



## **IT expert to assist the National Bureau of Statistics of the Republic of Moldova for developing a concept document on the Integrated Automated Information System (IAIS)**

### Terms of Reference

Job position: IT Manager

#### **1. Background information**

National Statistical Institutes (NSI) are constantly facing a growing demand for reliable statistics that are produced timely and disseminated in an appropriate electronic format. Having a statistical Integrated Automated Information System (IAIS) is becoming crucial for any NSI, to reduce time, costs, response burden and increase quality, dissemination speed and reliability of the data produced. Automation of the processes and component sharing reduces time and resources needed for each statistical production phase. Normally, this kind of system also reduces response burden by limiting the number and length of surveys a respondent must answer. Raw data versioning and consistency check against different sources are some of the features of this system, that can further increase data quality.

According to the national legislation of the Republic of Moldova, public institutions that develop/use an automated information systems of state relevance, should be compliant with the governmental technical regulation [RT 38370656- 002:2006 \(78/2006\)](#), approved by order no. 78 of 01.06.2006 of the Ministry of Information Technology, as well as other relevant legal acts, which regulate the field of ICT in the Republic of Moldova.

Beside other documents required by the above-mentioned regulation, it is mandatory for public institutions to develop a concept document that must be approved by the government before the automated integrated system starts operating.

#### **2. Preliminary assessment of the current IAIS adoption at NBS**

A preliminary assessment has been carried out to define the technical specifications of the IAIS for the National Bureau of Statistics (NBS). They are based on the technical solutions commonly adopted by other NSIs, taking into consideration the national circumstances of Moldova. The IAIS technical specifications rely on a metadata driven statistical information system that manages all data and metadata.

A statistical metadata system is a system that deals with all data related to a statistical process. It is used to document all phases of a statistical survey from questionnaire design and versioning to output and indicator's definition and dissemination. It is the appropriate system to store information about quality and attributes of the data. It keeps reference and definitions of raw data, aggregated data, and output indicators. All statistical data becomes meaningful only when connected to a proper metadata system.

#### **3. Objectives and scope of the work**

The main objective of this consultancy is to assist the National Bureau of Statistics of the Republic of Moldova to prepare the concept document of the IAIS following the structure defined in the



technical regulation [RT 38370656- 002:2006](#) approved by the order no. 78 of 01.06.2006 of the Ministry of Information Technology, in line with relevant legal acts, which regulate the field of ICT, and following the practices on similar activities available at national level. The main expected output is the production of the system concept document as required by the governmental technical regulation, accompanied by supporting documents required for its endorsement by the Government.

#### 4. Main activities and tasks

Together with the IT project key expert and NBS IT staff involved in the development of the future IAIS and the supporting statistician specialists, the expert will support the following tasks:

- Conduct **desk review** through getting acquainted with the results of previous activities undertaken by the Project in the field of concern and analysing the background and reference materials available (e.g. technical concept and the specifications) as inputs for the development of the IAIS concept document, as required by the governmental technical regulation.
- Identify and gather other needed technical information to be included in the concept document according to the system concept template.
- Identify and describe the legal framework (laws, decrees, governmental decisions) that regulates system functionalities and activities.
- Interact with other national and international project experts, working on design of certain component modules of the IAIS and legal related aspects, in order to ensure technological, functional and legal coherence of the IAIS and its modules/components which are to be reflected in the Concept paper.
- Produce the system's draft concept document that follows the structure and requirements defined in the relevant legal acts, such as governmental technical regulation [RT 38370656-002:2006](#).
- Fine-tune the system's concept according to the feedback provided by the NBS specialists and Project's experts and develop (together with the project's legal expert) the set of legislative documents (information note, draft Government decision) required for public endorsement of the Concept and its approval by the Government.
- Assist the NBS in the processing stage of the notices received from the public authorities and in the final adjustment of the concept following at the stage of endorsing the concept at the level of Government Decision.

#### 5. Expected results and implementation approach

The main expected result is to develop a concept document to be approved by the government of the Republic of Moldova. The expert will actively interact with relevant NBS and Project staff.

#### 6. Timetable of activities<sup>1</sup> and deliverables or phases

| Deliverable / Phase   | Indicative date |
|---|-----------------|
| 1. Meetings and discussions with the NBS and project experts, and preparation of a draft version of the concept document. | Month 1         |

<sup>1</sup> Indicative. A detailed work plan should be prepared by the expert the first week of the consultancy.



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|--|----------------|
| 2. Final version of the system concept document that follows the template defined in the relevant government regulation <a href="#">RT 38370656- 002:2006</a> approved by order no. 78 of 01.06.2006 of the Ministry of Information Technology, in line with relevant legal acts, which regulate the field of ICT. | Mid- month 2   |
| 3. Draft Government decision for the endorsement of the Concept with the relevant associated documentation (such as information note)  | End of month 2 |
| 4. Final version of the concept and draft Government decision based on the feedback provided by the relevant public authorities.   | End of month 3 |

## 7. Payment

Payments will be disbursed every month after the successful completion of each phase, based on the signature of monthly timesheets and preparation of a monthly report in English to be approved by the Project Team Leader.

## 8. Place of performance and travel requirements

The place of performance is Chisinau, Moldova. No travel is required.