

Terms of Reference

Study "The State of Volunteerism in Moldova"

Post Title:	National Expert / Team of Experts
Duration:	November - December, 2008 (25 working days)
Duty Station:	Work from home
Starting date:	November, 2008
Application deadline:	October 30, 2008

Background

United Nation Volunteers¹ (UNV) has been participating in development initiatives in the newly formed independent states of Central Asia, Eastern Europe and the Balkans since the early nineties.

The potential for UNV intervention in the region is promising. However, there is a need for further development programming and expanding the scope of voluntary activities as such.

Because of this reason UNV, together with UNDP Bratislava Regional Centre² (UNDP BRC), launched a joint initiative called "Promoting Volunteerism for Development (V4D) in Europe and CIS", which aims to:

1. Refine the focus within identified thematic priorities for UNV involvement and support in Europe and CIS and explore potential sub-regional and regional cross-linkages and synergies;
2. Initiate a wider debate on V4D opportunities and current practices and identify relevant strategic partnerships (with NGOs, governments, private sector, other UN agencies) for joint-initiatives promoting volunteerism and enhancing its recognition in the region;
3. Advocate for the support to the mobilisation of volunteers in the region in order to promote civic engagement and sustainable human development;
4. Formulate an evidence-based regional programme and mobilise partners to support its implementation.

The intended survey "The State of Volunteerism in Moldova" is a part of comprehensive international study "The State of Volunteerism in South-eastern Europe and CIS Region³" which is one of the key components of the UNV/UNDP BRC joint initiative. Based upon the findings defined in national reports, the study is meant to be a basis for further programming and UNV's interventions in the region. Thus, it should address the following issues:

- Introduce an overview of volunteer traditions, trends, current initiatives and context of the volunteerism in the region (sub-region/specific country) as such;
- Identify key stakeholders of volunteerism promotion in the region (sub-region/specific country) and briefly analyze their role, impact and scope of practice;
- Recognize the nature of volunteers serving in the specific region (sub-region/specific country) (aspects as profile of volunteer, motivation, sector where volunteers typically serve etc.);

¹ www.unv.org

² <http://europeandcis.undp.org/>

³ countries covered in the study: Armenia; Azerbaijan; Croatia; Kazakhstan; Macedonia; Moldova; Russia and Tajikistan

- Articulate how volunteer actions contribute to Millennium Development Goals⁴ and social development in the region (sub-region/specific country);
- Specify best practices related to volunteerism support in the region (sub-region/specific country) in relation to their possible replication to other environments; and
- Summarize recommendations on further volunteerism and civic engagement promotion in the country region (sub-region/specific country) primarily linked to the promotion of civic engagement in order to meet Millennium Development Goals.

Scope of the contract:

The national study should provide a comprehensive analysis of a current state on volunteerism in Moldova and findings should be clearly demonstrated through a number of case studies.

The role and responsibilities of the national expert/expert team will be as follow:

- a) Based upon a given methodology developed by the international expert to conduct an evidence-base survey on a state of volunteerism in Moldova. It is expected that for the purpose of the survey variety of methods (as desk research; interviews/consultations; case studies e.g.) will be employed.
- b) Based upon a template developed by the international expert to deliver a final version of a national survey report which will be together with the reports from other seven countries of the region synthesized to the study "The State of Volunteerism in South-eastern Europe and CIS Region".

The expert/team of experts will work closely with an international expert appointed to deliver a methodology and final version of the regional study and with UNV Project Coordinator based in UNDP BRC.

Expected output:

The main expected output of the contract is a final version of a survey report on "The State of Volunteerism in Moldova" written based upon a given template.

The report must be delivered both in English and in national language and its estimated length is some 40 pages (not including annexes).

The structure of the final report will be prescribed in great details; however the key chapters should contain the following:

- Executive summary including main findings and recommendations
- Overview of a situation of volunteerism in the country including the details about the socio-political connotations, context and cultural background
- analysis of a current state of the voluntarism in the country (volunteer's profile, motivation of volunteers, general perception of the issue, legislative framework etc.)
- Case studies (text boxes) on voluntary engagement in the country - each focused on different practice and different Millennium development goals (e.g. poverty and hunger; environment; HIV eradication, education promotion...)
- General recommendation on how to promote volunteerism in the country, particularly with the main accent to accommodate Millennium Development Goals to the volunteerism movement in the country

⁴ www.undp.org/mdg

- Annexes – e.g. list (including contacts and short description) of key institutions and initiatives promoting volunteerism in the country

Requirements for international expert / team of experts:

The selected expert/team of experts should possess the following requirements:

- proven experience in the field of surveys on voluntarism or civic engagement
- knowledge of the national/regional context of voluntarism and civic engagement and familiarity with the issues of volunteerism and civic engagement in Moldova
- conceptual thinking and excellent analytical, writing, consolidation and communication skills both in local language and in English
- ability to work under the supervision of international expert
- experience with qualitative and quantitative research methods

Timeframe and payment schedule:

The final report of the national survey must be delivered before the end of December 2008.

The payments will be effected in two installments, each based on the successful fulfillment of the specific stage of the assignment

- the first installment (50% of the total amount) – after the first draft of the final report (the beginning of December)
- the second installment (50% of the total amount) - after the final version of the report (including all required modifications based upon the comments made by various stakeholders of the project) (the end of December)

Applications procedures:

Applicants are requested to apply on-line until October 30 using following link :

<http://europeandcis.undp.org/home/jobs/>

The application should contain:

- cover letter stating the expertise and qualification for the position including references to previously undertaken surveys/researches
- Filled P-11 form (can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_SC_SSA.doc)
- price quotation indicating the lump sum for the work envisaged in the above mentioned contract description