



TERMS OF REFERENCE

Job title:	EVRF Data and Operational Analyst
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Accelerating a Just Energy Transition in Republic of Moldova
Contract type:	Individual Contract
Assignment type:	National Consultant
Contract duration:	July - December 2026
Expected workload:	80 working days
Indicative starting date:	15 July 2026

1. BACKGROUND

The Republic of Moldova continues to face socio-economic challenges linked to energy affordability, rising living costs, and external shocks affecting the energy sector. In this context, ensuring effective and well-targeted support to vulnerable households remains a key policy priority, alongside broader efforts to strengthen fiscal sustainability and support a gradual transition toward a more resilient energy system.

In response to the energy crisis, the Government of the Republic of Moldova, with support from UNDP and development partners, established the Energy Vulnerability Reduction Fund (EVRF) in 2022, as an evidence-based mechanism to compensate households for increases in energy tariffs. The EVRF provides targeted support for heating, natural gas, and electricity costs, with the objective of reducing energy poverty and mitigating the impact of price shocks on vulnerable populations.

Since its launch, the EVRF has reached a large share of households, supporting over 895,000 households in the 2022-2023 heating season, 792,000 households in 2023-2024, and 719,000 households in 2024-2025. In the 2025-2026 heating season, the number of beneficiary households further decreased to approximately 621,000, reflecting ongoing efforts to improve targeting and align support more closely with actual vulnerability levels.

Across the first three heating seasons covered by the EVRF (2022-2025), the overall energy poverty rate is estimated to have declined by 10.6 percentage points. Energy compensations have also contributed to improvements in monetary poverty indicators among beneficiaries, with effects extending beyond the heating season.

As the EVRF evolves, the focus is increasingly placed on strengthening the accuracy and consistency of targeting, improving data quality and system performance, and enhancing the efficiency of operational processes. These efforts are essential to ensure that support is directed to those most in need, while maintaining adequate coverage and contributing to the fiscal sustainability of the mechanism.

In parallel, the transition to cash-based compensation and the continued development of digital systems supporting the EVRF require further strengthening of data management processes, system functionalities, and coordination across relevant modules and institutions. Ensuring the reliability and coherence of data flows, as well as the effective operationalization of targeting mechanisms, is critical for the effective implementation and continuous improvement of the Fund.

The "Accelerating a Just Energy Transition in the Republic of Moldova" (JET) project supports the Government's efforts to ensure that the transition to a sustainable energy system is socially inclusive and economically balanced. A key component of the project focuses on addressing energy vulnerability through the EVRF, including support to its operational and institutional development. In this context, the project contributes to

improving the Fund's design, data systems, and implementation processes, with a focus on ensuring that compensation mechanisms remain transparent, efficient, and based on reliable data.

Within this framework, UNDP provides technical support to national authorities, in particular the Ministry of Labour and Social Protection, to strengthen the operational and institutional capacity of the EVRF, including its data systems, processes, and analytical functions. In this context, additional analytical and technical support is envisioned to assess selected operational and data-related aspects of the EVRF, identify areas for improvement, and support the ongoing refinement of system functionalities and processes in view of future policy decisions and potential subsequent cycles.

2. OBJECTIVE AND EXPECTED OUTPUTS

In this context, UNDP seeks to engage an EVRF Data and Operational Analyst (hereinafter - the Consultant) to provide analytical and technical support to the Ministry of Labour and Social Protection in assessing and strengthening selected operational, data, and system-related aspects of the EVRF.

The assignment is situated within the ongoing efforts of the Government to refine the EVRF targeting approach and enhance the efficiency, accuracy, and fiscal sustainability of the mechanism. Following the completion of the 2025-2026 heating season, the EVRF is entering a phase of assessment and potential recalibration, including considerations related to the scope, design, and targeting of future support measures.

In this context, additional analytical and operational inputs are required to review the implementation of the Fund, assess the performance of targeting mechanisms and data systems, and support the identification of feasible improvements. This includes ensuring that lessons learned from previous cycles are systematically captured and translated into adjustments to system functionalities, data processes, and coordination arrangements.

The assignment will complement existing institutional capacities by providing targeted, time-bound support focused on the assessment of operational processes and system performance, as well as on the refinement of EVRF-related functionalities within the AIS eSocial system. This is particularly relevant in light of ongoing discussions on the future evolution of the mechanism and its alignment with broader social protection reforms.

The objective of the assignment is to support the assessment and refinement of key EVRF components, including the operationalization of targeting, the performance of data systems, and the interaction between relevant information systems and support mechanisms. The assignment will also contribute to the ongoing improvement of EVRF-related functionalities within the AIS eSocial system, in close coordination with relevant institutional and technical stakeholders.

The assignment aims to support national authorities, in particular the Ministry of Labour and Social Protection, in strengthening data-driven implementation and operational processes related to the EVRF, while building on existing systems and institutional arrangements.

The expected outputs of the assignment are:

- analytical reports assessing the operationalization of the EVRF targeting mechanism, EVIS functionalities and data processes, and coordination between EVRF and related modules; and
- an implementation support report documenting technical and analytical support provided to the refinement and validation of EVRF-related system functionalities.

The Consultant will work in close collaboration with the UNDP Moldova Policy Specialist, who will provide substantive guidance, contribute to the review of outputs, and support their validation.

The Consultant will operate under the technical coordination of the relevant UNDP project team, who will oversee administrative, planning, and coordination aspects of the assignment. The Consultant will work closely with the Ministry of Labour and Social Protection, in particular with the Energy Vulnerability Reduction Department, and will liaise with other relevant departments, technical teams, and stakeholders, as required, to ensure the quality and relevance of outputs.

3. KEY ACTIVITIES, DELIVERABLES AND TENTATIVE TIMETABLE

Key activities and deliverables	Tentative timetable
<p>Activity 1: Technical assessment of targeting implementation within EVRF</p> <p>Conduct a structured review of how the targeting mechanism for energy compensation is operationalized within the EVRF framework, including its application in relevant information systems and processes. The activity should also consider aspects related to system configuration, operational workflows, and the overall robustness and reliability of the targeting implementation and should generate practical recommendations to support improvements.</p>	
<p>Deliverable 1: Report on the operationalization of the EVRF targeting mechanism, providing an overview of the current approach as implemented in practice, and identifying key challenges affecting the consistency and accuracy of targeting outcomes.</p>	<p>by 15 September 20 WDs</p>
<p>Activity 2: Assessment of EVIS functionalities and data processes</p> <p>Conduct an assessment of the functionalities developed within EVIS during 2022–2026, with a focus on data handling, system performance, and the overall reliability of outputs. The activity should examine data-related processes and controls, identify gaps or limitations affecting data quality, and generate recommendations to enhance data reliability, consistency, and system performance</p>	
<p>Deliverable 2: Report on EVIS functionalities and data processes, presenting an overview of key functionalities and their role in supporting programme implementation, and identifying main issues affecting data quality and system performance</p>	<p>by 31 October 20 WDs</p>
<p>Activity 3: Review of coordination between EVRF and EcoVoucher module</p> <p>Examine the interaction between the EVRF/EVIS and EcoVoucher module, focusing on how systems and processes support beneficiary identification and coordination of support. The activity should assess current practices for data exchange and alignment, identify gaps or inefficiencies affecting coordination, and generate recommendations to strengthen coherence and improve overall effectiveness</p>	
<p>Deliverable 3:</p> <p>Report on the coordination and interaction between EVRF and the EcoVoucher module, providing an overview of current practices and identifying key challenges affecting coordination and consistency.</p>	<p>by 05 December 20 WDs</p>
<p>Activity 4: Functional review and validation of EVRF module enhancements</p> <p>Conduct a functional review of EVRF-related functionalities implemented within the AIS eSocial system and provide technical inputs to support the refinement of the module. The activity will focus on reviewing functional requirements and implementation progress, identifying operational or technical gaps and inconsistencies, validating selected functionalities against operational needs, and consolidating technical observations and recommendations to support the further improvement and effective operationalization of the EVRF module.</p>	
<p>Deliverable 4:</p> <p>Technical note assessing the EVRF-related functionalities implemented in AIS eSocial, including validation results, identified issues, and actionable recommendations for further refinement.</p>	<p>by 20 December 20 WDs</p>

Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

4. INSTITUTIONAL ARRANGEMENTS

The Consultant will be engaged on a part-time basis over the duration of the assignment and will work in close collaboration with the UNDP Moldova Policy Specialist, who will provide substantive guidance, support the review of outputs, and contribute to their validation.

The Consultant will operate under the technical coordination of the relevant UNDP project team, who will oversee administrative, planning, and coordination aspects of the assignment.

The Consultant will work in close coordination with the Ministry of Labour and Social Protection, in particular with the Energy Vulnerability Reduction Department, including through regular working sessions and consultations, as required for the effective implementation of the assignment.

The Consultant will also liaise with other relevant departments, technical teams, and stakeholders involved in the implementation and development of the EVRF, as appropriate, to support coordination and ensure the quality and relevance of outputs.

All deliverables will be submitted to UNDP for review and acceptance in accordance with UNDP procedures.

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

5. 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). The indicated number of working days is for planning and evaluation purposes only and does not constitute a basis for payment.

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 and Policy Specialist (certifying that the services have been satisfactorily performed).

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

6. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- University degree (Master's level preferred) in economics, public policy, data science, information systems, statistics, social sciences, or other relevant fields.

Experience and knowledge:

- At least 3 years of relevant professional experience in data analysis, programme implementation, system/process support, or related areas.
- Experience working with data systems, information management processes, or digital platforms, preferably in the context of public administration or social protection systems (e.g. EVRF, eSocial, administrative registries).
- Experience in analytical work related to programme implementation (including data analysis, reporting, and system/process assessment), preferably in the context of public administration or social protection systems.
- Familiarity with the Energy Vulnerability Reduction Fund or similar compensation mechanisms will be considered an advantage.
- Previous experience within UNDP or other international organizations will be considered an advantage.

Competencies:

- Demonstrated understanding of data-driven programme implementation and system/ process improvement.
- Ability to interpret data and translate findings into practical recommendations.
- Experience in working with data and information relevant for programme implementation and monitoring.
- Strong analytical skills and ability to synthesize information into clear and concise outputs.
- Demonstrated interpersonal skills, as well as the ability to communicate effectively.

Language requirements

- Fluency in Romanian is required.
- Good command of English is required.

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.

7. 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), which shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all-inclusive financial proposal.
- CV and at least 3 references.
- Motivation letter.
- Statement of Health for Individual Contractors.

Important notice: applicants who have the statute of Government official / public servant will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- certification in writing by the employer to be on official leave without pay for the entire duration of the individual contract.

8. EVALUATION

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

- University degree (Master's level or higher) in Economics, Finance, Business Administration, Public Policy, or a related field.
- At least 3 years of relevant professional experience in data analysis, programme implementation, system/process support, or related areas.
- 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 / 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 for the Technical Evaluation shall be considered for the Financial Evaluation.

Winning candidate

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

Criteria	Scoring	Points obtainable
<u>Technical</u>		
University degree (Master’s level or higher) in economics, public policy, data science, information systems, statistics, or a related field.	<i>Bachelor’s degree - 10 pts. Master’s degree - 15 pts.</i>	15
At least 3 years of relevant professional experience in data analysis, programme implementation, system/process support, or related areas.	<i>3 years - 15 pts., each additional year of experience - 5 pts. up to a maximum of 30 pts</i>	30
Experience working with data systems, information management processes, or digital platforms, preferably in the context of public administration or social protection systems (e.g. EVRF, eSocial, administrative registries).	<i>no experience - 0 pts, 1 assignment or up to 1 year - 10 pts, 2 assignments or 2 years - 20 pts, 3 or more assignments or ≥ 3 years - 30 pts.</i>	30
Experience in analytical work related to programme implementation (including data analysis, reporting, and system/process assessment), preferably in the context of public administration or social protection systems.	<i>1 assignment or up to 1 year - 10 pts, 2 assignments or 2 years - 15 pts, 3 or more assignments or ≥ 3 years - 20 pts</i>	20
Familiarity with the Energy Vulnerability Reduction Fund or similar compensation mechanisms will be considered an advantage.	<i>no experience - 0 pts, limited exposure (e.g. contribution to 1 assignment or < 1 year) - 5 pts, moderate experience (e.g. involvement in 1 - 2 assignments or up to 2 years) - 10 pts,</i>	15

	<i>strong experience (e.g. ≥ 3 assignments or ≥ 3 years, including direct involvement in EVRF or similar mechanisms) - 15 pts</i>	
Previous experience within an UNDP Project and/or other international organization(s) will be considered an advantage	<i>each assignment - 5 pts. up to a maximum of 10 pts.</i>	10
Subtotal Technical Scoring		120
Interview <i>(The first three candidates who passed technical evaluation criteria with the best score shall be invited for an online interview and pass the cumulative analysis)</i>		
Demonstrated understanding of data-driven programme implementation and system/ process improvement.	<i>none - 0 pts, each assignment 5 pts, up to 35 pts</i>	170
Ability to interpret data and translate findings into practical recommendations	<i>none - 0 pts, limited ≤ 5 pts, good ≤ 25 pts, strong ≤ 35 pts</i>	
Experience in working with data and information relevant for programme implementation and monitoring	<i>none - 0 pts, each assignment 5 pts, up to 30 pts</i>	
Strong analytical skills and ability to synthesize information into clear and concise outputs	<i>none - 0 pts, limited ≤ 10 pts, good ≤ 20 pts, strong ≤ 30 pts</i>	
Demonstrated interpersonal skills, as well as the ability to communicate effectively	<i>none - 0 pts, limited ≤ 5 pts, good ≤ 20 pts, strong ≤ 30 pts</i>	
Fluency in Romanian (mandatory) and good command of English	<i>each language - 5 pts. up to a maximum of 10 pts.</i>	
Subtotal Interview Scoring		
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	<i>No - 0 pts, Yes - 10 pts.</i>	10
Maximum Total Technical Scoring		300

Financial	
Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / 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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* 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.