



Terms of Reference
International Consultant on Census Evaluation, Institutional Capacity and Needs assessment for the 2020
Census round in the Republic of Moldova

Job Title:	International Consultant on Census Evaluation, Institutional Capacity and Needs assessment for the 2020 Census round in the Republic of Moldova
Duration of assignment:	June-October 2017 (30 working days, including 15 working days home-based)
Duty station:	3 Missions to the Republic of Moldova (June / October) and home-based
Beneficiary:	National Bureau of Statistics of the Republic of Moldova (NBS)
Funded by:	UNFPA, United Nations Population Fund and Swiss Agency for Development and Cooperation
Reference to Project:	MDA2U714 "Enhanced capacity of national institutions to undertake the Population and Housing Census"

I. Background

UNFPA, United Nations Population Fund, is implementing the Country Programme 2013–2017, which is based on the Government's priorities as formulated in the Strategy "Moldova 2020" and in the United Nations-Moldova Partnership Framework (UNPF) "Towards Unity in Action"¹ and is concentrated on health, reproductive rights, with a focus on disadvantaged groups, policies and population dynamics and addresses gender-based violence. Transversal issues include human rights and gender equality, the concerns of young people, inclusive partnerships, national ownership and humanitarian assistance.

As part of UNFPA Country Programme 2013 – 2017 implementation (Output 4 "Enhance capacity of national institutions to produce and analyse statistical data on population dynamics, youth, gender equality and sexual and reproductive health"²), UNFPA assisted the Government of Moldova in carrying out the second Population Census, and for the first time, a Housing Census (PHC) in May 2014. In order to evaluate the census quality, in the period of 16 – 29 June 2014, National Bureau of Statistics (NBS) has conducted for the first time a Post-Enumeration Survey.

On 31 March 2017 NBS released the main results of the 2014 PHC and by the end of June 2017 will finalize processing and disseminating all data. Consequently, the NBS and the Government of Moldova are starting the preparation for the next census, which will fall within the 2020 Global Census round, in accordance with the UN recommendations. Thus, the NBS and the Government are keen to develop proactively the standards to meet expectations for the 2020 Global Census Round.

In order to strengthen the capacity of NBS staff for successfully carrying out the 2020 Population and Housing Census Round, UNFPA, with support of Swiss Agency for Development and Cooperation (SDC), agreed to provide technical assistance for the evaluation of the last census and the preparation for the next census.

II. Justification

The National Bureau of Statistics of Moldova released on 31 March 2017 the main results of the 2014 Population and Housing Census. The National Commission on the 2014 Population and Housing Census (2014 PHC), chaired by the

¹ United Nations Partnership Framework 2013-2017 http://unfpa.md/images/stories/docs/UN-Moldova_Partnership_Framework_2013-2017.pdf

² UNFPA Country Programme for 2013-2017, approved by UNFPA Executive Board at the ordinary session of 4 to 10 September 2012, [http://unfpa.md/images/stories/docs/UN version CPD for the Republic of Moldova 2013-2017 Engl.pdf](http://unfpa.md/images/stories/docs/UN_version_CPD_for_the_Republic_of_Moldova_2013-2017_Engl.pdf)

Prime Minister of Moldova approved on 2nd May 2017 the results of the 2014 PHC. It also decided that the National Bureau of Statistics will start the preparations for the next census round, which is in line with the Strategy for the Development of the National Statistical System 2016-2020.

One of the main goals of the strategy is "Preparation of legislative, administrative and organizational framework for carrying out the next Population and Housing Census in the Republic of Moldova for the Round 2020." The primary steps in this regard will be to assess the current needs and capacities of the NBS and to prepare the action plan for the next census.

III. Purpose

To evaluate the 2014 Population and Housing Census in Moldova, perform a Capacity and Needs Assessment and develop the Action Plan of the 2020 Census Round in Moldova of Population and Housing Census in alignment with UN/Eurostat recommendations and practices.

IV. Objectives

In order to achieve the expected results, the following Objectives are to be accomplished:

1. Evaluate the entire 2014 Population and Housing Census based on the 2010 Round UNECE recommendations;
2. Assess NBS' institutional capacity to conduct the 2020 Round Population and Housing Census in Moldova;
3. Identify the areas where the NBS can improve its capacity from internal resources, and areas where the financial and technical assistance from the development partners may be necessary;
4. Elaborate a budgeted Action Plan for the 2020 Census Round.

V. Process and Methodology

The consultant will work from home and will undertake three missions to the Republic of Moldova. The following steps shall be followed:

First mission: Evaluation of the 2014 Population and Housing Census (June – July 2017)

The main objective of the first mission is to evaluate the 2014 Population and Housing census, including all its phases (planning, preparation, data collection, data processing, quality assurance, dissemination and archiving). During this mission the consultant will interview in-depth the NBS top management and staff, and the relevant stakeholders. It will analyze the relevant laws, internal documents, procedures, the staff capacity and the workflow. Using that information as a background, the consultant will evaluate the 2014 PHC against the original General 2014 PHC Workplan and the Conference of European Statisticians Recommendations for the 2010 Censuses of Population and Housing³, which will include assessing the phase performances, and pointing out the highlights, lessons learned and the recommendations. The structure of the report will be proposed by the consultant and agreed with NBS and UNFPA.

Second mission: Needs and Capacity Assessment for the 2020 Global Census Round (July – September 2017)

The 2014 PHC evaluation will serve as a starting point for the assessment of the NBS needs and capacity to undertake the 2020 Census round. The consultant may use the following dimensions specified by the US Census Bureau' - Tool for Assessing Statistical Capacity (TASC)⁴ and by PARIS21 Task Teams on Statistical Capacity Building⁵, though the consultant can come with its own methodology taking into account the 2020 Census Global Recommendations:

- Institutional capacity (sub-dimensions: Legal Environment, Data confidentiality and protection, Organizational Structure and workflow, Human resources and Physical capital, Stakeholder coordination);
- Census Planning and management (sub-dimensions: experienced Human Resources trained in census planning and management, having necessary skills; the existing Physical capital, equipment, space; adequate Hierarchical structure and Work-flow; necessary Electronic devices and staff trained in using, programming and maintain them; the Support Community network formed to promote awareness; Methodological soundness and international standards, Quality assurance; Written procedures and Documentations)

³ https://www.unece.org/fileadmin/DAM/stats/publications/CES_2010_Census_Recommendations_English.pdf

⁴ <https://www.census.gov/population/international/about/tasc/tascdownload.html>

⁵ <http://www.paris21.org/Task-Teams>

- Mapping and use of GIS
- Questionnaire content and testing (sub-dimensions: subject matter staff, historical continuity and international standards of the content, consultations with data users, checks of translation of the questionnaires, cognitive pretesting, design for chosen data capture);
- Field operations (sub-dimension: the plan, hiring and training of the enumerators and supervisors using field tests, the hierarchical and delivery structures, manuals for trainers of trainers)
- Data processing (sub-dimensions: documentation for data processing, the necessary staff, data capture, data coding, pilot census, procedures in place to return the questionnaires, coding standards, testing of the portable electronic devices, preparation for the PES)
- Data dissemination (sub-dimensions: staff trained to disseminate data in customized forms, including data visualizations, according to international standards, with available microdata, and a dissemination plan)
- Administrative records (sub-dimensions: capacity to adapt administrative records for statistical purposes)

Based on these findings the consultant will formulate a report, which will evaluate the capacity and identify the needs of the National Bureau of Statistics, taking in consideration the following domains and options mentioned by the Conference of European Statisticians Recommendations for the 2020 Censuses of Population and Housing⁶:

- **Census methodology.** A number of census methodologies are used in Europe, including traditional census, traditional census combined with yearly updates, rolling census, register based censuses, register based census combined with traditional census or with just a sample field data. Each of these approaches has its advantages and disadvantages. The consultant will propose the most suitable approach based on the current capacity and potential resources.
- **Technology.** Traditionally, the census data are collected on paper. However, recently there were other developments in the field, CAPI, CAWI, mailing the questionnaires. The data capturing, storage, analysis and output production technologies play an important role, as well, in census organization. Thus, the consultant is expected to provide recommendation regarding the most appropriate and feasible technologies.
- **Field and operational activities.** The preparation for the census, consultations with the main stakeholders, pre-testing of the entire methodology and technology, communication with the targeted population, and the field operation itself, dissemination, documentation, metadata and archiving should be properly organized in order to assure a successful census operation.
- **Quality management.** In order to assure the quality of the entire census and the final results, a set of checks and measures for each stage of the census are defined and implemented. The consultant is expected to provide its recommendations on the most adequate approaches.
- **NBS Organization and management.** The NBS organizational structure and workflow has a direct impact on the census procedures effectiveness, thus the consultant will provide its recommendations.

The report should clearly point out the reasoning and evidences that support each claim and recommendation. It should also mention the areas that the National Bureau of Statistics can develop internally, and areas where external financial and technical assistance is necessary. Based on the identified gaps, the consultant will develop a detailed and practical budgeted Action Plan for the 2020 Census Round. The structure of the report will be proposed by the consultant and agreed with NBS and UNFPA.

Budgeted Action plan

Taking in consideration the needs and capacity assessment, the Consultant will develop a detailed budgeted action plan for the 2020 Round Population and Housing Census in Moldova. The Action plan should specifically mention all census stages (eg census planning, preparation, enumeration area delineation, enumeration, data processing etc), the specific activities to be accomplished within each stage (eg development of the procurement plan, creating a GIS database etc), the timeframe for each stage and the responsible parties. Each stage and action of the plan should be budgeted, with provided reasoning. In order to increase its visual appeal and clarity, the action plan should be presented as a Gantt-chart, as well.

⁶ <https://www.unece.org/publications/2020recomm.html>

Third mission: Consultations and Workshop (September – October 2017)

The draft report and budgeted plan will be consulted with the NBS and relevant stakeholders. Also, based in this report, the consultant will provide NBS a workshop to discuss the reports and plan the future actions. Afterwards, based on the collected feedback and additional inputs, the consultant will deliver the final version of the report and of the budgeted action plan.

VI. Monitoring and progress control, including reporting requirements, periodicity, format and deadline

At the end of the mission, the international consultant will present a report, which will include details on each deliverable according to the point IX of this ToR.

VII. Expected travel

The Consultant will undertake three missions in the Republic of Moldova in the period of June 2017 – October 2017.

Exact dates of the mission will be decided in consultation with NBS. UNFPA will pay international travel, terminals and DSA as per UNFPA regulations.

VIII. Supervisory arrangements:

International Consultant will work with the UNFPA Project Officer, under overall coordination of the UNFPA Programme Analyst on Population & Development and Gender. In addition, Consultant will work with staff of the National Bureau of Statistics in achieving objectives of this ToR. The National Bureau of Statistics will nominate technical staff who will work closely with the international consultant.

IX. Deliverables and time frame

The activities under the present assignment are expected to be realized during 26 June – 31 October 2017. The activities will be implemented and the deliverables will be presented according to the following timetable:

Tasks / Deliverables	No. of w. d.
First mission: <ul style="list-style-type: none">Evaluation report of the 2014 Population and Housing Census	10
Second mission: <ul style="list-style-type: none">The draft Capacity and Needs assessment report for the 2020 Global Census round, with recommendations in accordance with the Conference of European Statisticians Recommendations for the 2020 Censuses of Population and Housing, submitted to NBS and UNFPAThe draft budgeted Action Plan for the 2020 Census Round in Moldova and the associated Gantt chart submitted to NBS and UNFPA	15
Third mission: <ul style="list-style-type: none">Facilitate a two-day' workshop with NBS staff for planning the next census.Final Needs and Capacity assessment report for conducting the Population and Housing Census in the 2020 Census Global RoundFinal Budgeted Action Plan of the Population and Housing Census in the 2020 Census Global Round and the associated Gantt chart.	5
Total number of working days:	30

All deliverables will be presented to UNFPA and to NBS in English.

X. Schedule of payment

Payment will be done based on working days. The fee per working day will be established based on the requirements included in ToR and years of experience of selected consultant in alignment with UNFPA policies. The payment will be made after provision of the requested deliverables at the end of each mission upon certification by UNFPA.

XI. Requirements for Experience and Qualifications

Academic Requirements:

- Master's degree in mathematics, statistics, demography, economy, sociology, social sciences, or as equivalent (10 p).

Experience:

- At least 10 years of specific professional experience with statistical organizations/offices. (10 p.)
- Experience in conducting assessments of the statistical organizations/offices; (15 p)
- Previous experience in managing at least 2 censuses; (15 p)
- Experience working with administrative data and innovative technologies in census required; (10 p)
- Involvement in the preparation of the EU / UN Census recommendation will be highly regarded; (5 p)
- Experience in technical capacity building or training is considered an asset; (5 p)
- Experience with NBS in Moldova will be considered as advantage. (5 p)
- Experience with UNFPA will be considered as advantage. (5 p)

Languages:

- Proficiency in English is required. (5 p)
- Knowledge of Romanian or Russian will be an asset. (5 p)

Computer skills:

- Excellent writing and communication skills (5 p)
- Proficiency in use of current office software applications (5 p)

XII. Application process

Interested candidates must submit by 4th June 2017 to jobs.moldova@unfpa.org the following documents/information to demonstrate their qualifications:

- P11 including past experience in similar assignments and at least 3 references, and, optionally, the CV.

Please note that the selected consultant will be asked to submit a series of documents (health statement, certification of health insurance; passport, vendor form, security certificates etc.) before starting their assignment.

Signature of Head of Requesting Officer in Hiring Office:  Mr. Eduard Mihalas, Programme Analyst on Population & Development and Gender	Signature of Approving Officer:  Ms. Natalia Plugaru, UNFPA Assistant Representative
Date: 24/05/2017	Date: 24/05/2017



