



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

Job Title:	National consultant to provide career advisory services to the participants of the Rezina Regional SYSLAB Center (to be locally recruited) – Career Advisor for the Rezina Regional SYSLAB Center
Type of Contract:	Individual Contract (IC)
Duty Station:	Rezina, Moldova
Expected workload:	January – December 2014, with possibility of extension
Expected duration of assignment:	January – December 2014

BACKGROUND

The development of human capital is viewed as a prerequisite for an inclusive and sustainable economic growth. Moreover, it is increasingly seen at the cornerstone for both advanced and emerging economies seeking to speed up economic development and address the challenges posed by the global economic crisis.

From the development perspective, the labor plays critical role for Moldova's socio-economic modernization, as it is one of the few resources available in the country. However, long hailed as a country with abundant labor resources, Moldova has increasingly found that labor (mostly as quality, but also quantity) has become its major development constraint¹, with Moldova's labor endowment suffering considerably in the last two decades. The prospects for the quantity of labor force available in the future are not necessarily brighter given continuous outward migration and dire demographic outlook.

This loss in the labor force was only partly offset by the improvements in the labor productivity, which remained the lowest in the CEE and Western CIS region². Capital and skill endowments are amongst chief determinants of the labor productivity³. In their turn, the skill endowment is largely dependent not only on the quality of the country's education system, but also on training programs provided by various institutions.

The Innovative Entrepreneurship for Sustainable Employment Project was designed to establish career centers in four most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth of the country. One training center will be established in Chisinau and three centers will be established in the regions of Moldova.

1 Ana Popa, Alex Oprunenco, Report on Analysis of Constraints to Economic Growth, Government of Moldova, 2010

2 Ibidem

3 Alex Oprunenco, Policy Brief 01/2012, UNDP Policy Unit

For the training Centre to be established in Rezina, a Coordinator of the Centre, a carrier advisor and an assistant will be recruited.

FOCUS OF THE SYSLAB PROJECT

The Project is designed to establish career centers in four most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth. One training center was already established in Chisinau and three regional centers will be established by the end of 2013. The three regional centers will potentially be placed in the areas of regional economic development centers of Moldova, seeking to consolidate country's regional economic development and contributing to the alleviation of rural-urban division.

The Project will achieve the following **objectives**:

1. Provide new technologies to labor market authorities;
2. Provide motivated labor force to private and public sectors;
3. Give graduates a better chance for relevant employment in Moldova;
4. Give unemployed improved employability.

Overall, the project shall contribute to the development, adaptation and implementation of new tools, technology and methods, for career development, job search and entrepreneurship in Moldova. A specific component of the Project, to be further developed as a result of the current assignment, is particularly related to business start-up promotion and business development. Such component shall enhance the knowledge and skills of SYSLAB direct beneficiaries in starting-up news SMEs, independently of the sector, and ideate specific strategies for business development.

The Career Centers are focusing on the below **target groups**:

- new graduates, in order to prevent them from unemployment and to create job opportunities, and hence reduce/prevent brain-drain;
- unemployed irrespective of age, gender, ethnic background or education or work experience;
- returning migrants.

In achieving the project goals, the gender balance aspect will be taken into consideration, offering equal opportunities to both women and men to benefit from the Centers' services.

The center in Rezina is established at the premises of the ODIMM Business Incubator, and will have 3 people as consultants for the Center. The center will focus on highly qualified unemployed and young graduates. It will offer a classic SYSLAB Center, entrepreneurship training, job-seeking courses and individual career guidance. Estimated number of annual beneficiaries for Rezina center:

SYSLAB-training	100
Job training	150
Entrepreneurship training	60
Simple subject courses	60
Individual programs	100

OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The Career Advisor of the SYSLAB Centre in Rezina, in close cooperation with Project Manager and Local Coordinator of the SYSLAB Rezina Center, will ensure the provision of development services and products of the highest quality and standards to national counterparts and clients, applying HRBA and GE approaches. The Career Advisor will independently and proactively implement the SYSLAB system, acting as a visible and trusted leader and ensuring coaching for all participants. More specifically, he/she will be responsible for the achieving and implementing the following:

Key deliverables:

Deliverables	Deadlines
Actively participate to all trainings on the implementation of the SYSLAB methodology, to be organized by the staff of the SYSLAB Chisinau Center	31 January 2014
To establish cooperation relationship with local labour market authorities for the implementation of the activities of the SYSLAB Centre (also based on the MoU to be signed between UNDP and such local authorities); enable establishment of strategic partnerships at local level with private sector representatives and local academia	By 28 February 2014
Ensure implementation of the Annual Work Plan for the Centre	On monthly basis, January – December 2014
Continuously record and maintain relevant Centre's training activities, issues, and risks	On monthly basis, January – December 2014
Organize new SYSLAB periods; set up the departments, based on the standard SYSLAB methodology	On monthly basis, January – December 2014
Organize and monitor career orientation activities, based on standard SYSLAB methodology	On monthly basis, January – December 2014
Ensure recruitment of new participants to SYSLAB, based on the specific criteria to be endorsed by the management of the Project	On monthly basis, January – December 2014
Establish contacts with external suppliers of training courses	By 28 February 2013
Develop and implement Job seeker courses and Application and CV seminars, based on the standard SYSLAB methodology	On monthly basis, January – December 2014
Organize and maintain a filing system and a standard database for the participants	On monthly basis, January – December 2014
Coordinate reception, evaluation and advising of people with business ideas	On monthly basis, January – December 2014
Organize staff interviews, motivation seminars, "management by walking around", and other events in line with the needs of the SYSLAB Centre and based on standard SYSLAB methodology	On monthly basis, January – December 2014
Develop and submit input for the narrative quarterly and annual reports on progress achieved in the implementation of the Centre's Annual Work Plan	At the end of each quarter; final report to be submitted by 12 December 2014.

ORGANIZATION CONTEXT

Under the guidance and direct supervision of the Project Manager, the incumbent provides effective and efficient management of the SYSLAB Centre through a range of actions contributing to the design, planning, management, and monitoring of Centre's activities. The Career Advisor of the Centre applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Career Advisor of the Centre works in close collaboration with the Project Manager for effective achievement of results, anticipating and contributing to resolving SYSLAB Centre's-related issues and information delivery. He/She is expected to be present at work full time (Monday- Friday, from 8:30 to 17:30) and exercises full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Career Advisor of the Centre will cooperate with the advisors of other SYSLAB Centres to be opened in other regions of Moldova, and with the career advisors of the SYSLAB Chisinau Center, with the goal of

transferring the learned methodology and experience in running of SYSLAB Centre and implementation of specific activities related to coaching of participants.

SKILLS AND EXPERIENCE REQUIRED

Education:

- University Degree in public administration, economics, social sciences law or related areas. Master Degree would be an advantage.

Experience:

- At least two (2) years of progressively responsible experience is required at the national level in the local/regional economic development, entrepreneurship promotion, career development or related fields, preferably in an international organization, national employment agency, national ministry, non-governmental organization/think-tank, local public administration or private sector. Practical experience with similar interventions/projects is a strong asset;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage;
- Strong communication and teamwork skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Language Requirements:

- Fluency in both oral and written English, Romanian and Russian is a must;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

PERFORMANCE EVALUATION

Contractor's performance will be evaluated against timeliness, responsibility, initiative, communication, accuracy, and overall quality of the delivered products.

FINANCIAL ARRANGEMENTS

Payments will be disbursed in monthly installments, upon submission and approval of deliverables, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.