



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **21 June 2013**

Country: Republic of Moldova

Description of the assignment: National Consultant to perform additional calculation of demographic indicators in regional aspect

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

Period of assignment/services: July – September 2013, up to 20 working days

Proposals should be submitted online by pressing the "Apply Online" button no later than **30 June 2013**.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: 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 population of the Republic of Moldova, just like in the EU countries, faces a progressive ageing process. This change is a result of a significant and constant increase in life expectancy at birth, combined with decreased fertility rate. A method to illustrate this structural change in population would be the demographic dependency ratio, which analyses the relation between the number of elderly people and active-age population. The analysis of the demographic situation shows that there are significant differences among the main demographic indicators in territorial profile. Having determined values for every administrative territory, it is possible to carry out the dynamics analysis of the used indicators and to classify the efforts' results and applied resources.

Based on the Government Decision No. 768 as of 12 October 2011, the National Strategic Program in the area of demographic security in the Republic of Moldova (2011-2025) was approved. The respective program provides for transparent monitoring and objective fulfillment of the established tasks and the way of work at the national, municipal, and district levels. Quantitative and qualitative statistical indicators corresponding to the concerned objectives, tools and specific procedures shall be used within the monitoring system, according to the provisions of the Program and the recommendations of the scientific project "Modeling the demographic security level for the Republic of Moldova"¹.

The statistical reports and information, prepared at different stages, regarding the carrying out of the Program shall be provided to the Government, the National Commission for Population and Development, to local public administration authorities, general public, including through available web pages and information newsletters.

When monitoring the results, a set of indicators shall be used to measure the progress level in carrying out the main tasks related to ensuring the gradual establishment of demographic development conditions. For this purpose, it was envisaged to calculate the benchmark limit-values of the demographic security indicators by certain stages, which would characterize the demographic security/insecurity level in all the administrative-territorial units.

The statistical indicators regarding the general characteristic of the demographic situation at the national level, based on the list set in the above Program, will be submitted annually to the Ministry of Labor, Social Protection and Family (MLSPF) by the National Bureau of Statistics (NBS) within the deadlines set in the Annual Program of Statistical Activities, approved by the Government.

The evaluation of the impact induces by the actions undertaken at the territorial level, following the strategic objectives of the Program, will be carried out by applying the toolkit, which would determine the value of the territorial integral demographic security indicator for every district and municipality (hereinafter referred as the TIDSI). By calculating and analyzing the TIDSI and its evolution, it would be possible to assess the social-demographic situation, measuring the aggregated impact of the social, economic, and demographic policies within the scope of the administrative-territorial unit.

¹ According to Joint Order of the Ministry of Labour, Social Protection and Family, NBS and Institute of Economics, Finance and Statistics no. 112/70/180 as of 16.08.2012, on approval of the regulation on determination of the statistical data, calculation and presentation of the territorial integral demographic security indicator, Published in Monitorul Oficial no.216-220, Chisinau, as of 19.10.2012, p. 80-86

The territorial integral demographic security indicator represents the sum of the aggregated indicators from the areas with the highest weight of influence on demographic security, calculated on the basis of the sets of selected indicators. The block of demographic indicators, besides the general indicators regarding the population evolution, provides for calculating the sets of additional indicators at the territorial level, namely:

- Coefficient of population aging
- Average age of the population
- Total age dependency ratio
- Young age dependency ratio
- Old age dependency ratio
- Age-specific fertility rate
- Total fertility rate
- Mean age of women at childbirth in a given year
- Life expectancy.

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

The purpose of the assignment is to ensure the completeness and quality of statistical data on demographic phenomena in regional perspective through undertaking calculations of demographic statistical indicators in regional profile.

For detailed information on Tasks and Responsibilities, Expected Deliverables please refer to Annex – Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Higher education in the area of social (in particular demography, etc.), economic and/or other science related to areas of assignment;

II. Years of experience:

- At least 6 years of proved previous working experience of work related to data collection and/or production, but also use of population & demography statistical data, evidences and informative materials;
- Experience of collaboration with Government in area/s relevant for the present assignments
- Experience in working with development partners (in particular UN/UNDP);

III. Competencies:

- Ability to work with large datasets, on-line web-based applications;
- Good knowledge of the terminology, definitions and procedures used on international level (European/international standards) as it regards population and demography statistics areas
- Familiarity with the national context (legal and policy framework) related to the areas of assignment concern and international practice;
- Romanian and English languages proficiency;
- Ability to analyze, 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);
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to be independent, impartial and credible in a challenging environment;
- Adherence to UN's values and ethical standards;
- Cultural and gender sensitivity.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal including:
 - brief explanation of how the Applicant responds to each of the qualification requirements and why he/she is the most suitable for the work;
 - own vision and working approach in undertaking the assignment;
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).

Additional Information: In the case of engagement of Civil servants under Individual Contract modality, (i) A "No-objection" letter in respect of the individual is requested from the Government employing him/her, and; (ii) The individual must provide an official documentation from his/her employer formally certifying his or her status as being on "official leave without pay" for the duration of the Individual Contract.

5. FINANCIAL PROPOSAL

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including all related costs e.g. fees, phone calls etc.) and the number of anticipated working days. The

consultant shall bare costs for all supplies needed for data collection and data processing including possession of his own personal computer.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

6. EVALUATION

Initially, consultants will be short-listed based on the following minimum qualification criteria:

- Higher education in the area of social (in particular demography, etc.), economic and/or other science related to areas of assignment;
- At least 6 years of proved previous working experience of work related to data collection and/or production, but also use of population & demography statistical data;

The short-listed individual consultants will be further evaluated, by applied 3 areas of expertise, based on the following methodology:

Cumulative analysis

The award of the contracts shall be made to the individual consultants whose offers have been evaluated and determined as:

- responsive/compliant/acceptable, and
- having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

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

Criteria	Scoring	Maximum Points Obtainable
<u>Technical</u>		
1. Higher education in the area of social (in particular demography, etc.), economic and/or other science related to assignment	BA – 35 pts, Master's – 40 pts, PhD – 45 pts	45
2. At least 6 years of proved previous working experience of work related to data collection and/or production, but also use of population & demography statistical data	6 years – 30-50 pts, more than 6 years – 51-60 pts	60
3. Skills and practical experience of work with large datasets, on-line web-based applications	Large & certified – 25-35 pts, to some extent – 5-24 pts, No – 0 points	35
4. Knowledge of the national context (legal and policy framework) related to the areas of assignment concern	Large – 21-30 pts, to some extent – 10-20 pts, No – 0 points	30
5. Good knowledge of the terminology, definitions and procedures used on international level (European/international standards) as it regards population and demography statistics areas	Large – 21-30 pts, to some extent – 10-20 pts, No – 0 pts	30
6. Experience of collaboration with Government in area/s relevant for the present assignment	Large – 11-20 pts, to some extent – 2-10 pts, No – 0 pts	20
7. Experience of collaboration with development partners (in particular UN/UNDP)	Large – 11-20 pts, to some extent – 2-10 pts, No – 0 pts	20
8. Romanian language proficiency; Good skills in oral and written English	Romanian – 10 pts, English – 10 pts	20
9. Relevant Technical Proposal (justification of being most suitable for the work, vision and working approach)	Fully relevant – 35-40 pts, at some extent – 5-34 pts, irrelevant – 0 pts	40
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;		200

Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.	
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Winning candidate

The winning candidates will be those who accumulated the highest aggregated score (technical scoring + financial scoring).

ANNEXES:

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS