

Joint Integrated Local Development Programme

Terms of Reference

Job title:	National Consultant on Financial Decentralization
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	1 June 2014
Duration of Assignment:	10 months, estimated workload 90 days

Job Content

I. BACKGROUND

The Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, on April 5, 2012 the Parliament of the Republic of Moldova adopted the **National Decentralization Strategy** that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy.

Prior to Strategy's approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDP implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

The **Overall Objective** of the Programme is to support better and equitable service provision and sustainable local development, facilitated by the improved legal and institutional framework resulting from the implementation of the National Decentralization Strategy. The Immediate Objectives of the Programme are:

- To support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision.
- To improve the capacity of Local Public Authorities/LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The interventions at the local level (20 target communities) will aim at developing models of operational local governments - 'champions of change' - by providing support to implement changes in the operation and structure of local governments in line with the changes brought by the Decentralization strategy.

Based on JILDP supported analysis and simulations, a new system of local government finances will be introduced nationally from 2015, while three raions and the Capital City will pilot test the system during 2014. During August-October 2013 more than 1200 local officials were informed and trained about how to

determine their revenues and plan their budgets under the provisions of the revised law.

JILDLP intends to extend its support to the local governments in the four pilot raions defined by the amended Law on Local Public Finance: Chisinau, Ocnita, Riscani, Basarabeasca. JILDLP will assist LPAs in improving their capacity and operations, will support target communities and their local authorities to provide quality public services to achieve sustainable economic and social development, in the main areas affected by the Decentralization strategy.

The objective of the programme is to strengthen LPAs through training and consultancy to implement successfully the provisions of the new local public finance law, while improving their local financial management, their core administration and finally the services for their citizens.

II. SCOPE OF WORK

The overall objective of the National Consultant in Financial Decentralization (hereinafter Consultant) assignment is to provide substantive expert consultancy and policy feed-back to the process of implementation of the new Local Public Finance Law and to support its successful implementation in 71 pilot local governments.

More specifically, the Consultant will adjust and support the implementation of a complex training module in the field of financial planning and management for pilot LPAs; will assess the impact and conduct monitoring and evaluation of the new Local Public Finance Law implementation.

III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
<p>1. Support contracted company in the process of training and technical assistance delivery to pilot communities:</p> <p>1.1. Coach contracted company in the process of training package preparation, training delivery and evaluation. Monitor the delivery of three training modules in 5 groups of LPAs</p> <p>1.2. Adjust existing 12 days training program on financial planning and management into a 9 days training program to the needs of pilot LPAs</p> <p>1.3. Prepare the concept of 'Revenue Enhancement Plan' to be elaborated and implemented by pilot LPAs</p> <p>1.4. Provide assistance and monitor the activity of the experts contracted by JILDLP to conduct technical assistance to pilot LPAs in the implementation new Local Public Finance Law, such as the following but not limited to:</p> <ul style="list-style-type: none">• Capacity building activities for pilot LPAs to plan and manage efficiently local public finances and in a gender-sensitive, transparent, participatory and inclusive manner• Support pilot LPAs in elaborating and implementing Revenue Enhancement Plans• Support pilot LPAs in elaborating the local budgets for 2015, through a human-centered and gender-sensitive process, including public consultations;• Support pilot LPAs in the process of transparent and participatory monitoring and evaluation of local budgets spending	55
<p>2. Design and conduct the impact assessment of the new Local Public Finance Law in pilot LPAs:</p> <p>2.1. Elaborate the methodology for assessing the implementation and the impact of the new Local Public Finance Law in pilot LPAs, including the impact from</p>	20

gender perspective and on the vulnerable groups 2.2. Elaborate an assessment report on the implementation and impact of the new Local Public Finance Law in pilot districts/communities, which shall include the main findings, lessons learned, the impact from gender perspective and on the vulnerable groups, conclusions and recommendations. 2.3. Participate and present the assessment report in the meeting of the working group on financial decentralization	
3. Support State Chancellery and Ministry of Finances in the process of piloting the new Local Public Finance Law 3.1. Based on lessons learned from the implementation of the new Local Public Finance Law in the pilot communities provide support in improving the legal framework; Assist in the process of elaboration of the necessary legislative changes 3.2. Provide expert support to State Chancellery, Ministry of Finances and Raional Finance Departments on financial decentralization issues	10
4. Provide support for the communication activities and distributing information about the results of this initiative	5
Total up to	90

IV. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 10 months, not exceeding 90 working days

Deliverables	Timeframe
1. The methodology for assessing the implementation and the impact of the new Local Public Finance Law in pilot LPAs, including the impact from gender perspective and on the vulnerable groups	May 2014
2. Concept of 'Revenue Enhancement Plan' to be elaborated and implemented by pilot LPAs	June 2014
3. Progress report on implementation of the training modules on financial planning and management for pilot LPAs	July 2014
4. Assessment report on the implementation and impact of the new Local Public Finance Law	November 2014
5. Report on lessons learned from the process of new Public Finances Law implementation	February 2015
6. Final Report	March 2015

All deliverables shall be endorsed by the JILDP/UNDP Programme Manager.

V. QUALIFICATIONS AND SKILLS REQUIRED

I. Qualifications:

- Master degree in Finance, Public Policy, Local Public Administration, Economics or other relevant fields;

II. Experience:

- Professional working experience (at least 5 years), with substantial recent work experience in the field of public finances;
- Proven experience in local public administration, in developing and delivering training programs for LPAs;
- Proven experience in developing analytical reports on decentralization, local governance, public finances;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies or international organizations is an asset.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in Romanian and Russian, English (will be considered an advantage);
- Sensitivity and respect for human rights and gender equality;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.