

**TERMS OF REFERENCE FOR CONSULTING SERVICES
(National Expert for Participatory Monitoring and Evaluation)**

Developing the information, monitoring and evaluation system to be administrated at local level

I. Introduction

Over the past years, the United Nations Development Programme in Moldova (UNDP) witnessed a number of successes and good achievements in community development field using mechanisms for citizens' and civil society's transparent involvement in decision making and implementation processes.

For the purpose of ensuring sustainability for the results already achieved in the field, it is necessary to continue making efforts so as to get community and local public authorities involved in local, sustainable, community-led development.

At the present moment, UNDP has launched the carrying out of the Integrated Local Development Programme (ILDP) that provides for Community Development Project (CDP) fulfillment additionally to other components. Community Development Project (CDP) shall have direct major intervention at community level aiming to enable communities and integrated local public authorities in local and regional sustainable development.

Under the Community Development Project, UNDP will grant support and technical assistance for target-communities to identify strategic development priorities and implement local development projects via the direct involvement of the population and the enhancement of the partnership between the local public authorities, civil society and other community stakeholders.

II. Consultancy objective and specific character of the issue

One of UNDP's aims under the given programme fulfillment is to grant support to local public authorities for developing a transparent information, monitoring and evaluation system that shall be administrated at local level based on a set of indicators.

ILDP's assistance shall focus mainly on development / adjustment of a methodology for community-based participatory monitoring and evaluation system and on the implementation of the monitoring and evaluation system within the communities benefiting from community development projects. The methodology shall cover the development of the indicators, data collecting mechanism, usage of monitoring and evaluation results for decision-making process, etc.

The implementation of the monitoring and evaluation system within the beneficiary-communities will also include trainings and capacity building for the local public authorities, non-government organizations and other community stakeholders in the field of development projects' fulfillment and further assurance of sustainable local development.

The Community Development Project (CDP) under the ILDP Programme shall be accountable for the development of the information, monitoring and evaluation system and the implementation of the given system within the beneficiary-communities.

Participatory Monitoring and Evaluation National Expert shall work within the CDP. He/She should prove basic knowledge in monitoring and evaluation techniques and large experience in

community mobilization and collaboration under the fulfillment of sustainable local development projects. The National Expert will be responsible for developing the concept and the methodology of the community-based participatory information, monitoring and evaluation system to be administrated at local level, establishing the indicators, the system of monitoring and evaluation results' usage for decision-making process at community level.

III. Monitoring and Evaluation National Expert's obligations and duties

The main duty and *obligation* of the Monitoring and Evaluation National Expert is to develop the implementation concept and methodology of a transparent community-based information, monitoring and evaluation system that is going to be used for the decision-making process at local level.

For the given purpose, the Monitoring and Evaluation National Expert shall carry out the following tasks:

- To develop and coordinate the working programme and the plan for contract fulfillment;
- To study the present-day international literature and practice in the field of participatory information, monitoring and evaluation system's usage within the decision-making process at local level;
- To study the concept, objectives, expected results, procedures, evaluation criteria, role and responsibilities of the communities and local public authorities within the community development projects;
- To elaborate and submit for CDP Project Manager's coordination the methodology intended for the participatory information, monitoring and evaluation system to be used within decision-making process at community level under the community development projects implemented with the UNDP assistance;
- To develop and coordinate the list of monitoring indicators and evaluation criteria
- To elaborate the mechanism for data collecting and information systematization;
- To obtain the recommendations provided by the MLPA and MID of the RM regarding the compatibility of the suggested information, monitoring and evaluation system with the national programs referring to the set up of state automated information systems and resources;
- To develop the role and responsibilities of the LPA, local council and other community stakeholders for collecting and systematizing the information and using the monitoring and evaluation system in decision-making process at community level;
- To determine the advantages and the benefits for the LPA and the entire community resulting from the usage of the information, monitoring and valuation system established at community level;
- To determine the advantages and the benefits for the MLPA resulting from the implementation of the participatory information, monitoring and evaluation system at community level;

- To develop the “Guidelines for participatory information, monitoring and evaluation system usage at community level”;
- To come up with proposals for developing the electronic format of the information, monitoring and evaluation system for decision-making process at state level;
- To organize training courses for national trainers and facilitators activating within CDP/ILDP and to come up with recommendations for the capacity building and training of LPA and community stakeholders in the field of information, monitoring and evaluation system usage;
- To undertake the revision of the training modules developed by the national trainer prior to their usage within the training of the community stakeholders;
- After a period of 3 months of system implementation, to undertake the evaluation of the results obtained in the field and to come up with proposals for further on development of the given capacities;
- To examine in detail the electronic format of the information, monitoring and evaluation system developed by the consulting company so as to determine the level of its conformity with the developed concept and to submit a report to the ILDP office.

IV. Expected results

The results expected from the Monitoring and Evaluation National Expert’s service provision are:

1. The concept document “Participatory information, monitoring and evaluation system used at local level for decision-making process” shall be developed, including as annex:
2. “Guidelines for participatory information, monitoring and evaluation system usage at community level”
3. Recommendations and proposals shall be developed for the elaboration of the electronic format for the information, monitoring and evaluation system
4. The training modules shall be revised and coordinated and recommendations shall be submitted for the facilitation of LPA and community stakeholders’ training and capacity-building in the field of the information, monitoring and evaluation system usage
5. National trainers activating within the CDP Project shall be trained
6. The field results shall be revised and the proposals for further on development of the given capacities shall be formulated
7. The information, monitoring and evaluation electronic system shall be screened from the point of view of its conformation with the developed concept and the necessary technical assistance shall be granted.

V. Accountability

- The Monitoring and Evaluation National Expert coordinates contract fulfillment and directly reports to the Community Development Project Manager;
- Develops and submits for approval the working programme, the plan for contract fulfillment in accordance with the Terms of Reference and the report for contract initiation;
- Offers the CDP Manager the current information regarding the performances and the progress achieved in contract fulfillment, upon need;
- Presents for coordination the first draft of the information, monitoring and evaluation system concept within the terms provided for under the contract;
- Presents the draft of the “Participatory information, monitoring and evaluation system used at local level for decision-making process” concept for coordination with the MLPA and MID of the RM;
- Presents the final report regarding the fulfillment of the activities set forth by the contract, including the final version of the documents developed in accordance with the Terms of Reference.

VI. Contract terms and conditions

The main contact point of the Monitoring and Evaluation National Expert with ILDP/CDP office shall be in Chisinau, but he/she will also undertake some activities in the field, in communities. The contract shall be carried out in a term of five months. The contract may be extended in case of need with the agreement of both parties.

VII. Payment for provided services

The payment for services provided by the Monitoring and Evaluation National expert under the CDP Project will be made once per month for a concrete volume of performed work (measures and paid in consulting days) and accepted by the CDP Project Manager during the given reporting period.

IX. Qualification requirements for the Monitoring and Evaluation National Expert

Education: higher education in social sciences, public administration

Work experience within community development projects and programs and collaboration with local public authorities of at least five years.

The persons proving experience in the field of monitoring and evaluation mechanisms’ development and application within community development programs as well as research and analysis skills shall be preferred.

Language skills: good knowledge of Romanian and Russian languages, English – would be an advantage.

Other requirements: well-developed organizational skills, good communication abilities, high level of accountability, good computer knowledge, experience in planning and analysis of the fulfilled work.