

## TERMS OF REFERENCE

- A. Job Title:** National consultant to act as Data Specialist under the evidence-based policy making initiatives.
- B. Duty Station:** Republic of Moldova, Chisinau
- C. Project reference:** “Multidimensional response to emerging human security challenges in Moldova” and “Accelerating a Just Energy Transition in Republic of Moldova”
- D. Contract type:** National Consultant
- E. Duration of assignment:** May 2024 – May 2025, 200 working days

### F. Background:

#### **Multidimensional response to emerging human security challenges in Moldova**

Moldova is facing a compound crisis of energy and food security, curtailed economic growth, growing inflation, limited institutional capacities and divisions in society, aggravated by the continuing socio-economic impact of the COVID-19 pandemic and the war in Ukraine. The influx of refugees presents an additional challenge that requires sustained attention and support from the international community.

Without urgent intervention, the deepening socio-economic, energy, food and human security crises has the potential to derail the trajectory of development, and drastically increase human suffering of people in Moldova, whether Ukrainian refugees, third country nationals, or Moldovan citizens (including those from minority ethnic groups). There are risks of massive outmigration and brain drain, as an immediate impact of the worsening of the socio-economic situation, depleting the country of its major asset: human capital.

The overall objective of the intervention, implemented with the financial support of the Government of Japan, is to protect human security and enhance the resilience of the Republic of Moldova, in order to address the multifaceted and interconnected challenges of the current socioeconomic, food and energy shocks.

The three specific objectives of the “Multidimensional response to emerging human security challenges in Moldova” project are:

- Specific objective 1: to enhance people’s energy security through access to affordable energy that supports livelihoods and energy-efficient production;
- Specific objective 2: to enhance food security by supporting the government to implement its Food Security Strategy, thereby strengthening the capacities of agricultural producers affected by the compound crises;
- Specific objective 3: to enhance community security by strengthening the capacities of the police service and community actors to deliver on the principles of social cohesion and peaceful coexistence.

With this project, UNDP ensures that immediate humanitarian assistance is complemented by development efforts across three core insecurities (energy, food, community) to protect and maintain vital systems, structures and a capacity to support Moldova’s resilience.

#### **Accelerating a Just Energy Transition in Republic of Moldova**

Since October 2021, Moldova has experienced significant increases in gas prices due to tight global energy markets and changes to the contract with its main gas supplier, Gazprom. During the winter of 2021-2022, gas prices surged to levels three to four times higher than previous years, severely impacting Moldova's public finances and the affordability of gas for vulnerable citizens. The situation worsened with the onset of the war in Ukraine, leading to reduced gas supplies and further price hikes, contributing to a sharp rise in

inflation and exacerbating energy crisis impacts on Moldova, including dependency on Ukrainian electricity supply.

The compounded challenges of supply shortages and price volatility have placed Moldova at risk of deepening energy poverty among households, with over 60% spending significantly more than 10% of their income on energy. The crisis has prompted urgent assessments by UNDP and the Government to understand and address energy vulnerability, leading to the conceptualization of immediate and long-term response strategies.

In response, the Energy Vulnerability Reduction Fund (EVRF) was established by Law 241/2022, activated on September 1, 2022, aiming to mitigate the impact of increased energy costs on poor and vulnerable households through on-bill compensations and energy efficiency programs. The EVRF represents a partnership among the Government, private sector energy providers, and UNDP, with funding sourced from the Government and international partners. Despite its targeted approach, the EVRF has identified areas for improvement, including extending coverage to more households, especially in rural areas reliant on firewood.

The project focuses on enhancing the EVRF's effectiveness in addressing energy vulnerability and promoting energy security amidst the ongoing crisis. Objectives include supplementing government efforts to provide targeted compensations, improving the operational and institutional framework of the EVRF, and enhancing communication and partnership mobilization. Additionally, the project aims to support energy efficiency and the adoption of green technologies within the residential sector and critical infrastructure, leveraging big data and innovative solutions to reduce consumption and integrate renewable energy sources.

This initiative underscores a multifaceted approach to combat energy vulnerability in Moldova, emphasizing the need for immediate relief for vulnerable households while fostering long-term resilience through energy efficiency and sustainability measures.

#### **G. Objective:**

The Project seeks to contract a National Consultant (hereinafter “the Consultant”) to develop Data ecosystem frameworks and their initial operationalization through specific use cases development in the line Ministries. The Consultant is expected to work closely with the Project teams, partner institutions and stakeholders in order to deliver professional, effective, and qualitative contributions to the Project’s policy making support interventions.

#### **H. Scope of work and expected outputs:**

Under the direct supervision of the Project team and the UNDP Moldova Policy Specialist, the Consultant is expected to carry out the following tasks:

- **Develop Comprehensive Data Ecosystem Frameworks.** Create a robust data ecosystem framework that encompass various data sources, processes, and stakeholders within the line Ministries.
- **Establish Operationalization Guidelines.** Develop guidelines and protocols for the operationalization of data ecosystem frameworks, ensuring clarity and consistency in their implementation across line ministries.
- **Identify and Prioritize Use Cases.** Identify specific use cases relevant to each line ministry, focusing on areas where data-driven solutions can enhance operational efficiency, decision-making, and service delivery.
- **Develop Prototype Solutions.** Develop prototype solutions for selected use cases, demonstrating the practical application of data ecosystem frameworks in addressing real-world challenges faced by line Ministries.
- **Facilitate Knowledge Transfer.** Facilitate knowledge transfer sessions to empower line ministry personnel in understanding and leveraging data ecosystem frameworks for ongoing use case development and operationalization.

## I. Expected Deliverables:

item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
I.	Subventions use-case - Gather data on impact assessment of the subsidy mechanisms to identify trends, patterns, and areas requiring intervention based on valued added potential. Develop predictive models or analytical frameworks to assess the impact of investment based versus area-based subsidy scheme. <b>Deliverable 1.1:</b> Draft Digital Data Modeling Map designed to aid in the impact assessment and monitoring of subventions mechanisms.	20 working days	By 31 July 2024
	<b>Deliverable 1.2:</b> Final Digital Data Modeling Map designed to aid in the impact assessment and monitoring of subventions mechanisms, including reference to geographic location peculiarities. <i>Note: activity pertaining to the interventions of the "Multidimensional response to emerging human security challenges in Moldova" project</i>	20 working days	By 31 August 2024
II.	Asses the capacities of MAFI under current informational systems, including new Digital National Farmer's Registry informational system, for compliance to Farm Accountancy Data Network (FADN). Define the data structure of the FADN in line with EU requirements and develop the action plan for alignment of data storing and collection mechanism. <b>Deliverable 2.1:</b> Develop the electronical data structure and collection methodology for Farm Accountancy Data Network (FADN) in line with EU practices.	30 working days	By 10 September 2024
	<b>Deliverable 2.2:</b> Develop the action plan for for alignment of data storing and collection mechanism. <i>Note: activity pertaining to the interventions of the "Multidimensional response to emerging human security challenges in Moldova" project</i>	20 working days	By 30 September 2024
III.	Analyse the data structure of the new AIS system of the Ministry of Labour and design interoperability measures to be applied for the existing 14 informational systems to ensure data exchange though MConnect. <b>Deliverable 3.1:</b> Develop an interoperability implementation plan for data structures of the first 7 out of 14 informational systems, with inconsistencies mitigations measures and resources assessment.	40 working days	By 28 February 2025
	<b>Deliverable 3.2:</b> Develop an interoperability implementation plan for data structures of the remaining 7 out of 14 informational systems, with inconsistencies mitigations measures and resources assessment. <i>Note: activity pertaining to the interventions of the "Accelerating a Just Energy Transition in Republic of Moldova" project</i>	40 working days	By 31 March 2025

IV.	<p>Energy Vulnerability use-case - build internal evaluation capacities of the Ministry of Labour, as the owner of the Energy Vulnerability Reduction Fund, to operate the data generated by the EVRF, and other social assistance informational systems, for evidence-based policy decision making.</p> <p><b>Deliverable 4:</b> Design and deliver 5 training sessions to the delegated representatives of the MLSP on data generation, use and modelling for scenarios forecast on impact of social assistance measures.</p> <p><i>Note: activity pertaining to the interventions of the “Accelerating a Just Energy Transition in Republic of Moldova” project</i></p>	30 working days	By 31 May 2025
-----	--	-----------------	----------------

#### J. Organizational Setting:

The timeframe for the work of the Consultant is planned for the period May 2024 - May 2025. During this time, the Consultant is expected to work a total of 200 working days.

The assignment shall be performed in close coordination with the UNDP Project Manager and representatives and/or assigned experts of the line Ministries (Ministry of Agriculture and Food Industry, Ministry of Labour and Social Protection, Ministry of Energy, Ministry of Economic Development and Digitalization).

For the duration of the assignment the Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment. Priority shall be given to both office-based and field work.

All communications and documentation related to the assignment will be in Romanian.

#### K. Financial arrangements:

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 the daily fee, taxes, and number of anticipated working days).

Payments will be disbursed upon submission and validation of deliverables by the UNDP Project Manager (certifying that the services have been satisfactorily performed) and their subsequent approval by the Policy Specialist.

#### Travel

No travel is envisaged in the framework of the current assignment.

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.

#### L. Confidentiality

Materials provided to the Consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

#### M. Qualifications and skills required:

##### I. Academic Qualifications:

- University degree (or higher) in Economics, Business Administration, Finance, Statistics, Data science or other relevant fields.

II. Years and sphere of experience:

- At least 7 years of proven experience in analytical, statistical, and programming skills to collect, analyze, and interpret large data sets. *Internships, undergraduate work experience and graduate assistantships are not accepted as levels of experience;*
- At least 3 years of experience in delivering end-to-end data analysis related projects in Moldova;
- Knowledge of the policy-making landscape in Moldova. Knowledge on the national legislation on Data and applicable security standards;
- Experience in developing conceptual documentation for programmatic needs using quantitative and qualitative data
- Experience in working with UN agencies is an asset;
- Fluency in Romanian, English and Russian.

III. Competencies:

- Ability to perform and deliver expected results in a fast-paced working environment;
- Strong sense of initiative and ability to work independently;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders;
- Strong leadership and project management skills;
- Proficiency in English language.

IV. Personal qualities:

- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks;
- 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 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 noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

**N. Documents to Be Included When Submitting the Proposals**

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

- Signed and filled-in Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2 (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.). Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal;
- CV and at least 3 references.

**Important notice:** The applicants who have 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 entire duration of the Individual Contract.

## O. Evaluation

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

- University degree (or higher) in Economics, Business Administration, Finance, Statistics, Data science or other relevant fields;
- At least 7 years of proven experience in analytical, statistical, and programming skills to collect, analyze, and interpret large data sets;
- Citizenship of the Republic of Moldova.

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
<b><u>Technical</u></b>		
University degree (or higher) in Economics, Business Administration, Finance, Statistics, Data science or other relevant fields	<i>Bachelor's degree – 5 pts. Master's degree – 10 pts.</i>	10
At least 7 years of proven experience in analytical, statistical, and programming skills to collect, analyze, and interpret large data sets.	<i>7 years – 35 pts., each additional year of experience – 5 pts. up to a maximum of 45 pts.</i>	45
At least 3 years of experience in delivering end-to-end data analysis related projects in Moldova	<i>3 years – 20 pts, each additional year of experience (5 points per additional record), up to a maximum of 40 pts.</i>	40
Experience in working with UN agencies	<i>Each assignment - 5 pts, up to max 20 pts.</i>	20
<b>Subtotal Technical Scoring</b>		<b>115</b>
<b><u>Interview</u></b> (demonstrated technical knowledge and experience; communication/ interpersonal skills; initiative; creativity/ resourcefulness).		
<b>Only the first 5 applicants that have accumulated the highest technical score shall be invited to the interview.</b>		
Experience in developing visual platforms/maps for displaying quantitative and qualitative data	<i>None – 0 pts, two records – 20 pts, more than two records (10 points per additional record), up to a maximum of 50 pts.</i>	
Knowledge of the policy-making landscape in Moldova. Knowledge on the national legislation on Data and applicable security standards	<i>None – 0 pts, limited – up to 10 pts, good – up to 25 pts, strong – up to 35 pts.</i>	

Ability to analyse, plan, effectively communicate, organise and fulfil the planned results	<i>None – 0 pts, limited – up to 10 pts, good – up to 25 pts, strong – up to 35 pts</i>	180
Ability to attain results and meet deadlines, maintaining high quality standards	<i>None – 0 pts, limited – up to 10 pts, good – up to 25 pts, strong – up to 30 pts</i>	
Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with stakeholders at all levels and to present ideas clearly and effectively	<i>None – 0 pts, limited – up to 5 pts, good – up to 10 pts, strong – up to 15 pts</i>	
Fluency in English, Romanian and Russian languages	<i>5 pts per language –15 pts total</i>	
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment	<i>No – 0 pts., to one group – 1,5 pts., to two or more groups – 5 pts.</i>	5
<b>Total Interview Scoring</b>		<b>185</b>
<b>Maximum Total Technical Scoring</b>		<b>300</b>

*\* Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees and other non-citizens. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

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

#### Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).