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## TERMS OF REFERENCE

<b>A. Job Title:</b>	National Consultant to support the process of designing, delivering and implementing the training programme for Moldovan public institutions
<b>B. Duty Station:</b>	Chisinau, Republic of Moldova
<b>C. Project reference:</b>	Strengthening Technical Capacities of the National Institutions for the Human Rights Protection and Promotion
<b>D. Contract type:</b>	Individual Contract (IC)
<b>E. Duration of assignment:</b>	May 2016 – September 2018 (up to 300 working days in total)

### F. Background:

The overall objective of the project is to improve human rights protection and rule of law, including effective national implementation of European and international instruments in the Republic of Moldova in-line with national priorities, strategies and plans. It seeks to strengthen the capacities of public institutions which have a mandate in the areas relating to human rights, criminal justice, governance and anti-corruption in performing their key functions, and mainstreaming human rights based approach, equality, gender issues and inclusion in their work.

These institutions (hereinafter referred to as ***national institutions***) include *The Office of the People's Advocate (the Ombudsperson's Office), Council on the Prevention and Elimination of Discrimination and Ensuring Equality, Patient's Advocate in Psychiatry Institutions (the independent service of defence of the rights of patients of psychiatric hospitals), Independent Mechanism of Monitoring the UN Convention on the Rights of People with Disabilities, National Anticorruption Centre, Constitutional Court, Parliamentary Commission for Human Rights and Interethnic Relations, National Legal Aid Council*. In addition to this, several ministries (*Ministry for Labour, Social Protection and Family, Ministry of Health, and Ministry of Education*) will be involved in order to strengthen the "governance" and "human rights" components, as well as *the National Institute of Justice of Moldova (NIJ)* which is expected to become an anchor for the ongoing capacity building and networking activities for the national institutions in Moldova.

1. The project's first and major activity consists in **designing and delivering a systematic training/coaching programme for the core staff of the above-mentioned institutions**. The aim will be to enhance their capacity to perform effectively in relation to their core functions and mandates from the human rights perspective.

An international competition was launched in November 2015 to select an entity that would design

and deliver the training programme. Following the results of the competition an international consortium was selected to perform the assignment. The team of experts proposed by the consortium (hereinafter referred to as **the implementation team**) will have to develop the training programme and curriculum, learning materials, deliver the trainings and provide coaching and mentorship support to the participants.

The total number of persons expected to be trained by the end of the project is up to 60 staff representatives from the aforementioned national institutions. The training programme will consist of 8 modules combining issues of human rights protection and promotion, human rights based approaches in management of public institutions, strategic planning and programme design, advocacy, leadership skills, training of trainers, project management, etc. The trainings will focus on issues of monitoring and documentation, case handling, data and findings' analysis, reporting, advocacy, human rights based approach application, mainstreaming equality, inclusion and gender issues, policy making and the legislative process; and focus on the interaction with other stakeholders such as civil society, media, Parliament, State bodies, the general public, victims of violations, and the international community.

The trainings will be designed in an interactive way which implies active involvement of all participants into the learning process combining thematic modules with practical sessions/assignments intended to consolidate the knowledge received and ensure its application by the staff of the respective national institutions in their daily practices. The programme will contain a big number of practical exercises, role-play, as well as individual coaching and mentorship sessions. All trainings are planned to be provided by July 2018.

As part of the training programme study visits to foreign counterpart institutions are also planned to be organized for the participants of the training programme in order to strengthen their acquired knowledge and skills.

2. In addition to the training/coaching itself, the institutions participating in the programme should be able to access small amounts of funding for their individual institutions as an incentive for the implementation of knowledge they have received during the training programme (**Knowledge Implementation Support Scheme**). The proposed funding should support initiatives suggested by the staff of national institutions, who benefit or have benefitted from the training courses. The support should complement the strategies and work plans of the participating national institutions.

The funds will be managed by the Funding Committee established and managed by UNDP.

#### **G. Objective:**

The main objectives of this consultancy are:

1. To provide analytical and advisory support to the implementation team that will design and deliver the training programme for Moldovan national institutions, to ensure overall coordination of the training programme implementation activities and their coherence, and act as a liaison person between the UNDP Moldova and the implementation team;
2. To coordinate the administration of funds under the Knowledge Implementation Support Scheme and assist the Funding Committee that will decide on funding the proposals submitted by

national institutions to implement human rights based approaches in their activity.

#### **H. Scope of work and expected outputs:**

In order to achieve the aforementioned objectives the National Consultant shall perform the following tasks:

**1. To support the implementation team in the process of drafting and delivering the training programme for representatives of Moldovan public national institutions:**

- Provide analytical support to the implementation team and UNDP based on the consultant's experience of working with public institutions in Moldova;
- Coordinate the activities of the implementation team and ensure regular communication between the implementation team and UNDP regarding the progress of developing and delivering the training programme;
- Participate in and facilitate the process of planning and implementing the activities on drafting and delivering the training programme by the implementation team, coordinating with UNDP the logistics of the meetings, training sessions, practical assignments and coaching/mentorship sessions;
- Act as a liaison person between the implementation team, UNDP Moldova, participating public institutions, and the participants;
- Communicate regularly with the participants to ensure their participation in the training programme from the beginning till its completion;
- Regularly report (at least once per month, or more frequently, if necessary) to UNDP Moldova on the progress of the project implementation activities;
- Coordinate the elaboration of on-line versions of the training programme in Romanian, Russian and English;
- Develop solutions to ensure further sustainability and continuity of the training activities for future participants after the completion of the current training programme;
- Provide methodological support for study trips abroad for training participants (identification of needs and foreign institutions to be visited, identification and formation of groups of participants, forming the agenda for visits, setting the tasks to be completed during the visits, follow-up activities upon the completion of the visits, etc.);
- Perform other tasks deemed necessary for the successful implementation of all planned activities.

**2. To coordinate the administration of funds under the Knowledge Implementation Support Scheme and assist the Funding Committee in taking decisions on supporting the activities conducted by national institutions to implement human rights based approaches in their operations:**

- Effectively communicate with the relevant national institutions with regard to their participation in the programme on the implementation of human rights based approaches in their activity, inform them on the rules, conditions and procedures of participation;
- Promptly respond to any requests for information or clarification regarding the procedures and requirements for submitting proposals;
- Act as liaison between the Funding Committee and the institutions that may submit their

- proposals for funding;
- Conduct preliminary pre-selection of proposals on criteria of eligibility;
- Provide all information on submitted proposals to the Funding Committee;
- Act as a rapporteur before the Funding Committee on the submitted proposals and present suggestions with respect to funding the submitted proposals;
- Provide feed-back to the institutions on the proposals which were not selected for funding and work on the improvement of the proposals in cooperation with the respective institutions;
- Report to UNDP (at least once per month) on all the activities performed.

#### I. Tentative deliverables:

	Deliverables	Deadline
<b>1.</b>	<b>Support provided to the implementation team in the process of drafting and delivering the training programme for representatives of Moldovan national public institutions</b> <i>(monthly progress reports submitted on the activities performed)</i>	<b>31 July 2018</b>
1.1	Act as liaison between UNDP, the implementation team, training participants, involved national public institutions, etc.	Permanently during the assignment period with monthly progress reports submitted
1.2	Training Programme is developed and tested	15 May 2016
1.3	Learning Materials for the Training Programme are submitted	15 May 2016
1.4	3 cycles of 8 modules training programme are coordinated and effectively delivered	01 March 2018
1.5	6 study visits for training participants are coordinated and completed	15 May 2018
1.6	The evaluation of the training participants is completed	30 June 2018
1.7	The final report on the Training Programme is submitted	31 July 2018
<b>2.</b>	<b>Coordination of the process of funds administration under the Knowledge Implementation Support Scheme and support provided to the Funding Committee</b> <i>(quarterly progress reports submitted on the activities performed)</i>	<b>30 September 2018</b>
2.1	Information on the Scheme is distributed and explained to prospective participants	30 June 2016
2.2	Applications received, eligible applications short-listed	quarterly during the assignment period, starting from 01 July 2016
2.3	Reports on eligible applications are presented to the Funding Committee	quarterly period within the assignment period
2.4	All projects under the Knowledge Implementation Support Scheme are monitored	31 August 2018
2.5	Final report on the Knowledge Implementation Support Scheme projects implementation	30 September 2018

Deliverables can be amended or specified for the purpose of the assignment.

## **J. Organizational Setting:**

This is a part-time consultancy. The National Consultant will work under the direct supervision of and in cooperation with the UNDP Project Manager. The Consultant will work outside the project premises and will participate in all assignment related working meetings organized by the Project.

The Consultant will have to present **monthly reports on the activities performed**. The report shall contain the following information:

- Detailed information regarding all the activities performed;
- Results achieved;
- Planning of the coming activities;
- Any obstacles faced by the consultant, risks identified, measures taken, proposed solutions;
- Detailed time sheets with the information on the number of days spent in the respective month to perform the assignment-related activities, indicating the activities performed on each day (**all payments to the consultant will be strictly based on the detailed time sheets**).

## **K. Inputs:**

UNDP Moldova will provide the Consultant with the information and materials available for the fulfilment of tasks, facilitate meetings and provide other reasonable logistic support where necessary.

## **L. Confidentiality:**

Materials provided to the consultant and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

## **M. Qualifications:**

### **I. Academic Qualifications:**

- Master's Degree or equivalent (5-year university education) in Public Administration, Management, Political Sciences, Law, Human Rights, Social Sciences or other related area.

### **II. Working experience:**

- At least 5 years of proven professional experience in capacity building and institutional development of Moldovan public administration institutions;
- At least 2 years of proven working experience with technical assistance projects involving international development partners;
- Previous experience of providing consultancy and trainings to Moldovan public administration institutions is a strong asset;
- Experience in mainstreaming equality, gender issues and inclusion in training, planning and activity of public and/or nongovernmental stakeholders is a strong asset;

### **III. Competencies:**

- Knowledge of the human rights based approaches and its application in the capacity building of public institutions;

- Demonstrated skills in designing and organizing workshops, round-tables, hearings, training programmes, conferences;
- Excellent communication and presentation skills, ability to facilitate discussions;
- Knowledge of mechanisms of funding provided by donors and development agencies;
- Fluency in Romanian language, knowledge of English is a strong asset;
- Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset.

IV. Personal qualities:

- 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;
- Responsibility, creativity, flexibility and punctuality.

The UNDP 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.