support from UNDP, made first steps in the development and implementation of a robust methodology to measure and constantly monitor social exclusion at the national level. Such efforts materialized in several policy documents, including the 2011 National Human Development Report on Social exclusion, the 2012 Policy brief on social exclusion, the matrix of social exclusion indicators and the INEX (Social Exclusion Index). To further streamline social inclusion measures into the policy dialogue, incorporate new and recent analytical efforts, reflect new challenges faced by the social protection system, among others, the 2012 ASR will be reviewed, eventually restructured and will comprise certain new sections. The way the contents of the Report are brought to larger audiences and disseminated outside the usual circle of policy makers, will be further improved by using modern presentation tools.

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

The key objective of the assignment is to provide consistent, high quality and timely analytical support to the MLSPF in the partial re-design of the structure of the report, substance of selective chapters of the 2012 and future ASRs, further in-depth analysis on certain segments and compartments of the Report and fine-tuning of the policy recommendations. The re-working of the entire analytical report shall consistently improve the structure and contents and the way this important product is presented to the external audience.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in social sciences, sociology, social assistance, or related areas.

II. Experience:

- At least 5 years of proven extensive experience in conducting complex researches, development and revision of national strategic documents;
- Previous relevant experience in developing similar to ASR analytical products.

III. Knowledge and competencies:

- Excellent knowledge and understanding of the current policy framework in the field of social protection, and excellent understanding of the key challenges faced by the national social protection system and related reforms;

- Knowledge of and exposure to a range of cross-sectoral and cross-cutting issues, including social exclusion, human development, empowerment of women, inclusion of marginalized groups, among others.
- In-depth knowledge of the national MDG framework; familiarity with the methodology of measuring and monitoring social exclusion at national or sub-national levels is a strong asset;
- Excellent written and oral communication skills and competency in basic editing and proofreading skills; must be detail oriented and organized;
- Proficiency in written and spoken Romanian. Knowledge of English and Russian is an asset.

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 why they are the most suitable for the work;
- (ii) Provide a brief methodology on how they will approach and conduct the work;

2. Financial proposal;

3. Personal CV including past experience in similar projects and at least 3 references, or duly filled Personal History Form (P-11).

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 (Annex A). 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 daily fee, number of anticipated working days, etc.).

Travel: All envisaged travel costs must be included in the financial proposal. This includes all travel to joint duty station/repatriation travel. In the case of unforeseeable travel, payment of travel costs 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:

- Master's degree in social sciences, sociology, social assistance, or related areas;
- 5 years of proven extensive experience in conducting complex researches, development and revision of national strategic documents.

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>		
Master's degree in social sciences, sociology, social assistance, or related areas	(Master's – max 35 pts, higher degree – max 40 pts)	40
At least 5 years of proven extensive experience in conducting complex researches, development and revision of national strategic documents	(5 years – max 45 pts, >5 years – max 50 pts)	50
Previous relevant experience in developing similar to ASR analytical products	(no – 0, yes – max 40 pts.)	40
Excellent knowledge and understanding of the current policy framework in the field of social protection, and excellent understanding of the key challenges faced by the national social protection system and related reforms	(no – 0, yes – max 50 pts.)	50
Knowledge of and exposure to a range of cross-sectoral and cross-cutting issues, including social exclusion, human development, empowerment of women, inclusion of marginalized groups, among others	(no – 0, yes – max 25 pts.)	25
In-depth knowledge of the national MDG framework; familiarity with the methodology of measuring and monitoring social exclusion at national or sub-national levels is a strong asset	(no – 0, yes – max 30 pts.)	30
Excellent written and oral communication skills and competency in basic editing and proofreading skills; must be detail oriented and organized	(no – 0, yes – max 30 pts.)	30
Proficiency in written and spoken Romanian. Knowledge of English and/or Russian is an asset	(Romanian – 25 pts; English – 5 pts; Russian – 5 pts)	35
Maximum Total Technical Scoring		300
<u>Financial</u>		
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