



Ministry of Foreign Affairs
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TERMS OF REFERENCE

- A. Job Title:** National Consultant to draft Guidelines for the Funding Committee to support capacity building activities by national institutions
- B. Duty Station:** Chisinau, Republic of Moldova
- C. Project reference:** Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion
- D. Contract type:** Individual Contract (IC)
- E. Duration of assignment:** September-October 2015 (up to 25 working days)

F. Background:

Promotion and protection of human rights and equality, strengthening justice and development of democratic governance is at the core of the UN work in Moldova. In these areas, the UN is aiming to ensure that difficult and complex reforms designed to strengthen government institutions and the justice sector remain on track, and that support is provided to move from policy and legislative formulation to practical implementation.

Therefore, the **Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion Project** is seeking to support the implementation of the relevant human rights reforms, plans and commitments, in order to ensure that the capacities of the national institutions are strengthened, so that they are able to perform their key functions on the human rights monitoring, reporting, promotion and protection. The overall objective of the project is to improve human rights protection and rule of law, including effective national implementation of European and international instruments in the Republic of Moldova, through the strengthening institutional capacities of key actors in relation to justice and vulnerable groups.

The project seeks to strengthen the capacities of public institutions, which have a mandate in areas relating to human rights, criminal justice, governance and anti-corruption, in performing their key functions.

Component 1 of the Project focuses on **strengthening capacities of the human rights, equality, governance and anti-corruption public institutions in performing their key functions**. This component implies the design and implementation of a systematic training/coaching programme for core staff of the aforementioned institutions. The aim will be to enhance their capacity to perform effectively in relation to their core functions and mandates.

In addition to the training/coaching itself, the institutions participating should be able to access smaller amounts of funding for their individual institutions for activities which can be justified as prerequisites for implementing the training results most effectively (Activity 1.4 of the Project). The

proposed funding should support initiatives suggested by the staff of national institutions who benefit or have benefitted from the training courses in order to facilitate their further capacity development.

Support will be given in a priority manner for the implementation of innovative and/or reform initiatives, advancing human rights of persons belonging to vulnerable, minority or marginalised groups in the Republic of Moldova. The support will not be used for funding visits or trainings abroad and it should complement the strategies and work plans of the national institutions whose staff have benefitted from training, no matter whether this training has been funded under the present programme or by another programme. The management of the funding will be flexible and decisions on funding expedient.

The funds will be managed and administered by UNDP. To assist UNDP and to assess the respective proposals and initiatives a Funding Committee will be established which will evaluate the proposals submitted and decide on financing the suggested activities. The Committee will perform its functions on the basis of the Guidelines that will represent a set of documents regulating the activity of the Committee: relevant instructions and regulations on its activity, templates of the documents used by it, funding application and reporting documentation, a set of clear evaluation criteria for the use of the funds, etc.

G. Objective:

The main objective of the present assignment is to draft the Guidelines for the Funding Committee to support capacity building activities by national institutions. The draft guidelines and templates drafted will be then submitted to the Project Board for adoption.

H. Scope of work and expected outputs:

In order to achieve the objectives the National Consultant shall perform the following tasks:

- To meet with the relevant stakeholders: UNDP Moldova Project staff, National Institute of Justice and national institutions, to identify potential areas of intervention and support provided through the Fund, to hear and discuss proposals and ideas on the activity of the Funding Committee and the prospective provisions of the Guidelines;
- To draft the Guidelines for the Funding Committee, to design the structure and management of the Committee, establish its working processes and draft all relevant instructions and regulations, as well as all necessary templates that will be used for the purposes of the Committee's activity (including all application form, narrative and financial reports). The Guidelines shall also set clear criteria for the selection of the proposals and use of the funding that have to meet the conditions set forth in the Project document, establish transparent decision making procedures, establish effective communication and reporting processes and mechanisms;
- To present the draft Guidelines for discussions among all involved parties and to participate in the respective discussions and consultations;
- To produce the final version of the Guidelines for the Funding Committee (in Romanian and English languages) on the basis of the discussions and consultations held.

I. Deliverables (tentative):

| | Deliverable | Deadlines |
|----|--|----------------------|
| 1. | Preliminary meetings with the main stakeholders carried out | By 10 September 2015 |
| 2. | Guidelines for the Funding Committee and the associated templates drafted and submitted to UNDP Moldova for consideration | By 30 September 2015 |
| 3. | Meetings and consultations to discuss the preliminary draft of the Guidelines held | By 10 October 2015 |
| 4. | The final versions of the Guidelines and associated templates submitted for Project Board's approval in Romanian and English | By 15 October 2015 |

Deliverables can be amended or specified for the purpose of the assignment.

J. Organizational Setting:

This is a part-time consultancy. The National Consultant will work under the direct supervision of and in cooperation with the UNDP Project Manager. The Consultant will work outside the project premises and will participate in all assignment related working meetings organized by the Project.

K. Inputs:

The UNDP Moldova will provide the Consultant with the information and materials available for the fulfilment of tasks, facilitate meetings and provide other reasonable logistic support where necessary.

L. Confidentiality:

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

M. Qualifications:**I. Academic Qualifications:**

- Master's Degree or equivalent (5-year university education) in Law, Public administration, Political or Social sciences, Business administration or other relevant field;

II. Years and sphere of experience:

- At least 5 years proven professional experience in international relations and development in non-governmental sector, international organizations, development agencies, donors organizations or other similar institutions;
- Previous experience in drafting regulatory documents, internal instructions and regulations and other relevant documents for non-governmental institutions, legal entities, public institutions, etc.;
- Previous experience of drafting regulations and documentation for NGOs, donor's organizations, development agencies and other relevant organizations *for the purposes of establishing and ensuring funding mechanisms* is an asset;

III. Competencies:

- Knowledge of the international development aid mechanisms, familiarity with funding mechanisms and procedures in non-governmental sector;
- Fluency in English and Romanian languages;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset;

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality.

The UNDP 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.