



TERMS OF REFERENCE

International Expert to support Confidence Building Initiatives in the areas of Business and Local Development (study visits to Cyprus*)

Job title:	International Expert to support Confidence Building Initiatives in the areas of Economy/Trade and Local Development (study visits to Cyprus*)
Duty station:	Chisinau, Moldova and study trips to Cyprus*
Reference to the:	Support to Confidence Building Measures Programme
Contract type:	Individual Contract (IC)
Contract Duration:	September - December 2014 (30 working days)

A. BACKGROUND

1.1 SCBM Program

The Support to Confidence Building Measures (SCBM) Programme is funded by the European Union and co-funded and implemented by the UNDP Moldova. The overall objective of the Programme is to build confidence between the population of the two banks of the Nistru river by involving local authorities, civil society organizations, business community and other stakeholders in joint work and spur economic and social development on both sides.

The SCBM Programme seeks, inter alia, to enhance the economic development and contribute to economic rapprochement between the two banks by promoting cross-river exchanges and expanding the range of business support services; empowering local communities and actors from both sides to participate in collaborative projects addressing pressing development needs and ensuring the delivery of essential public services; addressing common environmental development concerns; fostering civil society development by enhancing the capacity of NGOs to generate activities which promote cross-river collaboration and address key development needs. The current phase of the SCBM Programme (April 2012 – March 2015) focuses on 5 key areas, which include a range of sub-projects with a strong focus on partnerships from both banks: business development, civil society, social infrastructure, environment and health.

The Civil Society component of the SCBM Programme seeks, among others, to promote dialogue between top-level decision makers, professionals and experts from economic and social sectors, the research community and the official Confidence Building Working Groups. Activities include joint events and communication platforms convening actors from both banks of the Nistru River, to promote cooperation and encourage the development of solutions to issues of common interest. A Civil Society Dialogues initiative (2013 – 2014) already succeeded in bringing together practitioners and experts from both banks in the fields of Economy/Trade and Social/Humanitarian issues who established relations of cooperation and generated together a series of proposals for development projects of common interest. Additional activities are further planned to support a process of productive dialogue that would include the provision of opportunities to discuss as well as learn learning about best practices in terms of cooperation in a conflict-affected context.

* Location might be subject to change

B. SCOPE OF MISSION, DUTIES AND RESPONSIBILITIES

The International Expert will support the organization of a dialogue process involving stakeholders from both banks that would enable them to discuss and advance new confidence building initiatives in the fields of business and local development, based on best practices learned during two study visits to Cyprus. The process will be divided into two thematic groups: **local/community development**, and **business development**, each involving 14-16 people representing communities/organizations/businesses from both banks of the Nistru River. The support includes, but is not limited to the following:

- Organization of **two preparatory meetings** in Chisinau, one for each of the two thematic groups involved, that includes: preparing the meeting agenda, presenting the upcoming study visits, a short review of the situation in Cyprus and the successes registered there in bi-communal cooperation, facilitating the discussion and preparing the group for the upcoming study visits;
- Organization of **two 5 days study visits** to Cyprus*, one for each of the thematic groups involved, that includes: preparing the visits agenda, arranging for meetings both in the South and North with relevant representatives of the stakeholders in bi-communal cooperation (NGOs, businesses, business associations, local authorities, international organizations, etc.), organizing visits to successful project sites, accompanying the groups and facilitating meetings/discussions, overseeing the logistical arrangements (to be provided by a contracted company), and supporting their learning process and dialogue to identify ideas of potential cross-river cooperation back in Moldova and its Transnistrian region;
- Organization of **two de-briefing meetings** in Chisinau, one for each of the two thematic groups involved, that includes: preparing the meeting agenda, presenting the results of the study visits, a short review of the main lessons learned and the ideas generated by the group to be implemented in Moldova and its Transnistrian region, discussion of follow up actions and recommendations for the future;
- Preparation of a **final mission Report**, that includes: an executive summary (1 to 2 pages), a brief overview of the process & study visits including a list of meetings held and persons contacted, an overview of the main results of the process & study visits, lessons learned and recommendations for the future.

Mission Schedule:

Deliverables, activities, and milestones follow this tentative schedule:

C. EXPECTED DELIVERABLES AND TENTATIVE TIMEFRAME

Nr.	Deliverables	Tentative timeframe/deadline
1.	A detailed Work Plan developed, discussed and submitted for approval (2 working days)	By October 1, 2014
2.	Two preparatory meetings in Chisinau successfully organized (5 working days)	By October 15, 2014
3.	Two study visits to Cyprus successfully carried out (15 working days)	By November 30, 2014
4.	Two de-briefing meetings in Chisinau successfully organized (5 working days)	By 15 December, 2014
5.	A detailed mission Report drafted and presented for final approval (3 working days)	By 19 December, 2014
	Total: 30 working days	

All the deliverables have to be coordinated and agreed by the SCBM Project Manager.

Management Arrangements:

The International Expert will work under the supervision of the SCBM Business & Civil Society Development Project Manager. The duration of the contract will be from September 2014 to December 2014. The payment for services provided by the International Expert will be made according to deliverables completed, and approved by the SCBM Project Manager. The expected workload is of 30 work days.

Financial arrangements: Each candidate will be required to submit an aggregated financial offer ("aggregated financial offer" is the total sum of all financial claims of the candidate for accomplishment of the task), which includes proposed consultancy fee, travel costs, visa costs (if required), daily allowance for Chisinau/Cyprus (for accommodation, meals and local transport / communication). In general, UNDP shall not accept travel costs exceeding those of an economy class ticket.

Payment will be disbursed in three instalments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

D. QUALIFICATIONS AND SKILLS REQUIRED

Minimum Qualifications:

- Bachelor's degree in international relations, conflict resolution, political science, economics or a related discipline;
- At least 5 years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis;

Skills & Experience

- Proven experience and familiarity with the Cyprus peace process;
- Proven familiarity with the Moldovan-Transnistrian setting; knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for joint work between the two sides are strongly desirable;
- Proven international expertise in negotiation processes, peace building, mediation, etc.;
- In-depth understanding of the issues related to confidence building in the field of economy, business local development;
- Knowledge of Russian language is a clear advantage;

Competencies

- Ability to work in multi-disciplinary and multi-cultural teams;
- Ability to think out-of-the-box;
- Excellent public speaking and presentation skills;
- Proven analytical and reporting skills, including skills in report-writing and communications;
- Flexibility, ability to work under pressure against tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals.

I. DOCUMENTS TO BE INCLUDED IN THE PROPOSAL

Interested individual consultants must submit the following documents/information in English to demonstrate their qualifications:

1. Proposal:

- (i) Letter of Interest explaining why he/she is the most suitable for the work;
- (ii) Provide a brief methodology on how he/she will approach and conduct the work;

2. Financial proposal;

3. **Personal CV** including past experience in similar projects and the contact details of **at least 3 reference** persons.