

**Joint Integrated Local Development Programme****Terms of Reference**

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Job title:	5 National Consultants to facilitate local development activities
Duty Station:	Chisinau Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	January 20, 2016
Duration of Assignment:	19 months, estimated workload up to 440 working days (depending on lot)

**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. Moreover, the project is developed as a replicable approach with potentials for scaling up, with intensive capacity building and strengthening of national and local public authorities to better plan, manage, budget, and implement public service management with participation of community members, including migrants.

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), which has put a series of methodological approaches and strategic frameworks in place. It supports integrated and systematic local development planning and management, by tackling both central and local levels.

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.

Both areas of the project emphasize the national ownership and strengthening capacities at national and local levels to enable a socio-economic environment, secure employment support, reduce disparities and inequalities, provide income generating opportunities, and ensure sustainable local development. The project intervention will apply human rights based and gender equality approaches, including community empowerment and mobilization models with migrants' engagement, and various tools for efficient service provision.

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 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 SDC.

## II. SCOPE OF WORK

The **overall objective** of the National Consultants assignment (hereinafter Consultants) is to facilitate the process of capacity building of targeted LPAs to engage migrants into local planning and service provision improvement:

- Setting up the participatory planning and development framework at the community level, including measures to increase transparency and gain migrants' trust.
- Institutional enhancement of targeted LPAs ['migrants' related focal points, working approach & methodology, detailed action plan].
- Assist the creation of Home Towns Associations [HTAs].
- Diagnose the local development complicatedness and opportunities, counting in depth consideration of migration related processes.
- Upgrading local development strategies, with the participation of migrants and the migration related issues fully mainstreamed.
- Organize extensive public debates (inclusively with participation of HTAs) on local priorities, aiming to define a project proposal to be co-financed by MiDL/UNDP. Provide support in project drafting and submission.
- Provide technical assistance in implementation of MiDL/UNDP co-financed project.
- Provide on-going coaching and mentoring for targeted LPAs on mainstreaming migration into local development practices.

## III. TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking 5 qualified and experienced national consultants to perform the assignment in 25 target localities of Moldova.

The assignment will require the completion of the following tasks in each locality:

Tasks and deliverables	Working days	Indicative Timeframe
I. Setting up local participatory project implementation mechanism	30	Jan – February 2016

Tasks and deliverables	Working days	Indicative Timeframe
<p>1. Establish the first contact with the targeted LPAs. Sensitize the mayor and his leadership team on the initiative's objectives and the expected process designed to achieve the objectives.</p> <p>2. In cooperation with the mayor, identify the delegated staff within LPA, which will be involved in project implementation - clarify their roles and expectations.</p> <p>3. Stakeholders review [identify the most relevant representatives of LPA, Civil Society, business sector, migrants and returned migrants, minority &amp; vulnerable groups]. A special focus will be provided to identify migrants who are well-known and respected in the community and who would have the capacity and willing to engage other migrants into the project implementation process. The relevant empowerment activities package will be implemented to build an adequate platform for migrants participation within the process.</p> <p>4. Facilitate collection of information on existing HTAs or similar migrants' practices at the local level in target communities</p> <p>5. Setting up local project implementation 'Local Task Force' [representatives of LPA, civil society, business community, migrants and returnees].</p> <p>6. Support Project 'Local Task Force' to draft and endorse the detailed project 2-years implementation roadmap [with detailed timeline and clear responsibilities].</p> <p><b><u>Deliverable I: Inception Report</u></b></p> <ul style="list-style-type: none"> <li>✓ Functional Project Implementation 'Local Task Force' in each targeted LPA (composed by the leaders of the most representative community groups)</li> <li>✓ Detailed project implementation roadmaps, endorsed by the Project Implementation committees [with timeline and clear responsibilities].</li> </ul>		
<p><b>II. Institutional enhancement of targeted LPA</b></p> <p>1. Support LPAs to identify focal points within the mayoralty (based on a set of relevant criteria), which will be responsible for migration related processes on a permanent base.</p> <p>2. Support LPAs to define (and approve) the functional responsibilities of 'migration focal points'.</p> <p>3. Assist the Project Migration Officer to identify and deliver relevant capacity building activities to 'LPA migration focal points' and identify their training needs, including in the field of migration processes management.</p> <p>4. Support LPAs in drafting and endorsement a set of internal Guidelines on the management of migration related processes (based on template provided by MiDL).</p> <p>5. Set up a procedure and a communication mechanism to allow full migrants participation in the decision making</p> <p>6. Support LPAs in designing the Community Diaspora E-Database.</p> <p><b>III. Creation and enhancement of Home Town Associations</b></p> <p>7. Establishing the Home Town Associations (HTAs) in each of targeted community (with the methodological support of MiDL Migration Officer)</p> <p>8. Strengthening the capacities of the established Home Town Associations – HTAs (elaboration regulatory framework, setting up leadership scheme, and drafting the activity plan)</p> <p><b><u>Deliverable II: 1<sup>st</sup> Progress Report</u></b></p> <ul style="list-style-type: none"> <li>✓ 'Migration focal points' set up and strengthened in each targeted LPA.</li> </ul>	25	Feb – May 2016

Tasks and deliverables	Working days	Indicative Timeframe
<ul style="list-style-type: none"> <li>✓ Endorsed `internal Guidelines for LPAs on migration processes management (responsibilities, key directions, communication with the diaspora, methodologies, database operation, informational framework, etc.).</li> <li>✓ Operational Community 'Diaspora E-Database'</li> <li>✓ Functional Home Town Associations (HTAs) in each of targeted community.</li> </ul>		
<p><b>IV. Support target LPAs to diagnose the community socio-economic development situation</b></p> <ol style="list-style-type: none"> <li>1. Review the implementation status of existing Local Development Strategies.</li> <li>2. Assess the current economic development weaknesses and opportunities (including the standardized 'Community Profiles' according to MiDL templates) .</li> <li>3. Assess the current institutional capacities of LPAs (including the standardized 'Capacity Assessment Questionnaire', according to MiDL templates).</li> <li>4. Assess the local migration situation based on a jointly agreed list of indicators ( to cover available data on migrants, including number and destination countries, leadership, occupation of migrants, linkages/joint initiatives between/of migrants and the community, remittances, etc.)</li> <li>5. Assess the prioritized community development needs and suggest possible actions/contributions by migrants to cover those.</li> <li>6. Upgrade the `Community Development Diagnose`, having mainstreamed migration related processes, economic development opportunities, most stringent development needs Endorse the Community Development Diagnose by Local 'Local Task Force' members (through public debating meetings).</li> <li>7. Development Diaspora E-Database, according to the collected information.</li> <li>8. Provide assistance and coaching for HTAs for active participation in elaboration of the community diagnose.</li> </ol> <p><b>Deliverable III: 2<sup>nd</sup> Progress Report</b></p> <ul style="list-style-type: none"> <li>✓ 'Endorsed Community Development Diagnose, with fully mainstreamed migration and economic development related processes.</li> <li>✓ List of indicators on migration data developed and agreed with all target LPAs (based on the data on migration available/collected at local level).</li> <li>✓ Diaspora E-Data Base fulfilled with basic info [minimum 100 migrants related info for each targeted community].</li> </ul> <p><u>Note:</u> a detailed local socio-economic assessment methodology will be provided by MiDL/UNDP</p>	<p>Lot 1 =54 wd  Lot 2 = 60 wd  Lot 3 = 60 wd  Lot 4 = 70 wd  Lot 5 = 60 wd</p>	<p>March – July 2016</p>
<p><b>V. Support LPAs to update their local development plans, with fully mainstreamed migration and economic development</b></p> <ol style="list-style-type: none"> <li>1. Based on updated Community Development Diagnose, facilitate stakeholders' strategy planning workshops, which will lead to the updating formulation of: <ul style="list-style-type: none"> <li>✓ Development Vision</li> <li>✓ General Objectives 2020</li> <li>✓ Specific Objectives 2020</li> <li>✓ Community Priorities 2020</li> <li>✓ IMC Opportunities 2020</li> <li>✓ Implementation Action Plan0 2016- 2020 (with financing sources and responsibilities, role of migrants)</li> </ul> </li> <li>2. Mainstream 'migrants' related aspects into the updated Local Development Strategy, by incorporating the identified priorities and opportunities:</li> </ol>	<p>Lot 1 =54 wd  Lot 2 = 60 wd  Lot 3 = 60 wd  Lot 4 = 70 wd  Lot 5 = 60 wd</p>	<p>June – Sept 2016</p>

Tasks and deliverables	Working days	Indicative Timeframe
<p>3. Support the approval of updated Local Development Strategy 2020 by Local Councils of targeted LPAs.</p> <p><b>Deliverable IV: 3<sup>rd</sup> Progress Report</b></p> <ul style="list-style-type: none"> <li>✓ Endorsed Local Development Strategies of targeted LPAs, with migration and local development fully mainstreamed.</li> <li>✓ Minimum 3 workshops organized per community.</li> </ul> <p><i>Note: detailed planning methodology will be provided by MiDL.</i></p>		
<p><b>VI - A. Support target LPAs to implement the prioritized community development project, granted by MiDL/UNDP</b></p> <ol style="list-style-type: none"> <li>1. Support target LPAs to prioritize (with an active participation of migrants community) a development opportunity, to be co-financed jointly by MiDL/UNDP, migrants community and LPAs.</li> <li>2. Assess the feasibility of the prioritized idea (basic implementation and financial sustainability).</li> <li>3. Support target LPAs to draft a comprehensive project proposal (based on the prioritized opportunity) to be submitted to MiDL/UNDP for co-financing. The proposed projects will be focused on innovative ideas, rather than traditional 'social infrastructure rehabilitation' ideas.</li> <li>4. Support target LPAs to implement the MiDL/UNDP co-financed projects, as well as ensuring the monitoring of undertaken activities.</li> <li>5. Support target LPAs to ensure the final reporting to MiDL/UNDP and to the community on project implementation.</li> </ol> <p><b>VI -B. Support target LPAs to develop and/or apply innovative tools in local public administration, granted by MiDL/UNDP</b></p> <ol style="list-style-type: none"> <li>6. Support LPAs in elaborating/upgrading existing tools/taking over good practices/using IT and innovative tools in local governance (develop and/or updating community websites, online transmission of local councils' meetings, gps systems, sms-ing tools, e-learning for local councilors, etc)</li> <li>7. Support LPAs in applying innovative tools in project design and implementation and public service improvement (such as design thinking, space redesign, etc) and in developing the local development project</li> </ol> <p><b>Deliverable V: 4<sup>th</sup> Progress Report</b></p> <ul style="list-style-type: none"> <li>✓ Project idea (to be co-financed by UNDP) – prioritized, endorsed and assessed, in a participatory and inclusive manner (with active participation of migrants' community).</li> <li>✓ Project proposal submitted to MiDL/UNDP for co-financing.</li> </ul> <p><b>Deliverable VI: 5<sup>th</sup> Progress Report</b></p> <ul style="list-style-type: none"> <li>✓ Mid-term project implementation report (based on a set of defined progress indicators).</li> <li>✓ Online transmission of local councilors' meetings ensured</li> <li>✓ SMS-ing campaign piloted in 2 communities</li> <li>✓ Training in each locality with local councilors in using the e-learning platform</li> </ul> <p><b>Deliverable VII: 6<sup>th</sup> Final Progress Report</b></p> <ul style="list-style-type: none"> <li>✓ Projects fully implemented, according to the grant agreement.</li> <li>✓ Functional and updated community webpages</li> <li>✓ Project implementation reports duly submitted by targeted LPAs to MiDL/UNDP.</li> <li>✓ A local visibility event organized in each of targeted LPA, related to</li> </ul>	185	Sept 2016 – Aug 2017

Tasks and deliverables	Working days	Indicative Timeframe
<p>project implementation results.</p> <p>✓ Final Report as per template provided by JILDLP, inclusively Community Folder (electronically&amp; hard copy).</p> <p><i><u>Note:</u> The drafting and implementation of UNDP co-financed project will be based on a detailed MiDL methodology</i></p>		
<p><b>VII. On-going support and coaching</b></p> <ol style="list-style-type: none"> <li>1. Guide and assist the activity of local project implementation 'Local Task Force' [minimum 1 meeting per quarter].</li> <li>2. Assist targeted LPAs to cooperate with migrants' community at all stages of project implementation, inclusively in the process of migrants co-financing.</li> <li>3. Pro-active participation in all capacity building and project evaluation activities.</li> <li>4. Document the whole project implementation process (pictures, recordings, decisions, lists, etc.)</li> <li>5. Submit all documents related to project implementation (electronically&amp; hard copy), inclusively photos illustrating the project implementation (according to detailed project implementation roadmap).</li> <li>6. Maintain an active contacts database, related to the project activities implementation.</li> <li>7. Active participation in bi-lunar MiDL/UNDP progress meeting sessions.</li> <li>8. Design best practices/ study cases, based on project results.</li> </ol> <p><b><u>Deliverables (reporting to be incorporated in related Progress Reports):</u></b></p> <p>✓ Organized minimum 1 meeting per quarter of local Steering Committees.</p> <p>✓ Maintain regular communication LPAs – HTAs (regular e-newsletters)</p> <p>✓ Active participation in bi-lunar MiDL/UNDP progress meeting sessions.</p> <p>✓ Active participation in all MiDL activities in target LPAS (covered by the individual assignment)</p>	60	Jan 2016 – Aug 2017
<b>Total up to</b>	<p>Lot1 – 408wd</p> <p>Lot2 – 420wd</p> <p>Lot3 – 420wd</p> <p>Lot4 – 440wd</p> <p>Lot5 – 420wd</p>	

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights based approach.

Before commencing the work on the assignment the community facilitators will be invited to participate in the induction trainings (as a mandatory pre-requisite for implementing the assignment). In addition, they will be encouraged to participate in the program follow-up trainings and events, as well as in the program monitoring & evaluation sessions.

The consultants will work in a group of localities divided by LOTs, as per the below Table.

One consultant may apply for more LOTs and selected consultants will be contracted to work in maximum one LOT.

<b><u>LOT 1: 5 localities</u></b> - Ciuciuleni, Hancesti rayon; - Carpineni, Hancesti rayon; - Rusestii Noi, Ialoveni rayon; - Ialoveni town - Telenesti town	<b><u>LOT 2: 5 localities</u></b> - *Scoreni, Straseneni rayon ( <i>in partnership with Nimoreni, Ialoveni rayon</i> ); - Lozova, Straseneni rayon; - Straseneni town - Vorniceni, Straseneni rayon; - Ungheni town	<b><u>LOT 3: 5 localities</u></b> - Larga, Briceni rayon; - Pelinia, Drochia rayon; - Edinet town; - Bratuseni, Edinet rayon; - Chişcăreni, Sângerei rayon.
<b><u>LOT 4: 5 localities</u></b> - Slobozia Mare, Cahul rayon; - Crihana Veche, Cahul rayon; - Colibaşi, Cahul rayon; - *Vinogradovca, Taraclia rayon ( <i>in partnership with Musaitu and Cantemir communities</i> ); - Congaz, UAT Gagauzia	<b><u>LOT 5: 5 localities</u></b> - Cosnita, Dubasari rayon; - Cioresti, Nisporeni rayon; - Zaim, Causeni rayon; - *Gura Galbenei, Cimislia rayon ( <i>in partnership with Lipoveni community</i> ); - Selemet, Cimislia rayon.	

**Organizational settings:** The Consultants will report to MiDL Local Public Services Officer and officers in charge.

**Language of the deliverables:** All deliverables shall be submitted in Romanian (exception for Russian-speaking communities Vinogradovca, Congaz and Bratuseni: documents to be drafted in Russian language).

**Travel:** All travel expenses are the **consultant's responsibility** and shall be included in the consolidated financial offer.

**Performance evaluation:** Consultant's performance will be evaluated following such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

#### IV. QUALIFICATIONS AND SKILLS REQUIRED

The following qualification criteria shall be applied for the selection of the consultant:

**Education:**

- University degree in the relevant field (*economics, development studies, social science, public administration, law etc.*).

**Experience:**

- At least 5 years of practical experience of community development work with local public authorities and local community groups;
- Proven experience in assisting local communities to design local development plans
- Proven experience in assisting local communities in project management implementation
- Proven experience of developing and delivering training modules in local governance field;
- Proven experience in inter-municipal cooperation;
- Proven experience in migration related subjects. Experience in diaspora and migration programming will be considered an asset;

**Competences:**

- Good knowledge of Moldovan rural area context;
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint;
- Excellent command of Romanian and Russian, and basic knowledge of English language;
- 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.

**Abilities:**

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;

- Good communication and writing skills
- Sensitivity and respect for human rights and gender equality
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;

## **VI. SUBMISSION PROCESS AND EVALUATION PROCEDURE**

All applicants shall submit the following submission package:

1. P11 form;
2. Cover letter, stating their interest in and qualifications for the consultancy.
3. Financial offer (1) fee per consultancy day in community, including transport costs; 2) fee per consultancy day in the office).

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.