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Joint Integrated Local Development Programme

Terms of Reference

Job title:	International Consultant to support the institutionalization and functionality of reintegration focal points within Territorial Employment Agencies
Duty Station:	Chisinau Moldova
Section/Unit:	Integrated Migration Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	30 October 2015
Duration of Assignment:	15 months, estimated workload 80 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 emigrees and their potential support to the home communities through 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 Joint Integrated 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 JILDP (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 Consultant will contribute to the successful achievement of the *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*. Under this Outcome, the project will support the MLSPF in developing methodologies for the implementation of the Action Plan for the Return and Reintegration of Migrants Workers and in the design and promotion of the New Employment Strategy, by integrating migration aspects.

The overall objective of the assignment for the *International Consultant to provide guidance and advise on the activities implemented for the institutionalization and functionality of reintegration focal points within Territorial Employment Agencies* (hereinafter Consultant) is to provide assistance directly to the Ministry of Labour, Social Protection and Family and to the National Employment Agencies and its territorial branches to develop and implement a comprehensive reintegration employment policy and procedure framework, to efficiently and qualitatively provide reintegration employment services to migrants in 10 pilot Territorial Employment Agencies.

III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
<p><i>Activity 1. Support the MLSPF and the National Employment Agency (NEA) in conceptualizing and implementing the employment reintegration service model locally</i></p> <p><u>Manage the development of a package of policies, regulations and procedures to be submitted for MLSPF endorsement</u></p> <p>1.1. Coordinate the work of and provide guidance to- the National Expert in performing the review of existing policies, regulations and procedures for the institutionalization of reintegration focal points as per MLSPF requirements</p> <p>1.2. Coordinate the work of and provide guidance to the National Expert and support the MLSPF in the development of policies, regulations and procedures for the institutionalization and functionality of reintegration focal points within the Territorial Employment Agencies.</p> <p>1.3. Coordinate the development process: provide guidance and advise on the elaborated package containing policies, regulations and procedures.</p> <p>1.4. Offer advise to the MLSPF and focal points within the Territorial Employment Agencies in the process of implementation of elaborated package.</p> <p>1.5. Develop, assisted by the National Consultant, a capacity building package (trainings and workshops) for the MLSPF and the focal points from 35 TEA employees to improve their capacities in implementing reintegration policies and regulations</p> <p>1.6. Provide inputs for the ToR and selection process of a company to deliver capacity building activities</p> <p>1.7. Coach the contracted company in the process of implementation of activities</p>	30

Deliverables: <ul style="list-style-type: none"> – Draft package of policies, regulations and procedures for the institutionalization of reintegration focal points developed and submitted for endorsement by the MLSPF; – MLSPF and TEAs supported in institutionalization of reintegration focal points. – A capacity building package designed – Inputs and coaching provided to contracted company delivering the capacity building activities 	
Activity 2. Support capacity development of 10 pilot Territorial Employment Agencies (TEAs) in the process of testing the gender-sensitive employment reintegration service provision model 2.1. Coordination of the assessment/review process of existing structures, systems and platforms within TEAs in support to the work and institutionalization of reintegration focal points- in support to the MLSPF 2.2. Provide support to IMLDP to select 10 TEAs for testing the gender-sensitive employment reintegration service provision (develop methodology; provide support in data collection and selection process) 2.3. Develop, assisted by the National Consultant, a capacity building package for the reintegration focal points on providing qualitative employment reintegration services 2.4. Provide ongoing coaching and mentoring for 10 TEAs on employment reintegration support and lead a team of 2 local consultants to conduct this process. Deliverables: <ul style="list-style-type: none"> – Needs assessment conducted in 10 pilot TEAs – Methodology for selection of 10 pilot TEAs developed; data collected and 10 pilot TEAs selected – capacity building package developed and delivered – ongoing coaching and mentoring for 10 TEAs provided – 10 reintegration focal points within pilot TEAs fully functional 	30
Activity 3. Based on conducted activities and observed experiences, develop a guide containing the best practices of target models, in close cooperation with the National Consultant Deliverables: <ul style="list-style-type: none"> – Elaborated Best Practice Guide 	10
Activity 4. Provide inputs to MLSPF and IMLDP for ongoing activities of the reintegration focal points representatives 4.1. Propose, assisted by the National Consultant, recommendations for scaling-up of reintegration focal points activities in all TEAs. 4.2. Provide inputs for the design of a referral mechanism /National Reintegration Network, at central and local level comprised of all public services providing relevant information and services to returning migrants. 4.3. Provide inputs support to the MLSPF to establish a database (in a format similar to electronic document management system) which will connect the Ministry and TEA, thus facilitating data management and cooperation	10
Total up to	80

2. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 15 months, not exceeding 80 working days.

Deliverables	Timeframe
1. First draft Package of policies, regulations and procedures for the institutionalization of reintegration focal points developed and endorsed by the MLSPF	November 2015
2. Needs assessment conducted in 10 pilot TEAs	November 2015

3. Methodology for selection of 10 pilot TEAs developed; data collected and 10 pilot TEAs selected	
4. A training programme for all reintegration focal points designed	January 2016
5. Special capacity building package developed for 10 pilot TEAs	
6. Capacity building package developed and delivered for 10 pilot TEAs	April 2016
7. Inputs and coaching provided to contracted company delivering the capacity building activities	June 2016
8. Ongoing coaching and mentoring for 10 TEAs provided	July 2016
9. Best practices stories produced and submitted to JILDLP Communication Officer	August 2016
10. Elaborated Best Practice Guide	September 2016
11. 10 reintegration focal points within pilot TEAs fully functional	
12. MLSPF and TEAs supported in institutionalization of reintegration focal points	
13. Final Report	December 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 three travels to Chisinau (up to 4 days stay long each). First during October - November 2015, second during February 2016 and third during July-August, 2016 (tbc at a later stage).

IV. 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.

V. 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 social protection, with substantial recent work experience in the field of employment, migration etc;
- Proven experience of work in public administration, employment agencies, other relevant fields;
- 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.