

# **UNDP MOLDOVA / INTEGRATED LOCAL DEVELOPMENT PROGRAMME**

## **TERMS OF REFERENCE FOR CONSULTING SERVICES (Community Development National Trainer)**

Development of training modules and organization of trainings for the community stakeholders for knowledge transferring and capacities building of communities within local development projects implementation

### **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 population's large participation and local public authorities' collaboration with civil society and private sector.

### **II. Consultancy objective and specific character of the issue**

One of UNDP's aims under the given programme fulfillment is to build capacities and enable communities with skills and knowledge for preparing and implementing community local development projects for the interest of the entire community based on such principles as transparency and large involvement of the population benefiting from these investments.

The development projects will be implemented by target-communities with UNDP/ILDP Programme's support and technical assistance.

ILDP's assistance shall focus mainly on both: projects implementation evaluation and supervision and training of local public authorities, non-governmental organizations and other community stakeholders involved in projects' carrying out.

Community Development Project (CDP) under the ILDP Programme is responsible for preparing the modules and organizing the training seminars during the community development projects' implementation cycle.

The Training Consultant will work within CDP Project. He/She should prove basic knowledge in training abilities as well as community mobilization and collaboration techniques for development projects' fulfillment. The Consultant will be held responsible for developing training modules, Community Development Project promotion and organization of training seminars for communities benefiting of projects within the framework of ILDP.

### III. Training Consultant's duties and obligations

The main duty and obligation of the Training Consultant is to transfer knowledge and build capacities among local public authorities and other community stakeholders for the purpose of developing community partnerships, mobilizing population and local resources, fund raising from outside, development projects' management and implementation, monitoring and participatory evaluation, ensuring sustainability and continuous development of implemented projects.

For the given purpose, the Training Consultant shall carry out the following tasks:

1. To develop and submit to CDP manager for coordination *the training modules* for Project's target groups (LPA, local NGOs, economic units, youth, etc.) regarding the following community development aspects:
  - (i) *community partnership development;*
  - (ii) *participatory evaluation of local development project proposals;*
  - (iii) *population and local resources mobilization;*
  - (iv) *fund raising from outside of locality;*
  - (v) *local development projects' management and implementation;*
  - (vi) *monitoring and participatory evaluation of projects' impact and outcomes;*
  - (vii) *assurance of implemented projects' sustainability and further on development;;*
  - (viii) *other modules;*
2. To develop and coordinate a training program, for all beneficiary groups from the target villages in accordance with Project's objectives, implementation period and beneficiaries' needs.
3. *To organize trainings, workshops and study visits, whenever needed according to the training program developed and approved by the CDP manager.*
4. To investigate beneficiaries' opinion about the organized trainings and seminars. To present the evaluation questionnaires.
5. To develop and submit monthly reports regarding the training performances, evaluation of obtained results, quality, community stakeholders' activism, identification of risks that might emerge during the implementation of the project, etc., based on the findings and observation noted in the field. To present, as well, the minutes recording the carrying out of trainings and the lists of participants to the trainings.
6. To provide support to local public authorities and beneficiary communities so as to facilitate the fulfillment of the Plan of Actions and the implementation of the local development project selected in a transparent way.
7. To assist the Community in sub-project sustainability plan improvement at the stage when the project shall be launched for operation.
8. To submit information regarding the dissemination of the best practices in the community development field at national, regional and community level.
9. To contribute to synergy development with other projects and institutions which are active in community development field
10. To present the final report and analysis regarding the contract fulfillment. To prepare the information necessary for work improvement.

#### **IV. Other obligations**

Additionally to the above-mentioned obligations, the Training Consultant shall:

1. contribute to ILDP operational documents' improvement for CDP Project development;
2. develop his/her personal computer, internet and e-mail skills;
3. contribute to maintaining team-spirit and transparency within ILDP employees and consultants.

#### **V. Expected results**

The results expected from the Training Consultant's service provision are:

1. Developed training modules for the following community development aspects:
  - *community partnership development;*
  - *participatory evaluation of local development project proposals;*
  - *population and local resources mobilization;*
  - *fund raising from outside of locality;*
  - *local development projects' management and implementation;*
  - *monitoring and participatory evaluation of projects' impact and outcomes;*
  - *assurance of implemented projects' sustainability and further on development;;*
  - *other modules;*
2. Developed training program
3. Developed monthly reports on training
4. Final report and Analysis for contract fulfillment.

#### **VI. Accountability**

1. The Consultant is subordinated and directly reports to the Community Development Project Manager;
2. Provides to CDP Manager current data on training process performances, whenever it is necessary;
3. Drafts and submits his/her monthly activity plan in line with the Terms of Reference and CDP Project implementation program;
4. Prepares and submits by the end of each month the report on fulfilled activities in line with the approved plan;

#### **VII. Contract terms and conditions**

The main contact point of the Training Consultant with ILDP/CDP office shall be in Chisinau, but he/she will mainly work in the field, in the community. Sometimes he/she will have to undertake his/her activity under emergency terms.

#### **VIII. Payment for provided services**

The payment for services provided by the Training Consultant 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 Community Development Consultant**

**Education:** higher education in social sciences (sociology, psychology, economy, pedagogy, etc.)

**Work experience:** at least five years of work experience in the field. Activity experience within community development programs and NGO sector, partnership development, training administration, good training and lecturing abilities shall represent an advantage and be preferred.

**Language skills:** fluent in speaking Romanian, Russian and communication and written abilities in English.

**Other necessary skills:** well developed organization capacities, good communication skills, high level of responsibility, computer literacy, experience in planning and analysis of fulfilled work.