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Support to Confidence Building Measures Programme

TERMS OF REFERENCE

National Expert to support the creation and strengthening of five thematic cross-river collaboration platforms

Job title:	National Expert to support the creation and strengthening of five thematic cross-river collaboration platforms
Duty station:	Chisinau and field trips to locations on the right and left banks of the Nistru river
Reference to the:	"Support to Confidence Building Measures" Programme
Contract type:	Individual Contract (IC)
Contract Duration:	January 2017 - February 2018 (estimated workload: 120 working days in total)

Job content

I. Background:

1.1 SCBM Programme

The **overall objective** of the *Support to Confidence Building Measures Programme* (the SCBM Programme), is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The SCBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru River, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

The SCBM Programme consists from two main components: Business Development Project and Empowered Communities and Infrastructure Support Project. From 2009 until present, over 70 social infrastructure projects were implemented under the Empowered Communities and Infrastructural Support Project on both banks of the Nistru River. Projects were focused on the rehabilitation of key social institutions, such as education, environment, culture, sport and health facilities, as well as improvements to critical physical infrastructure, such as water supply, sewage networks and waste management facilities. Each project aims at promoting **people-to-people contacts** and **cross-river** exchanges, with the view of building confidence among the population from both sides of the Nistru river.

Along with the rehabilitation of social infrastructure, capacity building support is being provided to target communities by two specialized organizations, one on each bank of the Nistru River (consisting of capacity needs assessments, joint capacity building events, round tables, coaching and mentoring etc.). The goal of these activities is to increase the sustainability of the beneficiary institutions as well as to ensure the engagement of communities in cross-river collaboration and confidence building processes.

1.2 Specific context

To harness the existing confidence building potential of implemented infrastructure projects and enhance the cross-river collaboration between beneficiary communities and different actors across the river, specialized networks and partnerships (**thematic platforms of collaboration**) are in the process of being established. Such platforms of collaboration are expected to support the implementation of an additional number of **cross-river collaboration** and **confidence building activities**. The proposed approach allows advancing towards much more coherent, intensive and sustainable cross-river collaboration activities.

The thematic analysis of all infrastructure projects implemented between 2009 and 2016 indicates that the following constitute **5 most frequently encountered themes: education, healthcare services, environment, culture and sports**. Considering this peculiarity, up to 5 thematic platforms directly correlated with the areas of infrastructure projects will be established. Each platform will be coordinated by a consortium (a platform leader) composed of organizations from both banks of the Nistru river with relevant experience in each individual field.

Based on the informal nature of the future platforms, all communities which previously benefited from the SCBM Programme support during 2009-2016 are considered as potential **members**. The communities selected during 2017 will be included in the process as well. The participation of the communities will be voluntary, but fostered by the possibility to obtain financial support for capacity building and support for financing some additional joint activities through the **Small Grants Programme (SGP)**. Following the SCBM Programme Work Plan, up to 40 joint projects funded through SGP are expected to be implemented until the end of the current phase of the SCBM Programme (March 2018). Subsequently, the collaboration activities boosted by SGP are expected to generate a minimum of 30 cross river partnerships between communities and stakeholders from both banks by the end of the fourth phase of SCBM.

Along with the Small Grant Program, which will be implemented by UNDP, a set of **joint cross-river collaboration activities** will be established for every platform and implemented with the support of the platform leaders. Such activities will include: thematic trainings, local exchange visits, joint thematic events, official inaugurations, round tables and specialized conferences. The minimum set of activities per each thematic platform includes:

- Thematic platform launch event
- Four two-days joint thematic training workshops/capacity building events
- Four one-day local cross-river exchange visits
- One study visit abroad and
- A summarising event at the end of the project.

Three out of five platform leaders (for education, culture and environment platforms) were already identified through an open competition while the remaining two platform leaders (for sport and healthcare platforms) will be selected until mid – January 2017.

Given the number of thematic platforms and the specific complexity of the process, a National Expert is expected to be hired through an open competition. The National Expert will be responsible for the overall coordination of activities relevant to the establishment of the thematic platforms, as well as ensuring their strengthening and sustainability.

II. Objective of the assignment

The **overall objective of this assignment** for the National Expert is to assist the SCBM Project team in establishing and strengthening the 5 thematic collaboration platforms and 30 cross-river partnerships, through the provision of continuous guidance to platform leaders and ensuring efficient overall coordination of activities implemented under the thematic collaboration platforms.

The National Expert will ensure efficient and continuous communication with platform leaders and platform beneficiaries as well as with SCBM Programme team and will pursue that the activities

implemented by platform leaders are in accordance with the initially approved platforms' methodology, work plans and SCBM programme visibility plan. If need be, the National Expert will provide guidance and conceptual-based recommendations for adjustment of the platform implementation process both to the SCBM team and platform leaders. In order to ensure synergies and reach the sustainability of the thematic platforms, the National Expert will ensure the synergy and efficient coordination of activities among all thematic platforms and platform leaders, with other components within the SCBM programme, as well as with other relevant stakeholders related to confidence building process.

III. Key activities overall

In order to achieve the main objective of the assignment the National Expert will:

- Revise and provide inputs to the implementation methodology and work plan, including the visibility and communication plans, elaborated by the five platform leaders;
- Assist and guide the platform leaders in the process of identification and mobilization of platform members;
- Revise and provide inputs for the improvement of needs assessments of platform members, support Platform leaders in the analysis of the collected data and in designing detailed Platform Action Plans;
- Provide overall guidance and expert advice for the successful implementation of activities included in the detailed Platform Action Plans, a minimum of: one launching event, 4 two-days joint capacity building events, four one-day local exchange visits and one summarizing conference per each platform; moderate / facilitate the joint events, where necessary;
- Assist and provide necessary guidance and advise to platform leaders in the process of preparing the 4-days study visits to an EU-member country. Revise and provide inputs for the potential improvement of visit reports to be elaborated by the platform leaders;
- Consult and support the platform leaders and project beneficiaries during the identification of potential project ideas for cross river activities to be further considered for financing by the SGP;
- Revise and provide inputs for the improvement of sustainability plans for the thematic platforms;
- Revise the narrative progress reports produced by platform leaders and provide inputs for their potential improvement;
- Elaborate and provide for approval deliverable-based progress and final narrative reports.

IV. Expected results/Deliverables

The results expected from the Consultant's service provision **per each thematic platform** are:

ITEM NO.	DELIVERABLES	Estimate Work days	Tentative timeframe
	Tasks		
1.	<p>Guidance and inputs for the update of Platforms Implementation Methodology and Work Plan, including communication and visibility plans provided.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Platforms Implementation Methodology and Work Plan updated and approved by the UNDP. 	Up to 2 days per each platform	By February 13, 2017
2.	<p>Establishing the thematic platforms and partnerships:</p> <ul style="list-style-type: none"> • Assist and guide the platform leaders in the process of identification and mobilization of platform members; 	Up to 6 days per each	By February 7, 2017

	<ul style="list-style-type: none"> Revise and provide inputs for the improvement of needs assessments of platform members, support in data analysis and in the design of Platform Action Plans (to be elaborated by the platform leaders). Revise and provide inputs for the improvement of narrative progress reports provided by the platform leaders. <p>Deliverables:</p> <ul style="list-style-type: none"> Guidance to the platform leaders in the process of identification and mobilization of platform members provided; Inputs for the improvement of needs assessments of platform members, support in the analysis of data and in designing detailed Platform Action Plans (to be elaborated by the platform leaders provided); Narrative progress reports produced by platform leaders revised and inputs for their potential improvement provided. 	platform	
3.	<p>Strengthening of the thematic platforms and partnerships – study visit to EU countries:</p> <ul style="list-style-type: none"> Assist and provide necessary guidance/consultations to the platform leaders in the process of preparing the 4-days study visits to an EU-member country; Revise and provide inputs for the potential improvement of visit reports to be elaborated by the platform leaders. <p>Deliverables:</p> <ul style="list-style-type: none"> Necessary guidance/consultations to the platform leaders in the process of preparing the 4-days study visits to an EU-member country provided; Inputs for the potential improvement of visit reports to be elaborated by the platform leaders provided. 	Up to 2 days per platform	By September 30, 2017
4.	<p>Strengthening of the thematic platforms and partnerships – capacity building activities:</p> <ul style="list-style-type: none"> Provide necessary guidance and consultations for the successful implementation of activities included in the detailed Platform Action Plans, a minimum of: one launching event, 4 two-days joint capacity building events, four one-day local exchange visits and one summarizing conference per each platform.; Consult the platform leaders and project beneficiaries during the identification of potential project ideas for cross river activities to be further considered for financing by the SGP; Revise and provide inputs for the improvement of sustainability plans for the thematic platforms and 	Up to 10 days per each platform	By November 30, 2017

	<p>partnerships;</p> <ul style="list-style-type: none"> Revise the narrative progress reports produced by platform leaders and provide inputs for their potential improvement. <p>Deliverables:</p> <ul style="list-style-type: none"> Necessary guidance, consultations and coordination support provided for the successful implementation of the activities included in the detailed Platforms Action Plans, a minimum of: one launching event, 4 two-days joint capacity building events, four one-day local exchange visits and one summarizing conference per each platform; The platform leaders and project beneficiaries consulted during the identification of potential project ideas for cross river activities to be further considered for financing by the SGP (minimum 10 project ideas per platform); Inputs for the improvement of sustainability plans for the thematic platforms and partnerships provided. Narrative progress reports produced by platform leaders revised and inputs for their potential improvement provided. 		
5.	<p>Follow up support and sustainability of the activities:</p> <ul style="list-style-type: none"> Provide support for the organization of one summarizing conference per each platform; Review and provide inputs for the potential improvement of final narrative reports produced by the platform leaders; Elaborate and provide for approval deliverable-based final narrative reports. Include the achieved results, key findings, lessons learnt and recommendations regarding the sustainability of the thematic platforms; Provide advice and inputs to SCBM team in the process of elaboration of concept notes for future SCBM potential interventions. <p>Deliverables:</p> <ul style="list-style-type: none"> Support the organization of one summarizing conference per each platform provided; Inputs for the improvement of final narrative reports formulated by the platform leaders provided; Platforms sustainability plans revised and inputs for their improvement provided; The final narrative reports elaborated and approved by UNDP. Achieved results, key findings, lessons learnt and recommendations incorporated; Inputs and consultations for the elaboration of concept notes for future SCBM potential interventions provided. 	Up to 5 days per each platform	By February 20, 2018
	TOTAL	Up to 120 days	

V. Organizational setting:

The Consultant will work under the direct supervision of the UNDP Programme Specialist and in strong cooperation with the SCBM Programme Manager and Empowered Communities and Infrastructure Support Project Manager.

The work is based on desk research and field visits. The Contractor is expected to work approximately 10 working days during a month or more, depending on the volume of work. The Contractor will receive all necessary information for the fulfilment of his/her tasks, as well as transportation means for the field visits upon request.

VI. Payment for provided services

The payment for services provided by the Contractor under the SCBM Programme will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the SCBM Programme Manager.

VII. Qualifications and skills required:

Education:

- University degree in International Relations, Conflict Resolution, Development Studies, Public Administration, Public Policy, Social Sciences, or other related areas.

Experience:

- At least five years of proven practical experience and/or senior advisory role in confidence building projects, conflict resolution or conflict analysis;
- Knowledge of civil society and local public authorities and other stakeholders on both banks of Nistru River as well as of the activities related to Community Development;
- Proven understanding of the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, political challenges, ability to build solid ground for joint work between the two sides are strongly desirable;
- Previous practical experience in establishing or coordinating thematic platforms or networks is an asset.

Competencies:

- Proven ability to conceptualize and put together an informal collaboration program for representatives of the civil society and community based stakeholders;
- Understanding of the post-conflict setting in Moldova, including on the left bank of the Nistru River;
- Good analytical and evaluation skills;
- Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues;
- Flexibility, ability to work under tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals.

Language Requirements:

- Fluency in English, Romanian and Russian is mandatory.

VII. Documents to be included in the proposals

Interested persons should submit the following documents:

1. Cover letter, explaining why they are the most suitable for this position;
2. Financial proposal in USD, specifying the daily fee;
3. Updated P11 form (found at the UNDP Moldova website), including past experience in similar projects and 3 references.

The United Nations 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.