

TERMS OF REFERENCES

Job title:	Taraclia district local facilitator
Duty station:	Taraclia, Moldova
Reference to the project:	Support to Agriculture and Rural Development (SARD)
Contract type:	Individual Contract (IC)
Estimated workload:	up to 336 working days
Period of assignment:	August 2016 – December, 2018

Background

The overall objective of the project is to encourage confidence building in ATU Gagauzia and Taraclia district, including neighboring communities, through improved development opportunities leading to enhanced competitiveness of the agro-food sector, promotion of local entrepreneurship, creation of jobs, and raising incomes. The project has the following components:

Component 1: Enhanced Dialogue and Community Empowerment;
Component 2: Local entrepreneurship and SMEs development;
Component 3: Small-Scale Infrastructure Refurbishment and Promotion of Inter-Municipal Cooperation.

The project will be implemented in line with the **confidence building approach**, connecting region's authorities and structures to the national ones, facilitating dialogue and inclusion in development of national strategies, as well as connecting neighboring villages through inter municipal cooperation.

The proposed intervention will aim to address key gaps identified in the main strategic document of the region's development in line with Moldova 2020 Strategy for Agriculture and Rural Development, Strategy for SME Development 2020, as well as National Regional Development Strategy.

Specific Background

SARD Gagauzia and Taraclia Programme, officially launched on May 13, 2016 is providing technical assistance and capacity development support to all 41 mayoralities of targeted region. Through Competitive selection process 2 companies and 3 individual consultants were selected and started their assignments on:

- Conducting complex analysis (community profiles) of targeted localities;

- Assisting local communities in participatory and inclusive process of Community Socio-Economic Strategies development;
- Provision of support in writing project proposals to be financed by SARD
- Provision of support in identification of fundraising opportunities,
- Conducting trainings on various community mobilization and strategy development topics.

SARD Programme office ensures constant monitoring and streamlining of these activities, in the same time there is an obvious need for local, on the ground focal point, that would both facilitate consultants' relations with local communities and monitor and report to SARD central office on different projects progresses. Important are also the liaison responsibilities between all stakeholders: UNDP/SARD, Regional authorities, LPAs, SARD subcontractors, Civil society and Business community.

While SARD Programme Community Facilitator Junior Officer, located in Comrat has overall responsibility for the whole targeted region, a need for a Local consultant has appeared, with specific focus on Taraclia District communities.

C. Scope of Services, Expected Outputs and Target Completion

The Taraclia district Local Facilitator will be assigned the following tasks:

- Provide liaison functions between SARD Programme Management/UNDP CO and Taraclia district administration, as well as between local community administration and community groups and Taraclia district authorities.
- Being a local focal point for Programme Officers contribute to the design and implementation of the local capacity and services development sub-projects, as well as to support to agriculture and rural development sub-projects, and provide necessary support to implementing partners;
- Assist SARD subcontractors/implementing partners with all logistical and communication issues, related to the scope of project activities;
- Help Programme Officers to establish monitoring and evaluation systems. Establish a system of progress review with each of the implementing partners;
- Advise service providers and/or grant recipients on results-based implementation of sub-project activities, and ensure constant feedback on the quality of their implementation, suggesting and implementing corrective measures as necessary;
- Support the selection, capacity assessment, contracting, monitoring, evaluation of recipients, ensuring compliance with UNDP regulations;
- Contribute to the wide dissemination and visibility of project achievements. Support mechanisms for exchange of information, experience and lessons learned at the local and national levels;
- Maintain close coordination with assigned project partners, helping at ensuring synergies and avoiding overlaps in project implementation.

Deliverables and Timeframe:

Tasks and deliverables	Period of Implementation
<i>SARD subcontractors (IDU, BCI and Individual consultants) with Community profiling and socio-economic strategy development work in Taraclia district localities assisted.</i>	August 2016 – December 2018
<i>LPAs of Taraclia district and SARD subcontractors in preparing proposals on Small Scale Infrastructure and Inter-municipal cooperation for EU/UNDP SARD financing supported.</i>	September 2016 – July 2017

Tasks and deliverables	Period of Implementation
<i>SARD subcontractor(s) activities in establishment of Local Action Groups in line with EU Leader Approach within Taraclia district localities facilitated.</i>	October 2016 – October 2018
<i>SARD Subcontractors in the identification of best Small and Medium Business ideas and writing of proposals for EU/UNDP SARD financing assisted.</i>	August 2016 – May 2017
<i>SARD projects' implementation progress in Taraclia district localities monitored and reported.</i>	August 2016 – December 2018
<i>Dissemination of SARD project information and achievements facilitated.</i>	August 2016 – December 2018
<i>Coordination with assigned project partners, helping at ensuring synergies and avoiding overlaps in project implementation and participate ensured. Active role in the organization of SARD projects' public events.</i>	August 2016 – December 2018
<i>Liaison between SARD, Taraclia District Administration, LPAs, and SARD programme implementing partners ensured.</i>	August 2016 – December 2018
<i>Monthly reports to SARD on activities performed.</i>	August 2016 – December 2018

D. Institutional Arrangement

The Consultant will not be located in the UNDP office for the completion of the tasks. The Consultant will report to SARD Project Officers. All documents/reports shall be submitted in Russian language.

E. Duration of the Work

The whole activity is to be commenced at the beginning of September 2016 and will last till the project end – December 2018. The individual consultant is expected to work 3 days a week over the whole period with regular monthly program approved by SARD project officers and regular monthly reporting indicating number of days worked and activities performed.

The Indicative total number of Working days is 336.

F. Location of Work

The individual consultant's location of work is Taraclia and Taraclia District Communities. The consultant is responsible for transportation within the Taraclia district, as well as communication and office related costs. The total mileage to be included as cost in the financial proposal should be calculated by the applicant based on his/her present location and the required days to be present in the duty station (Taraclia district, Moldova)

G. Performance evaluation:

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

H. Qualifications and skills required:

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

Education: University degree in agriculture, rural development, economics, public administration, law, or related areas. Additional training and certification in project management would be an advantage.

Experience:

- At least five years of progressively responsible experience on regional district level in the areas of local community, agricultural and rural development (Experience of work in programmes financed by European Commission or other donors is very strong advantage);
- Previous experience in development assistance or related work for a development organization, governmental institution, NGO or private sector is a strong advantage;
- Experience in project implementation progress reporting and monitoring and evaluation tools/systems;

Competencies:

- Strong analytical and communication skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages;
- 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

Language Requirements: Fluency in Russian language. Knowledge of Bulgarian language is a strong asset; Working knowledge of Romanian or English is an asset.