

Migration and Local Development Project

Terms of Reference

Job title:	National Consultants on Local Economic Development
Duty Station:	Chisinau Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	March 1, 2016
Duration of Assignment:	169 working days (within the period of March – November, 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 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 Consultant on Local Economic Development assignment (hereinafter Consultant) is to facilitate the mainstreaming of economic and business development within the process of local planning in 25 target communities, as well as to support the designing of MiDL intervention package to assist economic development of targeted communities. In this regard, the Consultant is expected to deliver the following tasks:

- Support to appraise the economic constraints and opportunities – within the process of local socio-economic planning¹ - in 25 MiDL target communities;
- Assess the potential for inter-municipal cooperation in supporting business development among 25 MiDL target communities;
- Support to mainstream feasible and imperative economic development measures within the Socio-Economic Strategies drafts for 25 MiDL target communities;
- Roadmap the MiDL intervention package to assist economic development of 25 target communities within the period of 2017-2018.

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking one qualified and experienced national consultant to perform the assignment. The assignment will require the completion of the following tasks:

Tasks & Activities	Working Days	Timeframe
I: Support to appraise the local economic constraints and opportunities – within the process of local socio-economic planning - in 25 MiDL target communities ✓ Support to MiDL local facilitators to audit the local economic development context in each of 25 target communities, inclusively (but not limited to):	60	March – May 2016

¹ The 25 MiDL target communities are in the process of upgrading their socio-economic strategies, by mainstreaming migration and enhancing economic/business aspects. The availability and current status of strategies is provided in the Annex to this TOR. The updating strategy timeframe is 2020.

Tasks & Activities	Working Days	Timeframe
<ul style="list-style-type: none"> - Assess the existing local economic specialization (activity of existing firms), aiming to determine a potential local business cluster fostering. - Review the current economic policy of LPA (size of local taxes, openness to business, authorization procedures, etc.). - Review the satisfaction of local business community related to the LPA openness and efficiency and evaluates the required changes. - Assess the available un-used economically (or under-used) public assets (e.g. public lands, buildings, engineering infrastructure, commercial vehicles and tractors, forests, etc.) - Review the local experience in accessing 'PARE 1+1' granting [the grant recipients (current status, problems faced, development plans), aiming to differentiate start-ups with substantial potential to grow and business extension. - Review the uncovered yet business niches for local commercial services (e.g. pharmacies, houses of ceremonies, gas stations, hairdressings, clothes and shoes repair workshops, shops, etc.). - Assess the common satisfaction with local commercial market (ownership, capacity, access for local producers, hygienic conditions, fee level), aiming to determine the development and modernization needs. - Assess the existing potential in returning migrants to home-community (and potential economic impact) <p>✓ Support to MiDL local facilitators to draft the 'economic component' of the Socio-Economic diagnostics within the process of local socio-economic planning of 25 target communities.</p> <ul style="list-style-type: none"> - Incorporate the conclusions of the economic and business appraisal (maximum 2-3 pages per community) - Incorporate the recommendations (if relevant) for inter-municipal business clustering with other LPAs among 25 MiDL target communities. <p><u>* Note:</u> The process of local socio-economic planning in 25 target communities will be facilitated by 5 National Consultants (local facilitators) hired by MiDL/UNDP (1 local facilitator will cover 5 communities). The details related to the TORs of local facilitators, as well as the list of 25 MiDL target communities could be consulted on: http://www.undp.md/jobs/jobget_doc/3585</p> <p>Deliverable 1:</p> <p>✓ Economic Diagnostics (first part of Socio-Economic Strategies) drafted and endorsed for 25 target MiDL Communities</p> <p><u>Note 1:</u> At this stage, at least 1 local participatory workshop with participation of business community should be organized in each community. The local logistics (venue, invitations) will be in the responsibility of MiDL local facilitators.</p> <p><u>Note 2:</u> The review of 'PARE 1+1' granting portfolio and results (aiming to find start-ups with potential to grow and business extension) will be implemented in close partnership with ODIM/MoE.</p>		
<p>II: Assess the potential for inter-municipal cooperation in supporting business development among 25 MiDL target communities</p> <p>✓ Appraise the potential for inter-municipal cooperation in supporting business development among 25 MiDL target communities</p> <ul style="list-style-type: none"> - Determine if there are communities with very similar economic specialization among 25 targeted - Determine if a potential networking of similar businesses from these communities could bring a mutual benefit (e.g. to facilitate the exporting, quality certification, raw materials imports, 	8	June, 2016

Tasks & Activities	Working Days	Timeframe
<p>specialized consultancy, etc.)</p> <ul style="list-style-type: none"> - Evaluate if there is a pro-active potential interest of local business communities for inter-municipal clustering/ networking. <p>Deliverable 2:</p> <ul style="list-style-type: none"> ✓ Report: Conclusions on the opportunities for inter-municipal business cooperation (networking, clustering) among 25 MiDL target communities. <p><u>Note:</u> The activity will be based on desk review of the individual LPA economic appraisal, phone interviewing, targeted field visits and consultations with ODIM.</p>		
<p>III: Support to mainstream feasible and imperative economic development measures within the Socio-Economic Strategies drafts for 25 MiDL target communities</p> <ul style="list-style-type: none"> ✓ Support to MiDL local facilitators to draft economic part of the local development strategy (in the process of upgrading) in each of 25 MiDL target communities, inclusively (but not limited to): - Concrete measures to increase the attractiveness of the community for businesses (e.g. local branding, economic clustering, creation and dissemination of positive stories, etc.) - Concrete measures to increase the capacity of LPA to manage the local economic development (e.g. permanent dialogue LPA - business community; affordable, stimulant and non-discriminatory local taxes; easy and speedy authorization procedures; LPA openness and transparency; etc.) - Concrete measures to support the existing businesses (e.g. assistance in local and inter-municipal clustering, information on existing co-financing and loan-guarantee facilities, etc.) - Concrete measures to attract new businesses (e.g. investment portfolio with un-covered yet business opportunities, PPP schemes by exploring un-used public assets, investment portfolio guide, working with Home Towns Associations, attracting migrants, etc) <p>Deliverable 3:</p> <ul style="list-style-type: none"> ✓ Local Economic Strategy (as part of the upgraded Socio-Economic Strategy) for 25 target MiDL communities. <p><u>Note 1:</u> At this stage, at least 1 local participatory workshop with participation of business community should be organized in each community. The local logistics (venue, invitations) will be performed by local facilitators.</p> <p><u>Note 2:</u> Maximum 15-20 measures per community for a 5 years period (edited on a maximum 2-3 pages)</p>	70	June – September, 2016
<p>IV: Support in designing the MiDL 2016-2017 intervention package in the field of local economic development (focused on 25 target communities)</p> <ul style="list-style-type: none"> ✓ Design the Concept on piloting assistance of economic development of targeted 25 MiDL communities for the period 2017-2018. The recommendations will be based on the (i) aggregation of individual economic strategies measures, and (ii) opportunities for inter-municipal business clustering/networking among these 25 target communities. The recommendations will contain but will not be limited to: - Pilot projects to support start-ups build by 'PARE 1+1', aiming to mature and extend the businesses created by returned migrants. - Pilot 2-3 local business clustering model (justified proposal), to support local economy-of-scale development. - Pilot 1-2 inter-municipal business clustering (to be proposed) to facilitate narrow business segment development (e.g. for facilitating exports/imports, joint equipment, specialized consultancy, ect) - Pilot 1 local branding model to increase the community economic attractiveness 	20	October – November, 2016

Tasks & Activities	Working Days	Timeframe
<ul style="list-style-type: none"> - Pilot 1 PPP model, to attract new investments - Pilot 4-5 community investment portfolio guides - Pilot 4-5 project to know-how transfers from 'high caliber professional migrants' to locals. <p><u>Note 1:</u> Each proposed activity will detail the estimative budget and timeframe (max 2-3 pages each).</p> <p><u>Note 2:</u> Each proposed activity will provide at least 5-6 communities with strong potential and willingness for implementation (for a sufficient competitive base in selection of beneficiaries)</p> <ul style="list-style-type: none"> ✓ Design the mechanism of selection of communities to pilot the MiDL 2017-2018 assistance measures in the field of fostering local economic development. The mechanism will consists from (i) a simple, short and comprehensive application template – maximum 3 completed pages, and (ii) matrix with evaluation criteria. ✓ Support MiDL to select the beneficiaries communities beneficiaries to pilot MiDL 2017-2018 assistance measures (according to the endorsed selection mechanism) <p>Deliverable 4:</p> <ul style="list-style-type: none"> ✓ (4.1) Concept on piloting MiDL assistance package aiming to foster economic development of 25 target communities (2017-2018). The concept will contain the TORs (tasks and activities to be carried and timeframe). ✓ (4.2) Mechanism of selection of communities to pilot the MiDL 2017-2018 assistance measures (application templates and evaluation matrixes) ✓ (4.3) Selected communities beneficiaries to pilot MiDL 2017-2018 assistance measures 		
<p>V: LED Capacity building activities</p> <ul style="list-style-type: none"> ✓ Organize 4 methodological seminars (2 hours length each) for MiDL local facilitators on 'how to mainstream economic measures in local planning' (within the process of designing of new or updating the existing local strategies). The seminar will include (but will not be limited to the following topics): <ul style="list-style-type: none"> - Local business stakeholders: who are they and how to attract them into local community planning (what are the arguments to be used) - How to organize local planning workshops with local business community - How to collect data related to local economic development - How to maintain the formal and informal dialogue with local business community - How to obtain the relevant business information from local business actors - How to mitigate the existing 'business – LPA' conflicts and misunderstandings. ✓ Deliver 3 thematic seminars (1-2 hours length each) for 25 targeted mayors in the field of local economic development. The seminars will cover (but will not be limited) to the following topics: <ul style="list-style-type: none"> - How to increase the attractiveness of the community for businesses (e.g. local branding, economic clustering, creation and dissemination of positive stories, etc.) - How increase the capacity of LPA to manage the local economic development (e.g. permanent dialogue LPA - business community; 	10	March – November, 2016 <i>(the detailed schedule to be determined according later, upon consultations with local stakeholders)</i>

Tasks & Activities	Working Days	Timeframe
<p>affordable, stimulant and non-discriminatory local taxes; easy and speedy authorization procedures; LPA openness and transparency; etc.)</p> <ul style="list-style-type: none"> - How to support the existing businesses (e.g. assistance in local and inter-municipal clustering, information on existing co-financing and loan-guarantee facilities, etc.) - How to attract new businesses (e.g. investment portfolio with uncovered yet business opportunities, PPP schemes by exploring unused public assets, investment portfolio guide, working with Home Towns Associations, attracting migrants, etc) 		
<p>VI: Deliver a final Activity Report on all activities under these Terms of Reference</p> <p><u>Note 1:</u> The report will contain the narrative part on progress achieved with all deliverables attached (both in hard and digital versions).</p>	1	By 5 th December, 2016

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

Organizational settings: The Consultant will report to MiDL Project Manager 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 to target communities are in the **responsibility of MiDL** and **shall not be included in the 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.

III. 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, finances, development studies, local development, etc.*).

Experience:

- At least 5 years of practical experience in the field of local economic development
- Experience in working with local public administrations
- Experience in assisting local communities to design local economic development plans
- Experience of developing and delivering training modules in local development

Competences:

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

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;

- 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

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.

ANNEX: Local Development Strategies in MiDL Target Communities: current status

#	Target LPA	Rayon	Existing Strategy and Timeframe
1	Ciuciuleni	Hancesti	2011-2020
2	Cărpineni	Hancesti	2014-2019
3	Ruseștii Noi	Ialoveni	2014-2016
4	Ialoveni	Ialoveni	2016-2020
5	Telenești	Telenesti	2014-2016
6	Scoreni	Straseni	No
7	Lozova	Straseni	2010-2015
8	Strășeni	Straseni	2014-2020
9	Vorniceni	Straseni	2012-2015
10	Ungheni	Ungheni	2014-2020
11	Larga	Briceni	2012-2017
12	Pelinia	Drochia	2014-2017
13	Edineț	Edinet	2015-2020
14	Bratușeni	Edinet	2012-2015
15	Chișcăreni	Sangerei	2014-2017
16	Slobozia Mare	Cahul	No
17	Crihana Veche	Cahul	2014-2020
18	Colibași	Cahul	No (in elaboration)
19	Vinogradovca	Taraclia	No
20	Congaz	UAT Gagauzia	2015-2020
21	Coșnița	Dubasari	2012-2015
22	Ciorești	Nisporeni	2012-2015
23	Zaim	Causeni	2012-2020
24	Gura Galbenei	Cimislia	2014-2016
25	Selemet	Cimislia	2012-2010