INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **02 October 2017**

Country: Republic of Moldova

Description of the assignment: International Consultant on employment data analysis

Project name: Integrated Migration Local Development Programme

Period of assignment/services: Starting from October 2017, estimated workload up to 35 working days during 7 months.

Proposals should be submitted **on-line** by pressing "Apply on-line" link, no later than **16 October 2017.**

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: zinaida.adam@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 Government of Moldova explicitly acknowledges its commitment to generate employment and link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of the factors affecting development ; this is especially true for emigrants and their potential to support the home communities through local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Integrated Migration and Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Moreover, the project is developed as a replicable approach with potentials for scaling up, with intensive capacity building and strengthening of national and local public authorities to better plan, manage, budget, and implement public service management with participation of community members, including migrants.

Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILDP (2007-2015), which has put a series of methodological approaches

and strategic frameworks in place. It supports integrated and systematic local development planning and management, by tackling both central and local levels.

The Overall Objective of the Programme is: *Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for returnees.*

Considering the specific local development context, the current situation and needs, the project sets up two primary outcomes:

Outcome 1: The Ministry of Labour and Social Protection and Family (hereinafter MLSPF)[1] and the National Employment Agency have mandates, capacities and resources to provide qualitative employment reintegration services to all returnees.

Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and to promote knowledge transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

Working toward achieving the first outcome mentioned above, MIDL has provided support to the MHLSP (previously MLSPF), in developing and promoting the National Employment Strategy and its Matrix of Actions for 2017-2021, in cooperation with ILO (as part of the first Policy Component of MiDL). This strategic document was officially endorsed by the Government of Moldova and entered into force in January 2017, and contributes directly to the implementation of the National Action Plan for the Implementation of the RM–EU Association Agreement on the creation and implementation of strategic employment policies, the Government's Activity Program as well as advancing the Agenda 2030 in Moldova. The National Employment Strategy aims at developing a "dynamic, flexible and inclusive" labour market, by interpolating economic policies on productive and inclusive jobs creation and education policies on adequate skills development, a modernized NEA and active labour market measures, while integrating gender aspects, accounting for, and capitalizing on the benefits of migration. The National Employment Strategy envisages a comprehensive analysis of data gaps and improving data collection for employment policies design, but also monitoring and evaluation of the National Employment Strategy implementation. At the same time, the research performed by UNDP Moldova on the nationalization of indicators for the Sustainable Development Goals revealed that the data is lacking for a series of SDG indicators as well[2]. This specific assignment is meant to support the Ministry in addressing these issues and improve the capacity of the Ministry and other directly implicated stakeholders in data collection and analysis for employment policy design, monitoring and evaluation.

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

UNDP Moldova is seeking an International Consultant to perform a thorough analysis of statistical data gaps necessary for employment policy formulation, monitoring and evaluation, and provide recommendations and support for improvement.

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[1] Following the 2017 Governmental Reform as of 26.07.2017, the Ministry of Health, Labour and Social Protection is the legal successor of the Ministry of Labour, Social Protection and Family.

[2] According to the analysis, 17 indicators were identified for monitoring the targets of SDG 8. Aut of the total 17 indicators, 7 indicators are available, 3 indicators are partially available and 7 are missing (the calculation methodology needs to be developed and/or the primary source of data collection needs to be identified)

The assignment will require the completion of the following tasks:

- Analysis of the indicators used for employment policy design, monitoring and evaluation
- Statistical data gap analysis
- Support in improving data collection
- Capacity building of the main stakeholders

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Qualifications:

Master Degree or PhD in Economics, Employment Policies, Statistics, Public Policy or related areas.

I. Experience:

- At least 7 years of professional working experience in the field of employment, labour market dynamics, employment statistical data analysis, economic analysis in the Eastern Partnership (EaP) countries;   previous relevant experience in Moldova shall be considered an advantage
- Proven experience in providing support and consultancy to governmental institutions data analysis, statistical data collection, developing methodologies for statistical data collection in the field of employment;
- Proven experience in developing analytical reports and conducting research in the field of employment, labour market, macro-economic analysis;
- Proven experience in developing and delivering training programs for central governments, public employment services, statistics offices, workers and employers' organizations, etc, in relevant fields;
- Previous experience in development assistance or related work for a donor organization, NGO, previous experience in working with UN agencies is an asset.

II. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong analytical, research, communications and writing skills;
- Fluency in English; Romanian and/or Russian will be considered an advantage;
- Sensitivity and respect for sustainable development, human rights and gender equality;
- Ability to deal with people with tact and diplomacy;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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 United Nations Development Programme 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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
   a. explaining how the applicant responds to each of the qualification requirements and why he/she is the most suitable for the work (particularly providing details on the previously implemented similar projects and assignments and previous experience in the fields related to this consultancy as described in the terms of reference);
   b. describing a short vision on achievement of tasks;
2. Personal information (Personal History Form/P11) including records of past experience in similar projects/assignments and concrete outputs obtained with the three references;
3. Financial proposal in (USD, specifying a total lump sum amount) as described below;
4. Offeror's Letter confirming Interest and Availability.

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 travel, per diems, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class she/he 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, individual consultants will be short-listed based on the following minimum qualification criteria:

- Master Degree in Economics, Employment Policies, Statistics, Public Policy or related areas;
- At least 7 years of professional working experience in the field of employment, labour market dynamics, employment statistical data analysis, economic analysis, etc in the Eastern Partnership (EaP) countries

The long-listed individual consultants will be further evaluated based on the following short-listing criteria:

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation		
Master Degree or PhD in Economics, Employment Policies, Statistics, Public Policy or related areas.	(Master's – 20 pts, PhD - 30)	**30**

At least 7 years of professional working experience in the field of employment, labour market dynamics, employment statistical data analysis, economic analysis, etc.;	(7 years of experience – up to 25 pts., 7-9 years of experience – up to 35 pts., more than 9 years – up to 45 pts)	45
Proven experience in providing support and consultancy to governmental institutions in data analysis, statistical data collection, developing methodologies for statistical data collection in the field of employment;	(no -0 pts., 5 years to some extent – up to 15 pts., 7 - 10 years– up to 30 pts.)	30
Proven experience in developing analytical reports and conducting research in the field of employment, labour market, macro-economic analysis;	(no -0 pts., 5 assignments implemented – up to 20 pts., 10 assignments implemented – up to 35 pts.)	35
Total		140

The first five candidates who shall pass the short-listing evaluation criteria with the best score shall be invited for the interview and pass cumulative analysis.

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).

Technical evaluation will be based on a thorough desk review of applications.

Only candidates obtaining a minimum of 70% score of the technical evaluation (at least 210 points) would be considered for the Financial Evaluation.

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation		
Interview		
Demonstrated understanding and technical knowledge of employment, labour market dynamics, employment promotion in countries from the region	(limited - <5 points; satisfactory - <20; strong –45 points)	45
Proven understanding of employment, labour market data analysis, data mapping, indicators analysis, data collection methodologies	(limited - <5 points; satisfactory - <20; strong –45 points)	45
Previous relevant experience in Moldova and understanding of the Moldova labour market issues in Moldova shall be considered an advantage	(limited - <5 points; satisfactory - <10; strong –20 points)	20
Creativity/ resourcefulness and initiative	(limited - <5 points; satisfactory - <10 points; extensive – 20 points)	20
Presentation, communication and interpersonal skills	(limited - <5 points; satisfactory - <10 points; extensive – 15 points)	15
Proven experience in developing and delivering training programs for central	(no -0 points, 3 assignments implemented – up to 7 points, 7	20

governments, public employment services, statistics offices, workers and employers' organizations, etc., in relevant fields	assignments implemented – up to 20 points)	
Fluency in English; Romanian and/or Russian will be considered an advantage	(English – 10 points, Romanian – 5 points; Russian – 5 points)	**20**
Previous experience in development assistance or related work for a donor organization, NGO, previous experience in working with UN agencies is an asset	(no -0 pts., 5 years – up to 5pts., 5-10 years – up to 15 pts.)	**15**
Sensitivity and respect for sustainable development, human rights and gender equality; Proven commitment to the core values of the United Nations	(limited - <5 points; satisfactory - <10; strong – 20 points)	**20**
Proposal		
Proven understanding of task of the Terms of References	(limited - <5 points; satisfactory - <15; strong – 30 points)	**30**
The proposed approach is adopted and appropriate for the tasks included in the Terms of References	(limited - <5 points; satisfactory - <15; strong – 30 points)	**30**
Proven analytical and writing skills	(limited - <5 points; satisfactory - <15; strong – 20 points)	**20**
Maximum Total Technical Scoring		**300**
<u>**Financial**</u>		
Evaluation of submitted financial offers will be done based on the following formula: **S = Fmin / 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).

<u>ANNEXES:</u>
ANNEX 1 – TERMS OF REFERENCES (TOR)
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS