

UNDP MOLDOVA / INTEGRATED LOCAL DEVELOPMENT PROGRAMME

TERMS OF REFERENCE FOR CONSULTING SERVICES (Local Development National Trainer)

Capacity building of communities and consultancy 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 local 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 present, UNDP is implementing Integrated Local Development Programme (ILDP). Two of ILDP components, Community Empowerment and Local Self-Governance and Participation Projects are dealing directly with local public authorities and community groups, and have major interventions at community level aiming to enable communities and integrate local public authorities in local and regional sustainable development.

Actually, UNDP/ILDP is implementing several initiatives at local level, i.e. local economic development and also participates in the implementation of inter - agency Project „Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”, in collaboration with other UN programs UNFPA and IOM, and OSCE.

Regarding the Project “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova”, under the Integrated Local Development Program, UNDP will grant support and technical assistance for target-communities to identify strategic development priorities in prevention of domestic violence and human trafficking, and implement local development projects via population's large participation and local public authorities' collaboration with civil society and private sector.

As for local economic development, UNDP/ILDP will assist local communities from ILDP target region in improving the quality of life, creating new economic opportunities and fighting poverty; - priorities established in regional and national development strategies. This will be possible through supporting local authorities from towns in implementing already developed local economic development (LED) strategies linked with national medium term development frameworks and localizing the MDGs.

II. Consultancy objective and specific character of the issues

One of UNDP's aims under the Project “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova” fulfillment is to build capacities and enable communities and LPAs with skills and knowledge for preparing and implementing community development projects for prevention of domestic violence and human trafficking.

As for local economic development initiative, UNDP seeks experts that have potential capacity and expertise to assist ILDP target communities (LPAs, community groups) in enabling them and implementing projects from designed Local economic development strategies linked with national medium term development frameworks.

These initiatives will be implemented based on such principles as transparency and large involvement of the population benefiting from these investments.

ILDPA's assistance shall focus mainly on both: projects promotion, evaluation and supervision, training of local public authorities, non-governmental organizations and other community stakeholders involved in projects' carrying out, and offering professional consultancy and technical assistance to LPAs in implementing projects and community stakeholders' mobilization.

Community Development (CDP) and Local Self-Governance and Participation (LSGP) Projects under the ILDP Programme are responsible for both promotion, preparing the modules and organizing the training seminars, and provision of technical assistance during the community development projects' implementation cycle.

National Consultant will work with CDP and LSGP Projects. 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 responsible for developing training modules, „Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova” project, organization of training seminars for communities benefiting of projects within the framework of ILDP and for offering consultancy and technical assistance to LPAs and community groups in projects' implementation. The Consultant will be responsible for monitoring of projects implementation, as well.

III. Consultant's duties and obligations

The main duty and obligation of the 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 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: *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. To develop and coordinate a training and technical assistance program, for all beneficiary groups from the target communities in accordance with Project's objectives, implementation period and beneficiaries' needs.
3. *To organize trainings, workshops and study, promotion, evaluation, monitoring visits*, whenever needed according to the training program developed and approved by the CDP manager.
4. *To offer consultancy, legal advice and technical assistance to LPAs and specialized staff (when needed) in projects' implementation process* in target communities according to a schedule developed and approved by LSGP manager (and depending on each individual project).
5. *To offer technical assistance to LPAs in mobilizing the communities' population in projects' implementation (from population information to involvement)* according to a previously established plan with the LSGP manager.
6. *To offer consultancy to LPAs and community stakeholders in ensuring the sustainability of implemented projects.*
7. To develop and submit monthly reports regarding performances in activities, 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.

8. 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.
9. To assist the Community in sub-project sustainability plan improvement at the stage when the project shall be launched for operation.
10. To submit information regarding the dissemination of the best practices in the community development field at national, regional and community level.
11. To contribute to synergy development with other projects and institutions which are active in community development field
12. 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 Consultant shall:

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

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 and technical assistance program
3. Developed monthly reports on fulfilled activities accompanied by analytical and illustrative materials.
4. Final report and Analysis (with illustrative materials) for contract fulfillment.

VI. Accountability

1. The Consultant is subordinated and directly reports to the Community Development and Local Self-Governance and Participation Projects' Managers;
2. Provides to CDP/LSGP Manager current data on training and technical assistance performances, whenever it is necessary;
3. Drafts and submits his/her monthly activity plan in line with the Terms of Reference and CDP/LGSP Projects 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 Consultant with ILDP/CDP/LSGP 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 Consultant under the CDP/LSGP Project will be made for a concrete volume of performed work (measures and paid in consulting days) and accepted by the CDP/LSGP Projects Manager during the given reporting period.

IX. Qualification requirements for the Local Development Consultant

Education: higher education in social sciences (sociology, psychology, economy, pedagogy, etc.) or other related fields (local public administration, law)

Work experience: at least five years of work experience in the field. Activity experience within community development programs and NGO sector, partnership development, capacity building, 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, and experience in planning and analysis of fulfilled work.