



## **Joint Integrated Local Development Programme**

### **Terms of Reference**

|                           |   |
|---------------------------|---|
| Job Title:                | Logistics assistant to support the implementation of the Joint Integrated Local Development Programme, Performance based Budgeting Project and Anti-corruption initiative |
| Duty Station:             | Chisinau Moldova  |
| Reference to the project: | Joint Integrated Local Development Programme  |
| Type of Contract:         | Individual contract   |
| Starting Date:            | 15 September 2014   |
| Duration of Assignment:   | 15 months, estimated workload: 215 days   |

### **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/JILDLP 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.

Within JILDP, two separate project are being implemented and Assistant support is requested for the successful implementation of their activities:

- Performance Based Budgeting project is being implemented with the support of Slovak Ministry of Finance
- A specific anticorruption initiative is implemented with the financial support of the UNDP's Global Thematic Programme on Anti-Corruption for Development Effectiveness (PACDE)

## **II. Scope of Work:**

The overall objective of the Logistics assistant to support the implementation of the Joint Integrated Local Development Programme, Performance based Budgeting Project and Anti-corruption initiative (hereinafter Assistant) is to provide to support the implementation of the activities within PBB and Anticorruption projects, as well as support JILDP Administrative Financial Associate in accomplishment of office assistance related tasks.

## **III. Tasks and estimated workload:**

The Assistant will provide administrative-logistic support and translation services under the guidance and direct supervision of the JILDP Project Manager, Project Officer and in close cooperation with the Project team. The estimated workload will be of about 215 days. More specifically, for achieving the goals and performing the tasks mentioned above, the administrative assistance/translator will perform the following tasks and activities, but not limited to them:

| <b>Tasks and Activities</b>  | <b>Estimated Workload</b>  |
|--|--|
| <ul style="list-style-type: none"> <li>• Perform translation/interpretation to/from Romanian, Russian and English of the documentation, correspondence, as well as any other information related to activities of JILDP, PBB and Anti-corruption, including JILDP Annual Reports (estimated workload 100 pages for translation and 100 pages for editing)</li> <li>• Provide logistic support for organization of anticorruption competition for youth; training courses for PBB project; JILDP national conferences, Quarterly Mayors Meetings; Parity Commission meetings; study visits for mayors in Moldova, JILDP Transparency week and other events related to Anticorruption and PBB projects</li> <li>• Ensure logistic support for awarding of 5 anticorruption grants for youth groups (review accuracy of application; collect all annexes for application; maintain result indicators database)</li> <li>• Ensure logistic support for awarding of 20 grants for vulnerable groups (review accuracy of application and submitted reports; collect all annexes for applications; contact beneficiaries for reporting purposes; maintain result indicators database)</li> <li>• Support JILDP team to collect and process result indicators of 30 implemented projects at local level;</li> <li>• Activity report submitted on monthly basis.</li> </ul> | <p>215 days during 15 months</p> <p>Period <u>September 2014-December 2015</u></p> |

## **IV. Deliverables and timeframe:**

1. Logistic support for organization of regular events within PBB: training courses; meeting of PBB representatives with national counterparts, etc.
2. Logistic support for organization of anticorruption competition for youth;

3. Logistic support for organization of regular events within JILDLP: Quarterly Mayors Meetings, Project Board meetings; Parity Commission meetings; Transparency week; national conferences; study visits.
4. Logistic support for awarding of 5 anticorruption grants for youth groups and 20 grants for vulnerable groups;
5. Support JILDLP team to collect and process result indicators of 30 implemented projects at local level;
6. Translation of the documentation, correspondence, as well as any other information related to activities of JILDLP, PBB and Anticorruption projects
7. Activity report submitted on monthly basis

Timeframe for the deliverables is September 2014–December 2015, deliverables shall be reported on a monthly basis. Payments for services shall be made in instalments upon acceptance of the deliverables by JILDLP Project Manager.

### **Requirements to candidates**

- University degree in foreign languages, international relations, or related areas; certification in administration desirable;
- At least three years of experience in administrative work, or other substantive area is required;
- At least one year of progressively responsible experience in interpretation/ translation with a national/international organization;
- Fluency in both oral and written English, Romanian and Russian is a must;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory;
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc.) and advance knowledge of spreadsheet and database packages;
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.