

Joint Integrated Local Development Programme

Terms of Reference

Job title:	Migration and Development National Capacity Building Consultant
Duty Station:	Chisinau, Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	March 01, 2016
Duration of Assignment:	March 01 – December 15, 2016

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 to ensure that 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 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.

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.

The envisaged Consultancy will contribute to the successful achievement of the Outcome2, and mainly 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.*

II. SCOPE OF WORK

The overall objective of the National Capacity Building Consultant (hereinafter Consultant) is to enhance the knowledge of **local actors involved in migration and local development**, thus improving their capacities in designing, implementing and monitoring local development initiatives, and mainstream migration into local development agenda, thus leading to improved local public services, as well as sustainable local economic development.

The assignment will address **several target groups** and will include the provision of targeted training modules for each group, as follows:

1. **Target Group No. 1: Target LPAs from 25 target communities, including local migration focal points**

Training modules are expected to cover, but not limited to, the following topics:

- (i) Data collection (positive data collections examples at local level, creating and updating a local database on migrants/local migration profile, data usage for local policy making)
- (ii) Integrating migration in local development plans (engaging migrants in local planning and consultations, assessing the impact of migration on the community, assessing budget needs);
- (iii) The role of LPAs in developing Home Town Associations (HTAs) (migrants identification and motivation, building transparency and migrants trusts, developing partnerships and

- fundraising instruments);
- (iv) Building sustainable development projects (engaging migrants and other local actors in the process of prioritization of a local problem and identification of a solution, developing a project, its implementation with migrants support, monitoring and evaluation and ensuring its financial sustainability),
 - (v) Communication with the migrants and their family members (particularities, drafting a unique message, communication means, diaspora participation in consultations, networking and on-line communication instruments).
2. **Target group No. 2: local facilitators, involved in project activities.**
 Training of Trainers modules are expected to cover, but not limited to, the following topics:
- (i) Data collection (creating and updating a local database on migrants/local migration profile, data use for local policy making)
 - (ii) Integrating migration in local development plans (engaging migrants in local planning and consultations, assessing the impact of migration on the community, assessing budget needs);

In order to achieve the stated objective, the consultant is expected to perform the following tasks:

- I: Support the process of training/capacity building and mainstreaming the migration into local development plans
- II: Support the formalization of migration focal points in 25 target LPAs
- III: Design and submit a capacity building package for LPA migration focal points to mainstream the migration into local development agenda
- IV: Ensure/Deliver Professional tuition of the 'LPA migrants focal points'
- V: Awareness raising and coaching activities

Note: The administrative arrangement and the full logistics cost for all events planned under this ToR shall be covered by MiDL.

TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking 1 qualified and experienced national consultant to perform the assignment during March 01, 2016 – December 15, 2016.

The assignment will require the completion of the following tasks:

Tasks & Activities	Days	Timeframe
I: Support the process of training/capacity building and mainstreaming the migration into local development plans <ul style="list-style-type: none"> ✓ Organizing 4 (half day) practical training sessions for MiDL community facilitators on the mainstreaming migration into local socio-economic plans (based on MiDL Guide on mainstreaming migration into local development plans) - 1 training for the socio-economic assessment stage - 1 training for the vision & objectives formulation stage - 1 training for the 'activities' formulation stage - 1 training for the 'action plan' stage ✓ Organizing 1 (full day) practical training session on data collection (creating and updating a local database on migrants/local migration profile, data use for local policy making) ✓ Ensure one pre and post training evaluation of the participants 	13	15 February – 15 March, 2016

Tasks & Activities	Days	Timeframe
Deliverables: <ul style="list-style-type: none"> ✓ Delivered 4 (half day) and 1 (full day) practical training sessions for MiDL local facilitators on mainstreaming migration on local development plans and migration data collection and use. 		
II: Support the formalization of migration focal points in 25 target LPAs <ul style="list-style-type: none"> ✓ Organization of 1 day workshop with 25 LPA migration focal points, explaining their role and tasks (with participation of MiDL Project Officers and Experts), including discuss and develop a '2 years activity plan for LPAs migration local focal points, in accordance with MiDL activities calendar, on a participatory basis. ✓ Develop the profile of the "migration local focal point" and support the update of the 'job description' for the migration focal points assigned within the target LPAs. Deliverables: <ul style="list-style-type: none"> ✓ Training material elaborated and 1-day introduction workshop for LPA 25 migration focal points conducted ✓ Endorsed and committed 'job description' and 'activity plans' for each of 25 migration focal points (identical drafts). <p><u>Notes:</u> the formalization of 'migration focal points' should be a similar process in all 25 target LPAs (similar activity plans and job description); Data on assigned LPA migration local points shall be collected with the support of local facilitators.</p>	10	By End May, 2016
III: Design and submit a capacity building package for LPA migration focal points to mainstream the migration into local development agenda <ul style="list-style-type: none"> ✓ Conduct the capacity assessment of the 25 LPAs 'migration focal points', based on a questionnaire survey and MiDL objectives. ✓ Update the existent capacity building plan for 'migration focal points' from 25 targeted LPAs (approx. 5 half-day training sessions to be delivered during the year of 2016 (in line with MiDL objectives and the results of the questionnaire survey, based on the topics described in the Scope of work above). ✓ Develop the training session materials (handouts, PPP) ✓ Develop the pre and post training evaluation materials; ✓ Prepare a toolkit (based on the above training materials developed) – to be published by MiDL. Deliverables: <ul style="list-style-type: none"> ✓ 5 training modules (half day training sessions) for 'migration focal points' from targeted 25 LPAs elaborated and delivered; ✓ <i>Mainstream the migration into local development agenda</i> toolkit endorsed by MiDL project team 	15	By End May, 2016
IV: Ensure/Deliver Professional tuition of the 'LPA migrants focal points' <ul style="list-style-type: none"> ✓ Organize 5 (half day) 'Training and Information Sessions' for 25 'migration focal points' in Chisinau (in accordance with the Capacity Development Plan elaborated) 	6	June – July, 2016

Tasks & Activities	Days	Timeframe
<ul style="list-style-type: none"> ✓ Ensure the pre and post training evaluation of the participants <p>Deliverables:</p> <ul style="list-style-type: none"> ✓ 5 (half day) training and information sessions organized for migration focal points <p>Note: The administrative arrangements and the full cost of training logistic will be ensured and covered by MiDL.</p>		
<p>IV: Awareness raising and coaching activities</p> <ul style="list-style-type: none"> ✓ Participate in 4 MiDL Quarterly Mayors Meetings with 'information and awareness' sessions, based on the topics and training materials and developed for the LPA migration focal points . The concrete topics and talking points will be discussed with MiDL project team prior to each Quarterly Mayors Meeting. ✓ Methodological coaching during the activity of MiDL community facilitators on integrating migration into local development plans (on demand individual assistance). ✓ Methodological coaching the activity of migration focal points at individual requests (on demand individual assistance) <p>Deliverables:</p> <ul style="list-style-type: none"> ✓ Active participation in 4 MiDL Quarterly Mayors Meetings with sessions dedicated to mayors information and awareness raising. ✓ Monthly report submitted on methodological assistance provided to LPA migration focal points and community facilitators. 	10	15 February – 15 December, 2016
Deliver a final Activity Report on all activities under these Terms of Reference	2	10 December, 2016
Total number of days:	56	

Note: Exact dates for deliveries will be confirmed upon the selection of the candidate. The volume of work has been estimated at up to **56** working days for whole assignment during which all the activities and outputs/results envisaged under the present assignment are expected to be performed. The mentioned number of working days has been estimated as being sufficient/ feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment, and it cannot be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Project Team would be the only criteria for the Contractor's work being considered completed and eligible for payment/s.

All deliverables shall be endorsed by the MiDL/UNDP Project Manager. The Consultant will work closely with the MiDL/UNDP Local Public Service Provision Officer and other relevant Programme officers and experts.

III. QUALIFICATIONS AND SKILLS REQUIRED

I. Qualifications:

- University degree in Education, Social Sciences, Development Studies or other related areas

II. Experience:

- At least 5 years of professional working experience in the areas 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;

- 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.
- Knowledge of Moldovan local migration context;
- Proven experience with activities related to policy formulation design;

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong analytical, research, communications and writing skills;
- Fluency in Romanian and Russian, English 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.