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## Integrated Migration and Local Development Programme

### Terms of Reference

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Job title:	International Consultant to provide methodological support for mainstreaming migration into local development
Duty Station:	Chisinau Moldova
Section/Unit:	Integrated Migration Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	30 October 2015
Duration of Assignment:	5 months, estimated workload 30 working days

### Job Content

#### I. BACKGROUND

The Government of Moldova explicitly acknowledges its commitment to link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of development factors; this is especially true for emigres and their potential support to the home communities to local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Integrated Migration and Local Development Programme. The project is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILD (2007-2015).

The Overall Objective of the Programme is *Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for returnees.*

Considering the specific local development context, current situation and needs, the project sets two primary outcomes:

Outcome 1: The Ministry of Labour, Social Protection and Family and the National Employment Agency have mandates, capacities and resources to provide qualitative employment reintegration services to all returnees.

Outcome 2: Local public authorities have the capacities and resources to engage with community members, including migrants, and to promote know-how transfer from abroad with a view to improving local essential services and offering opportunities for income-generating activities.

The intervention supports the implementation of national development priorities, while responding to challenges of European Union driven reform. It is built on the priorities of the Government Programme 2015-2018, the National Development Strategy Moldova 2020, the National Decentralization Strategy 2012-2015, the Strategy on Migration and Asylum, the United Partnership Framework (for 2013-2017), and Swiss Cooperation Strategy Republic of Moldova 2014-2017. In order to ensure an impact maximization and tangible results, the project intervention envisages strong synergies with BRD/IOM and NEXUS, as part of the programmatic intervention funded by Swiss Cooperation Office in Moldova (SDC).

## II. SCOPE OF WORK

The overall objective of the assignment of the International Consultant (hereinafter Consultant) is to provide methodological support and guidance to the project team for mainstreaming migration into local planning and community mobilization.

The Consultant will contribute to the successful achievement of the *Outcome2 (Output 2.1) Local public authorities have necessary knowledge, skills and tools to engage with community members, including migrants, for the design and implementation of joint service improvement (water and sanitation, health, education and social services) and income-generating initiatives*. Under this Output, the project will support target LPAs to engage men and women community members and migrants in all local development processes ranging from planning to budgeting and implementation of local initiatives, which will lead to the improved local public services, as well as sustainable local economic development.

## III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
<p><b>Activity 1. Review and adjust the existing Guide on Local Development Planning, Implementation and Monitoring (the Guide is available electronically by accessing the following the link: <a href="http://tinyurl.com/om8xe4y">http://tinyurl.com/om8xe4y</a>) for local public authorities through the lenses of mainstreaming migration into local development</b></p> <p>1.1. Undertake a review of the existing Guide and develop its adjusted version through the lenses of how can LPAs engage community members and migrants in all local development processes, ranging from planning to budgeting and implementation of local initiatives;</p> <p>1.2. Map good international/regional practices of engaging local public authorities, community members with a particular focus on migrants, as well as other stakeholders into local development and add examples in case-study formats in the guide;</p> <p>1.3. Analyse and incorporate feedback on the Guide received from stakeholders' consultations</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>– Adjusted Guide on Local Development Planning, Implementation and Monitoring for local public authorities</li> <li>– Case studies of international best practices in this field</li> <li>– Table of comments and suggestions on the Guide, received from stakeholders, with the relevant analysis</li> </ul>	12

<p><b>Activity 2. Design a capacity building package (a series of trainings and workshops) for LPAs on mainstreaming migration into local development processes</b></p> <p>2.1. Develop a detailed capacity building package for LPAs (including training materials);</p> <p>2.2. Based on the above tasks, elaborate all materials (agenda, course materials pre- and post-test assessments) for a three-day Training of Trainers (ToT) course on mainstreaming migration into local development for a team up to 25 consultants selected by the project;</p> <p>2.3. Provide a 3-day ToT for selected consultants;</p> <p>2.4. Provide inputs for the ToR and selection process of the above-mentioned national consultants to deliver capacity building activities at a later stage;</p> <p>2.5. Coach the contracted consultants in the process of implementation of activities (online).</p> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>– Capacity building package for LPAs;</li> <li>– Agenda and course materials for the ToT;</li> <li>– Provided ToT and completed evaluation forms;</li> <li>– Ongoing coaching and mentoring for local consultants.</li> </ul>	<b>18</b>
<b>Total up to</b>	<b>30</b>

#### IV. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 5 months, not exceeding 30 working days.

Deliverables	Timeframe
1. Adjusted Guide on Local Development Planning, Implementation and Monitoring for local authorities	By Mid November 2015
2. Case studies of international best practices in this field	By Mid November 2015
3. Table of comments and suggestions on the Guide, received from stakeholders, with the relevant analysis	By Mid November 2015
4. Capacity building package for LPAs	By End November 2015
5. Agenda and course materials for the ToT	By December 2015
6. Provided ToT and completed evaluation forms	By December 2015
7. Ongoing coaching and mentoring for local consultants	By February-March 2016
8. Final Report	By Mid March 2016

All deliverables shall be endorsed by the IMLDP Project Manager.

It is envisaged that the Consultant will work online /home based for completion of all tasks. Availability for online meetings is required.

The Consultant will be required to have two travels to Chisinau (up to 4 days stay long each). First during November 2015 and second – during February - March 2016 (tbc at a later stage).

#### V. FINANCIAL ARRANGEMENTS

Applicants are 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), per diem (for accommodation, meals and local transport / communication). In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. The consultant will be provided with the necessary administrative and logistical support to enable them deliver on the expected outputs.

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

**Documents to be included when submitting the proposals:**

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

1. Proposal: explaining why they are the most suitable for the work including past experience in similar evaluations (brief information on each of the required qualifications, item by item);
2. Financial proposal (in USD, specifying a total requested amount per day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc. );
3. Duly completed and signed P11 Form, and at least 3 contacts for references.

## VI. QUALIFICATIONS AND SKILLS REQUIRED

### I. Qualifications:

- Master Degree in social sciences, public administration, law or related areas.

### II. Experience:

- At least 8 years of professional working experience () in the field of migration and development, including concrete experience in implementing migration and development initiatives and in working with local authorities or at the local level;
- Proven experience in developing and delivering training programs for CPAs, LPAs, NGOs, etc.;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

### III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Excellent command of English, knowledge of Romanian and Russian 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.

### IV. Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility;
- Flexibility;
- Punctuality.

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.