TERMS OF REFERENCE (TOR)

FOR AN EXPERT IN CURRICULUM AND TRAINING MATERIAL DEVELOPMENT ON THE USE OF OFFICIAL DATA AND STATISTICS BY CIVIL SOCIETY ORGANISATIONS

ACTEU FOR MOLDOVA – ACTIVATING COMMUNITIES FOR EUROPEAN INTEGRATION

1. Background

People in Need (PIN) Moldova, in consortium with LEADER and EcoVisio, is implementing the multiannual EU-funded project "ACTEU FOR MOLDOVA – Activating Communities for EU Integration".

The overall objective of the project is to strengthen the role of civil society in supporting the Republic of Moldova's EU integration process, including by strengthening the capacity of civil society organisations (CSOs) to participate in local development, monitoring, advocacy and public policy dialogue.

Under the project, PIN seeks to develop CSOs' capacity to use official data and statistics to identify needs, design evidence-based interventions, monitor and evaluate results, and participate in public policy processes in an informed manner.

To this end, PIN intends to contract an expert in statistics and curriculum development, who will work closely with the National Bureau of Statistics (NBS) to review existing training resources, develop a curriculum and course materials tailored to CSOs' needs, and support NBS in the subsequent delivery of training sessions.

2. Objective of the consultancy

The main objective is to develop a practical curriculum and course materials tailored to CSOs' needs for identifying, interpreting, analysing and using official data and statistics, drawing on the materials and expertise already available within NBS.

The expert will ensure a participatory approach coordinated with NBS, so that the materials developed can also be used subsequently by the NBS Statistical Training Centre.

The consultancy will focus on three main components:

1. **Reviewing and mapping existing NBS resources relevant to training on official data and statistics;**
2. **Participatory development of the curriculum and course materials, based on existing resources and CSOs' needs;**
3. **Delivering and piloting training sessions jointly with NBS staff, and providing them with guidance and mentoring on using the materials developed.**

3. Specific tasks of the expert

3.1. Review of existing NBS materials and resources

The expert will:

- organise an inception meeting with PIN and NBS to clarify objectives, expectations and the working methodology;

- identify and review training materials, guides, manuals, presentations, exercises, datasets and other relevant resources already available within NBS;
- assess the relevance, currency, complexity and applicability of these materials for CSOs;
- identify materials that can be used directly, those requiring adaptation, and any gaps to be addressed through new materials;
- map existing resources and development/adaptation needs.

3.2. Development of the curriculum and course materials

In consultation with NBS and PIN, the expert will:

- develop and/or adapt the curriculum for CSOs, building on existing NBS materials and the available curriculum structure;
- review and adapt existing components to CSOs' knowledge levels and practical needs;
- propose additional modules, topics or components relevant to the civil society sector, where appropriate;
- define objectives and learning outcomes, content, teaching methods and practical exercises for each module;
- develop course materials for participants, including examples, practical exercises, case studies and/or other necessary tools;
- use actual data, indicators, publications and examples from the Republic of Moldova's official statistics wherever possible;
- ensure that materials are sufficiently clear and accessible for CSOs and can subsequently be used by NBS trainers.

The curriculum must maintain a practical orientation, similar to the approach of the reference curriculum, combining interactive lectures, demonstrations, analysis of actual statistical documents and practical exercises.

3.3. Delivery and piloting of training sessions

The expert will:

- prepare and co-deliver online and/or in-person training sessions jointly with staff of the NBS Statistical Training Centre;
- use the materials and methodology developed under the assignment;
- adapt explanations and exercises to participants' levels and the feedback received;
- use practical examples relevant to CSOs' work, including needs analysis, project development, monitoring and evaluation, and advocacy/policy dialogue;
- collect and analyse feedback from participants and NBS trainers;
- identify any adjustments needed to the curriculum and course materials following the pilot sessions;

- propose and apply simple tools to assess participants' knowledge and skills before and/or after training, as appropriate, to assess progress in understanding and using official data and statistics.

3.4. Guidance and mentoring for NBS staff

The expert will:

- provide orientation and guidance sessions for NBS staff on using the curriculum and course materials;
- explain the methodology, structure and proposed pedagogical approach for each module;
- demonstrate the use of exercises, case studies and other materials developed;
- provide practical recommendations on adapting and delivering sessions for CSOs;
- support NBS trainers in taking over and independently using the materials developed;
- develop practical recommendations for the Statistical Training Centre on using and, where appropriate, updating the curriculum and course materials in line with changes in data sources and CSOs' training needs.

3.5. Final review and reporting

The expert will:

- document the curriculum development and piloting process;
- incorporate feedback received from NBS, PIN and participants;
- make the necessary final adjustments to the materials;
- prepare a final report presenting the activities undertaken, methodology applied, main findings, materials developed and recommendations for the subsequent use and further development of the curriculum;
- submit to the NBS Statistical Training Centre the final editable versions of the curriculum, course materials and teaching resources developed, including assessment tools and the instructions needed for their use in subsequent training sessions.

4. Deliverables

No.	Deliverable	Estimated time	Indicative deadline	Relevant notes
1	**Review and mapping of existing NBS materials**	**3 days**	During the initial stage of the assignment	Review of training materials, guides, resources and relevant data available within NBS; identification of resources that can be used, adapted or further developed.

No.	Deliverable	Estimated time	Indicative deadline	Relevant notes
2	**Curriculum for CSOs on the use of official data and statistics**	**3 days**	Following completion of the initial review	Curriculum developed in consultation with NBS and PIN; it may incorporate, adapt, reorganise or expand components of the existing curriculum, depending on the needs identified.
3	**Course materials and teaching resources**	**7 days**	Alongside curriculum development	Course materials structured by module, with examples, practical exercises, case studies and other resources needed to deliver the sessions.
4	**Delivery/piloting of training sessions and guidance for NBS trainers**	**2–4 days**	According to the agreed schedule	Online/in-person sessions delivered jointly with staff of the NBS Statistical Training Centre, according to the agreed schedule; orientation/ mentoring sessions on using the materials developed and support for NBS trainers in taking them over.
5	**Final report and final versions of the curriculum and course materials**	**3 days**	Upon completion of all activities	Final report in Romanian and English, covering the methodology applied, activities undertaken, results achieved, feedback and recommendations; the curriculum, course materials and teaching resources, including assessment tools, must be submitted in Romanian, in final editable formats.
	ESTIMATED TOTAL	**20 days**		

Note: The number of days is indicative and may be adjusted by mutual agreement with PIN, depending on the volume and complexity of materials available at NBS, the number and duration of training sessions, and needs identified during development and piloting. Any changes must be agreed with PIN in advance.

5. **Selection and evaluation process**

5.1. Mandatory qualification criteria

Candidates must meet the following mandatory minimum qualifications, which will be assessed on a Pass/Fail basis:

- University degree in statistics, econometrics, economics, mathematics, economic cybernetics or a relevant field;
- At least 10 years of relevant professional experience in statistics, econometrics, data analysis or related fields;
- At least 10 years of relevant experience in teaching/training in statistics and/or data analysis;
- Excellent command of Romanian and Russian; knowledge of English is an advantage.

5.2. CV-based technical evaluation – 40 points

Criteria	**Scoring**	**Max. points**
Relevant studies in statistics, econometrics, economics, mathematics, economic cybernetics or related fields	Relevant studies – 5 points	**5 points**
Relevant professional experience in statistics, econometrics, data analysis and/or interpretation	10 years – 5 points; +1 point for each additional year, up to a maximum of 10 points	**10 points**
Experience in teaching/training in statistics and/ or data analysis	10 years – 5 points; +1 point for each additional year, up to a maximum of 10 points	**10 points**
Experience in developing curricula, manuals, guides, course materials or other educational resources in statistics/data use	Demonstrated experience – 10 points	**10 points**
Relevant experience of cooperation with NBS, the national statistical system, or institutions/ organisations using official statistics	Demonstrated relevant experience – 5 points	**5 points**
TOTAL	35 points	**40 points**

5.3. Interview-based technical evaluation

Criteria	**Scoring**	**Max. points**
Understanding of the assignment's objectives and expectations, including the expert's role in reviewing existing materials, developing the curriculum and cooperating with NBS	Very good – 5 points; satisfactory – 3 points; limited – 1 point; none – 0 points	**5 points**

Criteria	Scoring	Max. points
Ability to adapt statistical content to CSOs' levels and needs, with an emphasis on the practical application of official data	Very good – 10 points; satisfactory – 5 points; limited – 2 points; none – 0 points	**10 points**
Proposed approach to reviewing and making use of NBS materials, including identifying resources that can be used, adapted or developed	Very good – 5 points; satisfactory – 3 points; limited – 1 point; none – 0 points	**5 points**
Ability to develop practical, clear and accessible training materials, including exercises, examples and case studies	Very good – 5 points; satisfactory – 3 points; limited – 1 point; none – 0 points	**5 points**
Communication, facilitation and cooperation skills with NBS, PIN and training participants, including the ability to guide and support NBS trainers in using the materials developed	Very good – 5 points; satisfactory – 3 points; limited – 1 point; none – 0 points	**5 points**
TOTAL	17 points	**30 points**

TOTAL SCORE: 70 points

Only candidates obtaining at least 52 out of 70 points in the technical evaluation will be eligible for the financial evaluation, which accounts for 30% of the overall score.

S = (Fmin / F) × 30

where:
S = financial score;
Fmin = lowest financial offer;
F = financial offer being evaluated.

7. Duration and location of services

The estimated duration of the assignment is 20 working days. The work will be carried out during the period agreed with PIN, through a combination of:

- online activities;
- working meetings with PIN and NBS;
- in-person activities, as appropriate;
- online and in-person training sessions;
- guidance/mentoring sessions for NBS staff.

The detailed schedule will be agreed between the expert, PIN and NBS at the start of the assignment.

8. Responsibilities and coordination

The expert will work under the coordination of the ActEU Project Manager / Civil Society Lead at PIN Moldova and in close cooperation with representatives of the NBS Statistical Training Centre.

NBS will contribute technical expertise on data, official statistics, sources and available institutional materials, while the expert will ensure the methodological and pedagogical development of the curriculum and course materials.

The expert will incorporate NBS's technical feedback and PIN's programme feedback into the final versions of the materials. The materials will be finalised following technical validation by NBS.

9. Application process

Interested candidates must submit the following documents:

- *Curriculum Vitae (CV): A detailed CV, including at least two references from individuals or organisations familiar with your work.*
- *Motivation letter: A brief letter explaining your interest in the role and suitability for the position.*
- Technical and financial offer (Annex 1);
- an indicative workplan for completing the tasks;
- examples of relevant work/materials, where applicable;

Applications must be submitted by **29.11.2026, at 23:59**, to tender.moldova@peopleinneed.net with the subject line: **"Statistics consultancy – [First name, Surname]"**. Only shortlisted candidates will be contacted.

Annex 1 – Technical and Financial Offer Form

Please complete the table below as part of your application. It will be used to assess both the technical quality of your approach and the cost-effectiveness of your offer. The total price must be stated in MDL, gross, including all applicable taxes and deductions.

Annex 1 – Technical and Financial Offer Form					
Tasks according to Section 3	**Deliverables according to Section 4**	**Estimated time**	**Methodological approach (Briefly describe how you will complete the task)**	**Daily or hourly rate, where requested (MDL)**	**Subtotal (MDL)**
TOTAL:					

***The financial offer of a natural person who is not registered as an entrepreneur must be submitted in Moldovan lei, including income tax, health insurance and social security contributions.**

****The financial offer of a legal entity must be submitted in Moldovan lei, excluding VAT (VAT 0%).**