

TERMS OF REFERENCE

Job title: National Consultant on Small Grants Programme

Duty station: Chisinau, Moldova

Reference to the Support to Confidence Building Measures Programme; Empowered Communities and Infrastructure Support Project

Contract type: Individual Contract (IC)

Contract Duration: June 2017 – March 2018 (estimated workload: 64 working days in total)

Job content

I. Background:

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.

SCBM Programme consists from two main components: Business Development Project and Empowered Communities and Infrastructure Support Project.

From 2009 until the present, over 80 social infrastructure projects were implemented 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, and improvements to critical physical infrastructure, such as water supply, sewage networks and waste management. Each project aims at promoting people-to-people contacts and cross-river exchanges, in view of building confidence among the population from both sides of the Nistru river.

SPECIFIC CONTEXT

Along with rehabilitation of social infrastructure, capacity building support is provided to target communities by two specialized organizations, one on each bank of the Nistru River (capacity needs assessments, joint capacity building trainings, round tables, coaching and mentoring etc.). Capacity building activities aim to ensure the sustainability of the infrastructural projects and strengthen their confidence building potential.

To harness the existing confidence building potential of implemented infrastructural projects and enhance the cross-river collaboration between beneficiary communities and different actors across the river, specialized networks and partnerships (thematic platforms of collaboration) have been recently created. To facilitate the cooperation, each platform is being coordinated by platform leaders - two NGOs, one from the right and one the left banks of the Nistru River.

Based on the informal nature of the platforms, all institutions, which previously benefited from SCBM Programme support, are members (that includes the local administrations and beneficiary institutions). **The participation of the institutions' representatives will be voluntary but fostered by the possibility to obtain financial support for the implementation of joint activities through the Small Grants Programme (SGP) further implemented by the SCBM Programme.**

Following the SCBM IV Work Plan, at least 30 joint projects funded through the SGP are expected to be implemented until the end of the SCBM Programme (March 2018). The beneficiaries of SGP will be communities and institutions that previously benefited from infrastructural projects and have agreed to become members of thematic platforms of collaboration. The project proposals to be submitted within the competition should address specific needs and local issues through collaboration between the two banks in six areas: education, environment, culture, sport, healthcare and local development. Projects should pursue concrete outcomes to develop partnerships and contain a consistent set of cross-river collaboration activities with clearly defined tasks.

Given the fact that the SGP will be directly implemented by UNDP, a National Consultant is planned to be identified through an open competition. The National Consultant will be responsible for overall coordination of activities relevant to SGP implementation, including the selection, implementing, monitoring and evaluation of the funded joint small-grants projects.

II. Objective of the assignment

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to assist the SCBM/Community Empowerment Project team in the effective and efficient coordination of Small Grants Programme 2017 activities.

III. Key activities

In order to achieve the main objective of assignment the Consultant will:

- Shortlist and analyze the grants applications received within the SGP 2017. Prepare a brief analysis for each grant application. Provide reasons/justification and necessary explanations on eligibility of organizations and proposed project/activities as well as provide relevant conclusions and recommendations;
- Develop Capacity Assessment reports for each of the shortlisted applicants considered for the awarding of the grant and include them in the notes for the Evaluation Committee;
- Provide support for the organization and running of Evaluation Committee meetings. Present the results of the application analysis to the Evaluation Committee meetings. Draft the minutes of the Evaluation Committee meetings;
- Require additional clarifications from applicants and carry out site visits to applicants upon necessity. Prepare and provide necessary updates to the Evaluation Committee members;
- Maintain communication with successful applicants and coordinate the adjustment of the project proposals (selected applicants) as per the recommendations of the Evaluation Committee and the Project Board;
- Support the project team in the preparation of the contracting packages;
- Design the forms for the mid-term/final narrative and financial reports to be used for each implemented project;

- Support the project team in organizing induction meetings with the grantees on contracting procedures and reporting procedures;
- Receive and analyze progress narrative reports provided by grantees. Request necessary adjustments and improvements (at least one narrative progress report per project grant);
- Carry out monitoring field visits (at least one per project site) and provide a short report for each site visit performed;
- Receive and examine the final narrative reports provided by grantees. Request necessary adjustments and improvements.

IV. Expected results/Deliverables

The results expected from the Consultant's service provision are:

ITEM NO.	DELIVERABLES	Estimate Work days	Tentative timeframe
	<i>Tasks</i>		
1.	Shortlist and analyze the grants applications received within the SGP 2017. <i>Deliverables:</i> <i>Shortlist and Brief analyzes per each grant application done.</i>	Up to 10 days	By July 7, 2017
2.	Provide support for the organization and running of Evaluation Committee meetings. <i>Deliverables: Evaluation Committee meetings organized. Minutes of the evaluation commission meeting drafted.</i>	Up to 2 days	By July 12, 2017
3.	Require additional clarifications from applicants and carry out site visits to the applicants upon necessity. Coordinate the recommended adjustments of the project proposals (selected applicants). Prepare and provide necessary updates to the Evaluation Committee members. <i>Deliverables: Adjustment of the project proposals as per the recommendations of the Evaluation Committee done. Minutes of the Evaluation Committee meeting updated and signed.</i>	Up to 4 days	By July 18, 2017
4.	Develop Capacity Assessment reports for each of the shortlisted applicants considered for the awarding of the grant and include them in the notes for the Evaluation Committee <i>Deliverables:</i> Capacity Assessment reports for each shortlisted applicant provided to Selection Committee members	Up to 10 days	By July 31, 2017
5.	Support the project team in preparation of contracting package (GA). <i>Deliverables: Support to preparation of contracting package</i>	Up to 4 days	By August 4, 2017

	<i>provide. Contracting package prepared for signature.</i>		
6.	Design the forms for the mid-term/final narrative reports on the implemented projects. <i>Deliverables: Narrative midterm and financial reporting forms designed.</i>	Up to 2 days	By August 10, 2017
7.	Support the project team in organizing induction meetings with the grantees on contracting procedures and the reporting procedures. <i>Deliverables: Induction meetings carried out. Operational report on carried out provided.</i>	Up to 1 day	By August 16, 2017
8.	Receive and analyze progress narrative reports provided by grantees. Request necessary adjustments and improvements <i>(At least one narrative progress report per project grant. One working day for 4 projects narrative report).</i> <i>Deliverables: Progress narrative reports analyzed. Necessary adjustments and improvements carried out.</i>	Up to 10 days	By September 11, 2017
9.	Carry out monitoring field visits <i>(At list one monitoring field visit per project site. One working day per 3 project sites).</i> <i>Deliverables: Monitoring field visits carried out. Brief report on field visits provided.</i>	Up to 13 days	By November 30, 2017
10.	Receive and analyze final narrative report provided by grantees. Request necessary adjustments and improvements. <i>(One narrative final report per project grant.).</i> <i>Deliverables: Final narrative reports analyzed. Necessary adjustments and improvements carried out.</i>	Up to 8 days	By 15 February, 2018
	TOTAL	Up to 64 days	

V. Organizational setting:

The Consultant will work under the direct supervision of the SCBM/Capacity Development Project Officer and SCBM Programme Manager.

Performance evaluation

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

Travel and other logistic arrangements

Travel outside duty station (Chisinau), other administrative costs, and logistical aspects related to travel will be arranged with the support of the SCBM team.

VI. Payment for provided services

The payment for the services provided by the Consultant under the SCBM Programme will be made on a lump-sum basis, as per contract deliverables, upon acceptance by the SCBM Programme of the submitted reports.

VII. Qualifications and skills required:

Education:

- University degree in Development Studies, Public Administration, Public Policy, Social Sciences, Economics, or other related areas.

Experience:

- At least five years of practical work experience in the area of Community Development;
- At least three years of practical work experience in Coordination of Grant Programmes;
- Knowledge of civil society, as well as of the activities related to Community Development on both banks of the Nistru River;
- Proven experience in post-conflict setting and conflict sensitive development projects will be a strong advantage.

Competencies:

- Practical skills in conducting assessments, evaluations and/or reviews of community development projects;
- 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;

Language Requirements:

- Fluency in Romanian and Russian is mandatory. Good knowledge of English is an asset.

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.