



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **28 June 2013**

Country: Republic of Moldova

Description of the assignment: Team of three national consultants to undertake methodological revision of the Small Areas Deprivation Index of the Republic of Moldova in compliance with the current policy framework and applying quality assurance mechanisms

Expertise sought:

- A. expert in small-area estimations and composite indices (statistician-mathematician/SM);
- B. expert in statistical methodology and production (statistician-economist/SE);
- C. expert in evidence-based policy/program making (policy-making specialist/PM)

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

Period of assignment/services: July–November 2013, estimated volume of work - up to 40 working days per consultant

Proposals should be submitted online by pressing the "Apply Online" button no later than **7 July 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 main challenge of the regional development policy of the Republic of Moldova is to solve issues related to regional disparities caused by imbalanced economic and social development. Therefore sustainable regional development is an imperative assumed by the Government of Moldova, which has also confirmed its commitment to fairly/equally distribute the opportunities/chances for regional development throughout the country.

Considering the aspirations of Moldova's European integration, it should be noted that regional policy becomes one of the most important directions of activity of the country. In this regard, one of the actions to be undertaken by the Government before 2014, under the priority on Local and Regional Development, regards the introducing of the notions of Deprived Area and Risk Area in regulatory acts, criteria for defining such areas.

Both, the implementation of transparent and efficient mechanisms for monitoring and evaluation of regional development process, as well as the production and timely reporting of regional statistics, are the two specific objectives of the National Strategy of Regional Development.

The local authorities will be able to increase their role in completing the process of local development, to develop feasible policies for the local/regional development and to increase the capacity of different stakeholders at local level to implement these policies, only when sufficient evidence is made available through official and/or departmental statistics.

Good, reliable regional statistics have to be available in order to provide an adequate basis for analyzing regional disparities, for identification of potential growth areas and for establishing a commonly used indicator of disadvantage that will be used by all Ministries in targeting support for disparity alleviation.

The generation of disaggregated data has been increased in the recent years, but still an uneven understanding of the benefits and use of data by the staff of central and local public administration, the need for pertinent capacity building on sustainable basis is vivid.

The problems of data availability, quality and comparability are characteristic for the big range of socio-economic data at local level which are important to policy makers, managers, investors, analysts and others. It is important to identify and gradually resolve these problems by exploring various approaches and learning from advanced experience of other countries.

Small Area Deprivation Index (SADI) represents one of the monitoring and evaluation tools on implementation of regional policies. This index is useful to the central and local public administration in the process of strategic planning and management of the promoted policies. Aiming to assess the use of SADI, data users' needs for Index adjustment, as well as public opinion on its quality, a comprehensive analysis of SADI is needed from the perspective of its users, as well as the used methodology.

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

The purpose of the assignment is to undertake methodological revision of the Small Areas Deprivation Index of the Republic of Moldova to assure its compliance with the current policy framework and quality of data sources used.

The specific objectives of the assignment are:

(A) To analyse the current applicability of SADI and to evaluate its relevance towards the current policy framework and development context of Moldova, as well as its comparative advantage and weaknesses in comparison with other monitoring and evaluation tools; *[Policy-maker responsible for the task with the support of Statistician-economist and Statistician-mathematician]*

(B) To assess the quality of data sources used for calculation of SADI from the perspective of data production processes (methodologies & tools, data collection, processing, quality assurance procedures, dissemination, etc.) institutional framework; *[Statistician-economist responsible for the task with the support of Statistician-mathematician]*

(C) To revise the content, methodology and toolkit of SADI through their adjustment to current policy framework and assessed data sources *(using the results of point A & B)*. *[Statistician-mathematician responsible for the task with the support of Statistician-economist and Policy-maker]*.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree in statistics, social science, economics, and/or other;
- Other formal education relevant for the assignment;

II. Years of experience:

- At least 5 years of relevant professional experience in applied area/s of expertise;
- Experience including substantial participation in analytical works (thematic analysis, assessments, evaluations, reviews, policy advisory, etc.) in applied area/s of expertise
- Previous experience in participating/undertaking of complex team-works, joint research activities, moderating working groups, organizing national/local level consultation events;
- Experience of participation in policy-making processes;
- Experience of collaboration with Government, in particular in area/s relevant for the present assignment;
- Experience of work with development partners, in particular UN/UNDP

III. Competencies:

- Strong knowledge and understanding of area/s of expertise applied;
- 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);
- Romanian and Russian languages proficiency; Good skills in oral and written English;
- 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

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;
 - 1-2 samples of similar work undertaken previously (or link to access them online).
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:

- University degree in statistics, social science, economics, and/or other;
- At least 5 years of relevant professional experience in applied 3 areas of expertise.

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:

- 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
Technical		
1. University degree in statistics, social science, economics, and/or other: • Statistician-mathematician/SM: math, statistics, economics • Statistician-economist/SE: statistics, economics • Policy-maker/PM: economic, social sciences	Bachelor's – 20 pts, Master's – 25 pts, PhD – 30 pts	30
2. Other formal education relevant for the assignment (certified) • SM & SE: use of statistical analysis software (SPSS, STATA, etc.) and other • PM: any relevant	Any relevant for area of expertise applied – 10 pts	10
3. At least 5 years of relevant professional experience in applied area/s of expertise: • SM: research and/or methodological work in statistics, sociology and/or math • SE: production of statistics (preferably official statistics) • PM: policy-making, in particular related to regional development	5 years - 35 pts, 6-7 year – 36-45 pts; >7 years – 46-50 pts	50
4. Experience including substantial participation in analytical works (thematic analysis, assessments, evaluations, reviews, policy advisory, etc.) in applied area/s of expertise: • SM: statistical and other monitoring indicators • SE: statistical indicators • PM: related to current policies, programs, strategies	Large (>10 pieces) – 36-40 pts, to some extent (1-9 pieces) – 1-35 pts, No-0 pts	40
5. Experience of participation in policy-making processes: • SM: provision of evidences for monitoring and evaluation of policies • SE: provision of evidences for monitoring and evaluation of policies • PM: planning, designing, monitoring and evaluation of policies	Large – 25-30 pts, to some extent – 5-24 pts, No-0 pts	30
6. Previous experience in participating/undertaking of complex team-works, joint research activities, moderating working groups, organizing national/local level consultation events	Large – 15-20 pts, to some extent – 5-14 pts, No-0 pts	20
7. Experience of collaboration with Government, in particular in area/s relevant for the present assignment	Large – 15-20 pts, to some extent – 5-14 pts, No-0 pts	20
8. Experience of work with development partners, in particular UN/UNDP	Large – 11-15 pts, to some extent – 5-10 pts, No-0 pts	15

9. Strong knowledge and understanding of area/s of expertise applied (<i>evaluated on the basis of applicant's samples</i>): • SM: index aggregation, functioning of official & administrative statistics (concepts, regulatory framework, EU/UN standards, best practices) • SE: quality issues in national statistics and methodological/technical knowledge on how to assess and address them, EU/UN quality standards • PM: national strategic context at all levels (national, sectorial, regional perspective)	Large – 25-30 pts, to some extent – 5-24 pts, No-0 pts	30
10. Romanian and Russian languages proficiency; Good skills in oral and written English	English – 5 pts, Romanian – 5 pts, Russian – 5 pts	15
11. 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
Financial		
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

Note on abbreviations used: SM – statistician-mathematician, SE – statistician-economist, PM – policy-making expert

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