

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 21 November 2017

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**Country:** Republic of Moldova

**Description of the assignment:** National Consultant to support the development of the statistical classification of the economic activities on the left bank of the Nistru river

**Project name:** Support to Confidence Building Measures Programme

**Period of assignment/services:** December 2017-March 2018, estimated workload: up to 50 working days

Proposals should be submitted online by pressing the "Apply Now" button no later than **04<sup>th</sup> of December 2017, by 16:00 (Moldova local time)**.

Requests for **clarification only** must be sent by standard electronic communication to the following e-mail: [aurelia.spataru@undp.org](mailto: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.

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### 1. BACKGROUND

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova since 2009. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru river generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

The EU-funded Support to Confidence Building Programme (SCBM Programme) is to support the development of skills and improvement of professional performance of statisticians on both banks of Nistru River to produce accurate and reliable statistical data.

As per the support to data production, the SCBM Programme aims to assist the statisticians in accomplishing their function on complying with the *international standards* and best practices. An additional incentive for such an effort would be the *growing demand of qualitative data* on behalf of local and international data users which are necessary to describe the current status of affairs in different fields of economic activity and sectors, to identify the occurring shortcomings and prevent potential factors of risk, to justify the improvement measures and governance decisions to be undertaken by authorities and with community's participation.

At the international level, the mandatory tools required for the production of the comparable and reliable business and economic statistics, include a list of core classifications<sup>1</sup>. One of the most

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<sup>1</sup> Central Product Classification (CPC) of UN or Statistical Classification of Products by Activity (CPA) of EU, complemented by the lists of industrial (mainly manufactured) goods (generated through the PRODCOM survey).

important of these, includes the classification by types of economic activities, either regulated by the UN Statistical Commission (ISIC<sup>2</sup>) or by the Eurostat (NACE<sup>3</sup>).

Thus, one topic of cooperation in the area represents the **international statistical classifications on economic activities**. On the right bank, the National Bureau of Statistics (NBS) made the transition to its first version of the Classification of Economic Activities in Moldova (CAEM), compliant with NACE, in 2001, then to CAEM 2005 compliant with NACE revision 1, and in 2012 - the CAEM revision 2<sup>4</sup>, harmonized with NACE revision 2 (the latest).

The statisticians on the left bank of the Nistru river use a local version of statistical classification<sup>5</sup> that has been lately assessed by an international expertise as outdated and not being in line with the international standards (UN-ISIC and EU-NACE). With this status of affairs, the need for transition to a modern classification of economic activities to be carried out on the left bank of the Nistru River is acknowledged by the local statisticians and other specialists from the region. This classification would help to collect data from the businesses and establishments by the types of economic activities which reflect the technological developments and structural changes of the modern economy, enabling the modernization of the local business statistics through more comparable and relevant data.

The work on this topic started with capacity building for the statisticians from the left bank and data users that was provided by the SCBM Programme in May 2017. It aimed to present the EU and UN concepts, standards and requirements towards the implementation of the mentioned classifications into local statistics, their advantages, as well as international best practice and experience on using classifications for production of economic and business statistics. Also, a roadmap on the most optimal pathway for the implementation of the related international statistical classification of economic activities into the local statistics has been provided. It included the stages to be passed, timeframes, actions to be carried out, resources needed and actors to be involved.

Under the current assignment, the Programme aims to respond to the request of statisticians from the left bank of the Nistru river to implement the international and European requirements on statistical classification of the economic activities, combined with building of local capacities and learning from the advanced experience of other countries.

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

Under the current assignment, the EU-funded Support to Confidence Building Programme, implemented by UNDP is to hire a **national consultant to provide technical assistance and expert support** to the SCBM Programme and its implementing partners **for the methodological set-up of the statistical classification of economic activities from the left bank of the Nistru river in compliance with the international and EU standards and preparatory works for its further implementation** on the left bank of the Nistru river.

The scope of the Consultant's work is to:

- I. provide **technical assistance** in the development of the methodological framework and toolkit for the statistical classification of economic activities relevant for the left bank of the Nistru river, in compliance with international and EU requirements in the respective field;
- II. **support the development** of explanatory materials required for the successful preparation of the classification's implementation on the left bank of Nistru river;

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<https://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=31&Lg=1>, <https://siccode.com/en/pages/statistical-cpa>, [http://ec.europa.eu/eurostat/statistics-explained/index.php/PRODCOM\\_survey\\_on\\_production\\_of\\_manufactured\\_goods](http://ec.europa.eu/eurostat/statistics-explained/index.php/PRODCOM_survey_on_production_of_manufactured_goods)

<sup>2</sup> ISIC - International Standard Industrial Classification of All Economic Activities, <https://unstats.un.org/unsd/cr/registry/regcst.asp?Cl=27&Lg=1>

<sup>3</sup> NACE - Statistical classification of economic activities in the European Community,

<http://ec.europa.eu/eurostat/documents/3859598/5902521/KS-RA-07-015-EN.PDF>

<sup>4</sup> <http://www.statistica.md/pageview.php?l=ro&idc=385&>

<sup>5</sup> "Классификатор отраслей народного хозяйства" (КОХ), <http://gov-pmr.org/item/3722>

- III. **provide overall guidance** to the involved specialists and ensure **expert view** on preparation activities undertaken by the implementing partners;
- IV. contribute to **building of internal capacities** of the statisticians from the left bank of Nistru river as it regards the improvements needed to ensure the compliance with international requirements on statistical classification related to business statistics.

The National Consultant will provide support throughout the preparation and methodological framing of the local version of classification of economic activities, based on his/her deep knowledge of international/EU standards and best practices, own practical experience on their application, as well as the documents and resources made available by the Programme's counterparts on the left bank of Nistru.

Also, the National Consultant will ensure a high level of analytical work, efficient communication and cooperation with the UNDP staff and the implementing partners, for the successful fulfilment of the formulated tasks. He/she is expected to perform a team-work in close collaboration with the technical staff from the statistical services from both banks and the relevant stakeholders.

The experience of the statisticians from the right bank and their lessons learned from the respective process will be considered. The consultancy results will be further used for programmatic purpose of UNDP and the follow-up activities on the made recommendations will be carried out.

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

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant is expected to comply with the following qualification criteria:

#### I. Academic Qualifications:

- Master degree (or equivalent) in statistics, economics, accounting and/or other science related to areas relevant for the assignment;
- Other formal education relevant for the assignment (confirmed by certificates);

#### II. Working experience:

- At least 10 years of relevant **professional experience** (expertise, executing function, consultancy, advising, etc.) in or related to **statistical activity** (preferably official/Government statistics system);
- At least 5 records of practical experience related to the development (or participation at) **analytical and methodological works** in the area of economic or business activity (methodologies for calculation of statistical indicators, designing of questionnaires, classifications and business registers, assessments, evaluations, reviews, thematic analysis, legislation adjustments, etc.); *[confirming documents will be mandatory provided]*
- Experience of **work with international organizations/projects**, including UN and/or European, and **public institutions** and service providers (incl. multi-stakeholders), in particular in the areas relevant to the assignment;

#### III. Competences and skills

- Good knowledge of **international/European standards, legislation and best practices**, European Statistical System, terminology and definitions used in the field of economic and/or business statistics (confirmed by experience records in EU member, candidate or potential candidate countries);
- Knowledge of the **development context** in Moldova and/or the left bank of Nistru river;

- Strong **analytical**, writing and training **skills**;
- Excellent written and spoken Russian;
- Knowledge of English will be an asset;

#### **IV. Personal Qualities and other requirements:**

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- 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);
- Availability to work with UNDP and Project's national stakeholders during the indicated/approved period;
- 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.

UNDP 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 (in separate files):

- Technical Proposal explaining how applicant responds to each of the qualification requirements and why he/she is the most suitable for the work, as well as a short vision on achievement of tasks;
- Personal information (as a detailed CV or as a duly filled Personal History Form (P11 – template attached to the announcement)) including records on past experience in similar projects/assignments and concrete outputs obtained;
- Financial proposal (in USD, specifying a total lump sum amount and the number of anticipated working days);
- Documents that confirm Applicant's records of practical experience related to the development (or participation at) analytical and methodological works in the area of economic or business activity (copies or links to documents with statistical concepts, definitions, methodologies, questionnaires, statistical analysis – developed by the Applicant).

#### **5. FINANCIAL PROPOSAL**

The financial proposal shall specify a per application lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables. In order to assist the requesting unit in the comparison of offers, the financial proposals will include a breakdown of this lump sum amount (including fee per day, travel, per diem, mobile phone costs, number of anticipated working days, etc.). The payments will be disbursed in instalments upon submission and approval of deliverables and certification by the Project Manager that the services and products were satisfactorily performed.

## Travel and other logistic arrangements

The consultant is expected to carry out field research, capacity building activities and discussions with Programme's stakeholders that would involve travel across the river, and should budget for it accordingly. At least 5 missions to the implementing partner's venue are envisaged (by SCBM Programme's transport), including round trips to Tiraspol (about 70 km distance from Chisinau to Tiraspol).

## 6. EVALUATION

Initially, individual consultants will be short-listed based on the following minimum qualification criteria indicated for each position separately:

- Master degree (or equivalent) in statistics, economics, accounting and/or other science related to areas relevant for the assignment;
- At least 10 years of relevant professional experience (expertise, executing function, consultancy, advising, etc.) in or related to statistical activity (preferably official/Government statistics system);
- At least 5 records of practical experience related to the development (or participation at) **analytical and methodological works** in the area of economic or business activity involving data (methodologies for calculation of statistical indicators, designing of questionnaires, classifications and business registers, assessments, evaluations, reviews, thematic analysis, legislation adjustments, etc.); *[confirming documents will be mandatory provided]*

The short-listed individual consultants will be further evaluated based on the criteria outlined below:

Criteria	Scoring	Maximum Points Obtainable
<b>Short-listing</b>		
• Master <b>degree</b> (or equivalent) in statistics, economics, accounting and/or other science related to areas relevant for the assignment	<i>Master's – 30 pts, PhD – 40 pts</i>	40
• Other <b>formal education</b> relevant for the assignment (confirmed by certificates)	<i>Certifications available– 10 pts -10 pts, No - 0 pts.</i>	10
• At least <b>10 years of relevant professional experience</b> (expertise, executing function, consultancy, advising, etc.) in or related to <b>statistical activity</b> (preferably official/Government statistics system)	<i>10 Years -30 pts, each additional year – 5 pts; up to max. 50 pts.</i>	50
• At least <b>5 records of practical experience</b> related to the development (or participation at) <b>analytical and methodological works</b> in the area of economic or business activity involving data (methodologies for calculation of statistical indicators, designing of questionnaires, classifications and business registers, assessments, evaluations, reviews, thematic analysis, legislation adjustments, etc.); <i>[confirming documents will be mandatory provided]</i>	<i>5 records -30 pts, each additional record – 5 pts; up to max. 50 pts.</i>	50

• Experience of <b>work with international organizations</b> /projects, including UN and/or European, and <b>public institutions</b> and service providers (incl. multi-stakeholders), in particular in the areas relevant to the assignment	<i>None - 0 pts., collaboration with public instit. and multi-stakeholder – 10, donors – 10 pts</i>	20
<b>Short-listing scoring</b>		<b>170</b>

Following the short-listing, five candidates with the highest number of points will be invited for interview, which will be evaluated as follows:

<b>Criteria</b>	<b>Scoring</b>	<b>Maximum Points Obtainable</b>
<b>Interview</b>		
• Good knowledge of <b>international/European standards, legislation and best practices</b> , European Statistical System, terminology and definitions used in the field of economic and/or business statistics (confirmed by experience records in EU member, candidate or potential candidate countries)	<i>None – 0 pts., limited – 10 pts., good– 30 pts., strong – 50 pts.</i>	50
• Knowledge of the <b>development context</b> on the left bank of Nistru river	<i>No knowledge – 0 pts, 1 experience record on the left bank – 20 pts, 2 and more experience records on the left bank - 30 pts</i>	30
• Strong <b>analytical</b> , writing and training <b>skills</b>	<i>None – 0 pts, limited – 10 pts, good – 25 pts, strong – 35 pts</i>	35
• Excellent written and spoken Russian. Knowledge of English will be an asset	<i>Russian – 10 pts, English – 5 pts</i>	15
<b>Interview Scoring</b>		<b>130</b>

The total maximum obtainable **technical score** would be 300 points (170 pts for short-listing plus 130 in interview).

#### 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.

<b>Financial Evaluation Scoring:</b>	
Evaluation of submitted financial offers will be done based on the following formula: <b><math>S = F_{min} / F * 200</math></b> S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the	<b>200</b>

technical evaluation round; F – financial offer under consideration.	
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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**

**Important notice**

The applicant who has the statute of Government Official / Public Servant, prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the government, and;
- the applicant is certified in writing by the government to be on official leave without pay for the duration of the Individual Contract.

A retired government official is not considered in this case a government official, and as such, may be contracted.