

UNDP/INTEGRATED LOCAL DEVELOPMENT PROGRAMME

TERMS OF REFERENCE CONSULTING SERVICES

MONITORING AND EVALUATION OF COMMUNITY DEVELOPMENT STRATEGIES AND PLANNING

1. Background

The “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence” Project, which was formulated within the United Nations Development Assistance Framework (UNDAF) for the period of 2007 to 2011, actually is being implemented upon agreement between the Government of Moldova and the UN Country Team, including UNDP, UNFPA, and IOM.

The participating agencies (UNDP, UNFPA, IOM Mission, and OSCE Mission) and local and national implementing partners cooperate to address critical human security issues in five target regions. In particular, project aims to respond to the special needs of victims of human trafficking and domestic violence for enhanced protection and empowerment.

The Project has two primary components: Protection and Empowerment. UNDP plays a leading role in implementing the Empowerment component of this Project, as UNDP has extensive experience in community mobilization, developing the capacities of community actors and authorities in Moldova to prevent trafficking in human beings as well as to provide basic services for at-risk persons and promote gender equality.

Under the Empowerment component some 30 target communities (5 small towns and 25 villages) from districts Soldanesti, Rezina, Anenii noi, Vulcanesti and Grigoropol are being mobilised for addressing human security issues including human trafficking and domestic violence within community-led development processes. Target communities identify their actual development trends and priorities, elaborate Local Development Strategies and Action Plans. They also develop community initiatives on addressing human trafficking and domestic violence issues at local level in cooperation with local community groups, women’s associations, civil society, and local authorities.

2. Objective of the assignment

UNDP/ILDP seeks a National Expert with large experience in strategic planning and community development activities, research and analysis (hereinafter referred to as “Consultant”) who has potential capacity and knowledge to provide monitoring, expertise and evaluation of Local Development Strategies elaborated by project target communities.

The Consultant is expected to perform the following **activities**:

1. Get familiarized with Terms of References on community mobilization within the identification processes for local development strategies and planning.
2. Study in details each draft of analysis done on social-economic situation of target communities, Strategies of Local Development and Community Action Plans.
3. Provide comments and recommendations on the quality of Analysis of social-economic situation of each target community.
4. Provide comments and recommendations on the quality of elaborated Strategies of Local Development on each community.
5. Provide comments and recommendations on the quality of elaborated Community Action Plans /CAP of each community.

6. Get acquainted with final reports on community mobilization processes for each rayon and provide comments and recommendations on improvements if any.
7. Develop report on the accomplishment of this assignment.

3. Other obligations

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

1. Contribute to UNDP operational documents' improvement for CEP Project development;
2. Develop his/her personal computer, internet and e-mail skills;
3. Contribute to maintaining team-spirit and transparency within CEP employees and constantans

4. Expected results

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

1. 24 social-economic analysis studied and conclusions provided to CEP project management
2. 24 Strategies of Local Development evaluated and conclusions provided to CEP project management
3. 24 Community Action Plans evaluated and comments provided to CEP project management.
4. Final reports per each rayon evaluated and comments provided to CEP project management
5. Report on accomplishment of contract submitted to CEP project management.
6. Quality of reviewed community mobilization and strategic planning documents in each target community increased.

5. Accountability

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

6. Contract terms and conditions

The main contact point of the Consultant with CEP office shall be in Chisinau. Sometimes he/she will have to undertake his/her activity under emergency terms.

7. Payment for provided services

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

8. Qualification requirements for the Community Development Consultant

- § Education: higher education in social sciences, sociology, psychology, pedagogy, health and social protection, political sciences, etc.
- § Work experience: at least five years of work experience within community and civil society development programs, strategic planning, research and analytical work, administration and follow up of projects implementation.
- § Language skills: fluent in speaking Russian and Romanian. The English language is an advantage.
- § 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.