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Integrated Migration Local Development Project

Terms of Reference

Job title:	International Consultant to support the mapping, creation and consolidation of Territorial Hometown Associations
Duty Station:	Chisinau Moldova
Section/Unit:	Integrated Migration Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	30 October 2015
Duration of Assignment:	4 months, estimated workload 35 working days (2 missions to Moldova)

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 supporting the establishment (building on the capacity of existent) of up to 15 Territorial HTAs and develop their capacities in participating in the design, co-financing and implementation of local development initiatives from their home communities.

The Consultant will contribute to the successful achievement of the *Outcome2 (Output 2.2) Migrants, together with local public authorities have the capacities, models and skills to create and manage innovative support mechanisms and Home Towns Associations at district/town/community levels for knowledge and skills transfer, local services improvement and income-generating activities*.

Under this Output, the project will support target LPAs to identify and map migrants, support the creation of up to 15 Hometown Associations (HTAs) and set the next steps and guidelines for LPAs and migrants for the consolidation of existent and establishment of new HTAs, looking to set the framework of cooperation between migrants and LPAs, which will lead to the implementation of successful local joint initiatives and a 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>Activity 1. Map the national and international experience of engaging migrants in joint local development initiatives</p> <p>1.1. Identify and map Moldovan migrants, including existing HTAs and asses their potential, level of their engagement in joint local development initiatives, and obstacles faced.</p> <p>1.2. Map the positive international practices of establishing HTAs and their engagement in joint local development initiatives, with the participation of local public authorities, local CSOs and other community members, and add examples in case-study formats in the Mapping Study;</p> <p>1.3. Identify and recommend 3 options for countries with positive experiences in developing HTAs for a Study Visit for LPAs and migrants, to be discussed and agreed with the Project team</p> <p>1.4. Develop the Agenda and Concept, including the list of potential participants (LPAs, SCOs, migrants) of the Visit</p> <p>Deliverables:</p> <ul style="list-style-type: none"> – Mapping of Moldovan HTAs and migrants, engaged or potentially engaged in local development initiatives – Case studies of international best practices in this field – Agenda and Concept of the Study Visit 	18

<p>Activity 2. Define the next steps and guidelines for LPAs and migrants for the consolidation of existent HTAs and establishment of new HTAs</p> <p>2.1. Develop a draft Road Map for LPAs, for supporting them in the consolidation of existent HTAs and establishment of new HTAs, also describing the normative and institutional framework of cooperation, including examples of cooperation schemes and joint projects, based on the assessed international experience, which could be applicable to Moldova.</p> <p>2.2. Develop a draft Guide for migrants, for the consolidation of existent HTAs and establishment of new HTAs, with concrete positive examples and schemes of cooperation with LPAs.</p> <p>2.3. Upon consultations with relevant stakeholders of the Roadmap and Guide, incorporate feedback received and submit the finalized versions of the documents.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> – Road Map for LPAs on establishment and consolidation of HTAs; cooperation with migrants and implementation of joint projects/initiatives – Guide for migrants on the establishment and consolidation of HTAs; cooperation with LPAs and implementation of joint projects/initiatives 	17
Total up to	35

IV. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 4 months, not exceeding 35 working days.

Deliverables	Timeframe
1. Mapping of Moldovan HTAs and migrants engaged in local development initiatives	November 2015
2. Case studies of international best practices in this field	November 2015
3. Agenda and Concept of the Study Visit	November 2015
4. Road Map for LPAs on the consolidation of existent HTAs and establishment of new HTAs	December 2015
5. Guide for migrants on the establishment and consolidation of HTAs; cooperation with LPAs and implementation of joint projects/initiatives	January 2016
6. Final Report	February 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-December 2015, and second during January - February 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 7 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 public authorities, Diaspora or Home Towns Associations;
- 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;
- 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

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.