

Migration and Local Development Project (MiDL)

Terms of Reference

Job title:	National Consultant on Gender, Monitoring & Evaluation
Duty Station:	Chisinau, Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	May 15, 2016
Duration of Assignment:	131 working days [within the period May 2016 – 31 July 2017]

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 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.

II. SCOPE OF WORK

The **overall objective** of the National Consultant on Gender Monitoring & Evaluation (hereinafter Consultant) is to:

1. Ensure the monitoring of the progress and impact of the project's interventions at central level and in 25 target localities (Annex 1);
2. Provide a consistent training, coaching and peer review to the local facilitators working in the 25 target localities in mainstreaming gender and human rights based approaches on the work done by them;
3. Assist the MiDL project team in running induction and follow-up trainings, and in monitoring and evaluation events by providing substantial input to the sessions.

The performance of the assignment shall be guided by the international and national standards, in compliance with the National Decentralization Strategy, and fully in line with the Human Rights Based Approach (HRBA) and Gender Equality (GE) principles.

TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking one qualified and experienced national consultant to perform the assignment by 31st of July 2017.

The assignment will require the completion of the following tasks:

Tasks and deliverables	Working days	Indicative Timeframe
1.1. Design a robust M&E system ¹ for impact assessment of the project's outputs and document the significant outcomes; indicators' matrix	3	By end of May 2016

¹ Note 1: The project has already elaborated the following documents: Project Monitoring and Evaluation Plan; Checklists for gender analysis of (1) strategic plans; (2) project proposals; (3) project planning process

Tasks and deliverables	Working days	Indicative Timeframe
1.2. Ongoing data collection and analysis, updating regularly Project Monitoring and Evaluation Plan	15	Ongoing
1.3. Adjust/develop MIDL project evaluation and monitoring instruments, including questionnaires and templates, to be implemented at local level; their presentation to the project team and local facilitators	3	By end of May 2016
<i>Deliverable 1.1:</i> Provide contributions to the Project Monitoring and Evaluation Plan - quarterly <i>Deliverable 1.2:</i> Project monitoring and evaluation instruments and templates developed and support in their implementation provided to the project team		
2.1. Conduct reviews of 25 local development strategies, providing timely input and recommendations for gender integration	30	By end of July 2016
2.2. Integrate gender dimensions in local capacity building activities (at least one conducted by each of 5 local facilitators)	10	
2.3. Identify and synthesise best practices and lessons learnt on gender aspects integration into local development planning process	5	By end of September 2016
<i>Deliverable 2.1:</i> 25 local development strategies with fully integrated gender aspects, clear monitoring and evaluation matrix <i>Deliverable 2.2:</i> Report on workshops' evaluation and proposed follow up activities <i>Deliverable 2.3:</i> At least 5 best practices identified and codified in format of knowledge products		
3.1. Provide training and capacity building support for MIDL project team and local facilitators on gender mainstreaming into local development, at least four 'one half-day' trainings before initiation each phase of local activities implementation (1. local strategic plans updating; 2. local project preparation; 3) local projects implementation; 4) monitoring and evaluation of local projects)	10	By December 2016
3.2. Ongoing coaching to local facilitators and local groups on the above topics	10	Ongoing
<i>Deliverable 3.1:</i> At least 5 practical "how to" trainings conducted <i>Deliverable 3.2:</i> Report on provided coaching (integrated into monthly reporting)		
4.1. Participate in evaluation of proposals and grants developed by 25 local authorities with MiDL support and provide guidance for improving gender and HRBA responsiveness	15	By 1 November 2016
4.2. Peer review and monitoring of the implementation of the project in a gender responsive manner and in line with HRBA principles through ongoing consultation and coaching (at least one visits in each community)	15	By 1 July 2017
<i>Deliverable 4.1:</i> Inputs (in the format of concrete proposals) on the project documents; An overview analysis (up to 2 pages) of the submitted project proposals and proposed capacity building activities for the local groups <i>Deliverable 4.2:</i> Two periodic Peer Review and Monitoring Reports on the implementation of local projects in a gender responsive manner (one per 2-3 months)		
5.1. Pro-active and key role participation in reporting and project evaluation activities, with substantive contribution for quarterly and final project reports;	15	Ongoing
5.2. Active participation in bi-lunar MiDL/UNDP progress meeting sessions, active participation in all MiDL activities in target LPAs, monthly meetings with local facilitators; quarterly mayors and focal points meetings, internal study visits)		By 1 st July 2017

Tasks and deliverables	Working days	Indicative Timeframe
5.3. Identify and synthesize best practices and lessons learnt on gender mainstreaming		
Deliverable 5.1. Substantive contribution for quarterly and final project reports		
Deliverable 5.2. Monthly Progress reports		
Deliverable 5.3. Final Report for conducted activities		
Total working days	131	

All deliverables shall be endorsed by the MiDL/UNDP Project Manager. The Consultant will work closely with the MiDL/UNDP Officers, local facilitators and other relevant experts.

5. QUALIFICATIONS AND SKILLS REQUIRED

I. Qualifications:

- University Degree in public administration, social sciences, statistics, gender studies, law or related areas.

II. Experience:

- At least five years of progressively responsible experience is required at the national or international level in the field of gender mainstreaming, preferably in an international organization, national agency, national ministry, non-governmental organization/think-tank, or private sector.
- Previous experience in monitoring and evaluation of projects/events/activities etc.
- Practical experience in community development.
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and experience with spreadsheet and database packages, experience in handling of web based management systems.

III. Competencies:

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