



TERMS OF REFERENCES

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| Job title: | Short Term Community Mobilization Consultant |
| Duty station: | Chisinau, Moldova and home based |
| Reference to the project | Moldova Energy and Biomass Project, Phase II |
| Contract type: | Individual Contract (IC) |
| Expected workload: | up to 420 days (per consultant) |
| Starting date: | February 2015 - November 2017 |

BACKGROUND

The Moldova Energy and Biomass Project aims to contribute to a more secure, competitive and sustainable energy production in the Republic of Moldova through targeted support to the most viable and readily available local source of renewable energy, namely biomass from agricultural wastes.

As of December 2014 the project entered into its second phase which is to last until end 2017. The second phase of the project had received additional funding of 9.46 million EUR allocated by the European Union in the framework of the Eastern Partnership Integration and Cooperation (EaPIC) programme, with the objective to leverage the successful activities and extend them to so far not covered or underrepresented regions, specifically Transnistria, Gagauzia and Taraclia, and to support further consolidation of the biomass market in the country based on the experience and lessons learned in the first phase.

Among others, the second phase will also focus on the development of local biomass market and general market consolidation of the biomass-related businesses through continued support to solid biofuel producers and support to local biomass boiler production and extension of Public Private Partnerships for establishing sustainable biomass based heating services.

The project will continue to support installation of biomass heating systems in communities aiming to install at least 80 additional biomass-based municipal heating systems with specific focus on Transnistria, ATU Gagauzia, Taraclia district including small towns following the *participatory community development approach*. Installation of combined solar/biomass technologies will also be piloted in public buildings in order to provide integrated energy saving and energy-efficiency solutions.

For more information about the project please visit: www.biomasa.md, www.undp.md.

OBJECTIVE OF THE ASSIGNMENT

The general objective of the consultancy is to support MEBP in its efforts to provide technical assistance and build capacities among target and Local Public Authorities, in order to enhance skills and knowledge in the development, evaluation and implementation of sustainable community biomass heating projects in a transparent and participatory manner. Each community will be able to mobilize and involve local stakeholders and community members in decision

making processes, as well as, identify and mobilize local resources for successful implementation of projects.

The short term Community Mobilization Consultant will work under supervision and in close collaboration with Senior Community Mobilization Project Officer and the rest of the Project Team for effective achievement of assignment's results. The incumbent should prove good knowledge of UNDP community mobilization approach and profound experience in implementation of community development programmes.

KEY ACTIVITIES AND EXPECTED OUTPUTS

The main role of short term Community Mobilization Consultant is to transfer knowledge and build capacities among local public authorities and other community stakeholders for the purpose of developing community partnerships, mobilizing population and local resources, fund raising from outside, projects' management and implementation, monitoring and participatory evaluation, ensuring sustainability and continuous development of implemented biomass projects.

Short term Community Mobilization Consultant is expected to carry out the following **tasks**:

| Stage | | Activities | Estimated workload |
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| 1 | First field visit. Preliminary assessment. | <ol style="list-style-type: none"> 1. Get familiarized with communities' Expressions of Interest to implement a biomass project selected for further awareness raising activities and assessment of needs and capacities, before going to field. 2. Carry out the desk preliminary appraisal of each community's Expression of Interest to implement a biomass heating projects, develop and coordinate with Senior Community Mobilization Officer a working program in the communities. 3. Conduct a <i>one day field visit to each selected community</i>. During this day Community Mobilization Consultant organizes a community awareness raising and project promotion meeting, inform community key stakeholders of the opportunities and challenges in relation to biomass heating technologies, their operation and maintenance, and provide technical assistance in filling out the community project application forms. 4. Assess the community's needs and capacities with regard to biomass heating project implementation, including institutional, human and local resources potential, sustainability and suitability of the public institution proposed for switching to biomass heating system 5. Analyze needs and capacities of each visited community and develop a summary brief report per community from the districts to be presented to PSC meeting, along with the needs and capacities assessment report based on the observations and findings from the field and including technical feasibility report. | <p>2 days per community</p> <p>Up to 60 communities</p> |
| 2 | Monitoring / appraisal, technical assistance, training and Final Evaluation of project proposals | <ol style="list-style-type: none"> 1. The Community Mobilization Consultant together with the Engineer monitors the evaluation process and provides on call technical assistance to each community in further preparation and evaluation of project proposals from both social and financial perspectives; coordination of assessments undertaken. 1. Jointly with the Senior Community Mobilization Project Officer conduct half day training on community and local resource mobilization in each target community, with | <p>4 days per community</p> <p>Up to 60 communities</p> |

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| | | <p>participation of LPA representatives, Local Council, Project Committee, local entrepreneurs, managers of public institutions, NGOs and other community members.</p> <p>2. In collaboration with the Engineer undertake a <i>half day participatory final evaluation</i> of the project in the community with the participation of community key stakeholders, representatives of mayoralties, local counselors, beneficiary institution, local biomass fuel provider, and other community members. The following shall be verified during the given <i>participatory</i> assessment:</p> <ul style="list-style-type: none"> - Scope of proposed project works and preliminary estimated costs; - Availability of decisions adopted by the Local Council; - Community and local resource mobilization plan; - Community's investment share and, in particular, in kind contribution; - Project's social, institutional and technical sustainability; - Energy efficiency measures; - Biomass fuel supply chain and commitments established; - Community's capacity to supervise and ensure high quality of works; - Evidence that all required complimentary documents are available: guaranty letters, permits, certificates, schemes, technical conditions, coordination with district state departments: ecological, architect, sanitary, fire security, etc. <p>3. Finalize preparation of project proposal before being submitted to Project Selection Committee for approval including the final evaluation report based on the observations and findings from the field assessing the community's capacity to mobilise the necessary human and material resources for successful implementation of respective project, provide input to the prioritisation of projects for investment and preparation of bidding documents.</p> | |
| 3 | Training on project implementation and project management | Upon commencement of works (design / construction of biomass heating systems), conduct a half day training on project implementation and project management in each target community, with participation of representatives from LPA, Local Council, Project Committee, local entrepreneurs, managers of public institutions, boiler operators, NGOs and other community members, together with the Senior Community Mobilization Project Officer. | <p>0.5 days per training</p> <p>Up to 40 trainings</p> |
| 4 | Training on project sustainability and project participatory monitoring and evaluation | After the finalization of works (design and construction of biomass heating systems), conduct a half day training on project sustainability and participatory monitoring and evaluation in each target community, with participation of representatives from LPA, Local Council, Project Committee, local entrepreneurs, managers of public institutions, boiler operators, NGOs and other community members, together with the Senior Community Mobilization Project Officer. | <p>0.5 days per training</p> <p>Up to 40 trainings</p> |
| 5 | Final community project sustainability report and lessons learnt | 1. After the first heating season in which the heating systems has been operated, monitor the community sustainability plans, collect biomass heating systems performance indicators and interpret it in accordance with the community benefits. Submit final community project sustainability report and lessons learnt. | <p>0.5 days per community</p> <p>Up to 40 communities</p> |

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| | | 2. Actively participate in the improvement/adjustment of project operational forms, templates and other operational documents to be used by the project and communities/partners in compliance with MEBP project implementation procedures and national legislation. | |
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The timeframe for the delivery of each activity/output per community shall be coordinated and agreed in advance with the Senior Community Mobilization Project Officer.

The expected **outputs** are as follows:

1. Community awareness and promotion meetings conducted. Summary brief technical feasibility report per community developed and presented to Project Selection Committee meeting;
2. Half day training on community and local resource mobilization conducted in each target community. Final community Project Proposals along with consultant's needs and capacities assessment reports submitted to Project Selection Committee for approval.
3. Workshops on project implementation and project management conducted in communities approved for implementation;
4. Workshops on project sustainability and participatory monitoring and evaluation conducted in communities approved for implementation;
5. Final community project sustainability report submitted comprising communities' projects results, sustainability plans implementation status and performance indicators.

INSTITUTIONAL ARRANGEMENTS

The short term Community Mobilization Consultant will work under supervision and in close collaboration with Senior Community Mobilization Project Officer. He/she submits reports directly to Senior Community Mobilization Project Officer.

The main contact point of the short term Community Mobilization Consultant with MEBP Office shall be in Chisinau, but he/she will mainly work in the field, in target communities. The consultant is expected to undertake frequent field trips to beneficiary communities in Moldova over the entire period of contract. Transportation for all envisaged travels will be provided by UNDP. The assignment shall be carried out in a term of 33 months, starting February 2015 and terminating in November 2017.

The payment for services provided by the short term Community Mobilization Consultant will be released on a monthly basis based on actual volume of work performed (outputs/deliverables completed), measured and paid based on outputs delivered and accepted by Senior Community Mobilization Project Officer and MEBP Project Manager during the given reporting period.

QUALIFICATION REQUIREMENTS

1. University/Master Degree in Social Sciences, Public Administration, Economics, Civil Engineering, or other related area.
2. At least 7 years of experience in community development assistance including capacity building in the public sector or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm;
3. At least 5 years of progressively responsible experience at the national or international level in working in community based development projects or energy/environmental projects;
4. Technical understanding and practical experience in implementing decentralized energy supply or infrastructure projects will be a strong advantage;
5. Computer proficiency, including knowledge of MS Office products;
6. High level of responsibility and organization capacities, creative approach to solving issues;

7. An excellent command of written and spoken Romanian and Russian is required, knowledge of English is an asset.
8. Excellent communication and reporting skills;
9. Ability to meet deadlines and prioritize multiple tasks.