

# UNDP MOLDOVA / INTEGRATED LOCAL DEVELOPMENT PROGRAMME

## TERMS OF REFERENCE FOR CONSULTING SERVICES (Civil Society and Local Development Consultant)

*Provision of technical assistance, monitoring and capacity building to local, regional and national NGOs in addressing human trafficking and domestic violence issues within the frame of human security Small Grants Programme*

### **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.

At present UNDP, in collaboration with UNFPA, IOM, and OSCE, is implementing „Protection and Empowerment of Victims of Human Trafficking and Domestic Violence” Project in 5 pilot districts of the Republic of Moldova, including Grigoriopoli district from Transnistria.

UNDP will play a leading role in implementing the Empowerment component of the project, as it has extensive experience in developing the capacities of community actors and authorities in Moldova to prevent trafficking in human beings, as well as to promote gender equality.

Within the frame of the project UNDP will also support civil society organizations initiatives to address human security issues of human trafficking and domestic violence at the local level. The small grants programme will be jointly managed by the OSCE Mission to Moldova and UNDP in order to ensure that it is implemented in a manner that fulfils both the Protection and Empowerment of Victims of Human Trafficking and Domestic Violence in Moldova.

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

The project will focus on districts with poorly developed civil society and communities. That is why the added value of Small Grants Programme resides in strengthened capacities for local NGOs that will be multiplied during their activities. People will be empowered through information, skills and resources and therefore human trafficking and domestic violence issues will be addressed at the local level.

UNDP's assistance shall focus mainly on: project's promotion, evaluation and supervision, monitoring and training of non-governmental organizations and other community members involved in small grant projects' carrying out.

Consultant will work within the frame of ILDP/CEP Project. He/She should prove basic knowledge in human trafficking and domestic violence issues, elaboration and implementation of local development projects, large experience in collaboration and capacity building of local civil society organizations, monitoring and supervision of projects implementation.

The Consultant will be responsible for technical assistance to applicant NGOs and final evaluation of small grants project proposals before approval. The Consultant will be also responsible for supervision and monitoring of small grants 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 NGOs for the purpose of developing, managing and implementing of projects addressing human trafficking and domestic violence issues at local level, ensuring sustainability and continuous development of implemented projects.

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

1. Get familiarized in details with 24 approved and ongoing small grant projects and establish working contacts with NGOs and mass-media, implementers of projects.
2. Develop a follow up system and operational forms aiming to establish an effective supervision and monitoring of projects activities, implementation schedules, foreseen quantity and quality indicators, etc.
3. Provide technical assistance to local NGOs from other project target communities in evaluation of their small grant project proposals, specifically aiming to increase their relevance, cost efficiency, local resource mobilization, implementation strategy, sustainability, etc.
4. Provide technical assistance to successful local NGOs to develop and coordinate small grants project implementation schedules.
5. Carry out systematic supervision and monitoring visits to implementer NGOs and regions, whenever needed according to consultant's monitoring and technical assistance schedule approved by the CEP manager.
6. Establish a reporting mechanism with partner NGOs and collect information and data on fulfilled activities and expenses made.
7. Develop and submit quarterly reports regarding performances in activities, evaluation of achieved results, quality, identification of risks that might emerge during the implementation of the project, etc., based on the findings and observations noted in the field.
8. Collect and submit information regarding the dissemination of information and best practices in the field of addressing human trafficking and domestic violence at regional and community level.
9. Contribute to synergy development with other projects, institutions and organizations which are active in addressing human security issues.
10. 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 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

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

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

1. 25 finally evaluated and approved small grants projects for implementation.
2. Developed monitoring and technical assistance schedule.
3. Developed reports on fulfilled activities and expenses made, per each project.
4. Final report and Analysis for contract fulfillment.

#### **VI. Accountability**

1. The Consultant is subordinated and directly reports to the Community Empowerment Project Manager;
2. Provides to CEP 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 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;

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

The main contact point of the Consultant with CEP 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.

The contract shall be signed for a period of one year. The contract may be extended for the following year only based on the positive evaluation of Consultant's performance during the previous contract period.

As a rule, by the end of each year, the management of CEP Project will assess Consultant's performance. In case performances are determined to be negative, the contract may be terminated.

#### **VIII. 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.

#### **IX. 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 and three years experience within community and civil society development programs, partnership development, training, 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.