



TERMS OF REFERENCE

Job Title:	National Consultant to offer IT support to the Career Development Centre in Comrat
Type of Contract:	Individual Contract (IC)
Duty Station:	Chisinau, Moldova
Expected workload:	up to 10 working days
Expected duration of assignment:	August – December 2017

BACKGROUND

The present consultancy assignment will be implemented under the aegis of the Support to Agriculture and Rural Development (SARD) Programme (2016-2018), financed by the European Union and implemented by UNDP. With a total budget of 6.5 million EUR, the project aims to foster confidence building in the Republic of Moldova by targeting regions and administrative territorial units with special status, specifically the Gagauzia autonomy and Taraclia raion.

The component under which support is sought is dedicated to the promotion of sustainable employment and innovative start-up development in the region, through the **Career Development Centre in Comrat**. The Career Centre started its activity back in 2015, as part of the Network of Career Development Centres in Moldova. The Centre in Comrat has 24 working places available to the full-time beneficiaries in the Centre, either jobseeking or entrepreneurship components. A team of 4 specialists is coordinating the activities and providing training, counseling and mentorship to the jobseekers and young entrepreneurs.

The **employability component** contains interventions that target skilled unemployed in search for relevant employment of local market and improvement of their soft skills to search for a decent job. This component is also dealing with promotion of the new jobs created in the entrepreneurship component. Under this component, jobseekers are trained in groups of 10 to 15 people, covering such subjects as successful CV writing, motivation and application letters, communication and presentation techniques, successful interviews, etc. These are coupled with on-the training case studies, simulations, and teambuilding activities.

The **innovative entrepreneurship component** contains interventions for the creation of local start-up companies. Beside the training program offered in groups of beneficiaries, a seed-money fund is available to support business start-ups at local level. In addition to this, coaching support is available to the new entrepreneurs during one year after the business was initiated.



To promote the support available at the Career Development Centre in Comrat, the www.syslab.md web page will be updated and maintained. Currently, the web page includes the information related to the Network of 5 Career Centres. Since only the Comrat Centre remains fully active, the web page will be adjusted to reflect the support available at Comrat Centre. The page is to also offer the possibility to the interested candidates to submit on-line applications for the available support.

OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The **national consultant** is expected to provide IT support for the Career Development Centre in Comrat, mainly with the following activities:

- a) Revise the web content of the www.syslab.md web page, based on the new structure of the platform and revised content to be shared with the consultant by the Project management unit. The consultant will be offered administrative access to the current page as the revision will be done on the same platform;
- b) During the current year maintain the www.syslab.md platform, including upload of relevant updates. The consultant will have administrator-level access to the platform;
- c) The Career Centre is equipped with modern PCs and peripherals connected in local network. The overall number of PCs and related software to be maintained is 28 units. The consultant is to provide network diagnostics and recommendation/s for any repair works or software update for the network of equipment at Career Centre in Comrat. During the current year, monitor the functionality and update of software, and the network of PCs Maintenance of the network presupposes regular check of the hardware, fixing of hardware problems, and installment/re-installment of software and management of the local networks to ensure their proper functioning.

Key deliverables:

Deliverables	Deadlines
Revise the web content of the www.syslab.md web page - (up to 5 w/d in total)	By 25 August, 2017
Maintain and update the www.syslab.md platform (up to 2 w/d in total)	By December 2017
Provide network diagnostics at Career Centre from Comrat and submit recommendation/s for any repair works or software update, implement the respective, if approved by Project - (up to 3 w/d in total)	By December, 2017

SKILLS AND EXPERIENCE REQUIRED

Education:



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- University Degree in programming or other IT related disciplines.

Experience:

- At least five (5) years of progressively responsible experience in IT area is required at the national levels (in particular network administration, maintenance hardware and software);
- Experience in WordPress/Joomla and proficiency in HTML5 and CSS3, in-depth experience with PHP programming language or similar; experience in applying MySQL or other database management system;
- A professional portfolio of at least 5 web pages/platforms/ applications designed

Language Requirements:

- Fluency in both oral and written Romanian and Russian. Knowledge of English is an asset.

PERFORMANCE EVALUATION

The Contractor's performance will be evaluated against timeliness, responsibility, initiative, creativity, communication, accuracy, and overall quality of the delivered products.

FINANCIAL ARRANGEMENTS

Payments will be disbursed in several installments, upon submission and approval of deliverables, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.