

## **Terms of Reference**

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Job title:	6 National Consultants to support local development activities
Duty Station:	Chisinau, Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	10 August, 2017
Duration of Assignment:	17 months, estimated workload up to 373 working days per consultant (depending on the respective LOT)

### **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 emigres 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 Migration and Local Development Project. 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.

The Overall Objective of the Programme is that 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.

During the first 2 years of implementation (2015-2017) the project proved that the diaspora can contribute a lot back to their places of origin: it is now more engaged in home communities development through 25 Home Town Associations (HTAs), providing already over 4 mln. Lei to local development projects.

A unique model of engaging migrants in the development of their home communities was successfully developed and tested. Centered around HTAs, local public administration with improved migration management capacities, and their permanent interaction, it proved to work well in all Moldovan regions,

including Gagauzia and the Security Zone, covering 6% of the country territory and about 200,000 inhabitants.

#### **SPECIFIC BACKGROUND**

Starting with August 2015, 25 communities from Republic of Moldova have been assisted to acknowledge and effectively mainstream migration into local development, through (1) improving their **institutional set-up**, by designation and capacitation of specialized local migration and development (M&D) staff; (2) **engaging local migrants' communities at all stages of local planning** and prioritization processes, fully mainstreaming migration-related aspects into local socioeconomic development strategies; (3) increasing the **transparency and accountability** of local authorities in relation with migrants, by developing online transmission systems and dedicated 'YouTube' channels for each locality, thus building mutual trust and confidence; (4) establishing 25 **Home Town associations**; (5) use **crowdfunding tools** aimed at ensuring and facilitating large-scale financial contributions from migrant communities, for **23 local public service upgrading projects**, initiated as result of the galvanized partnerships between the LPAs and the Moldovan diaspora.

For the implementation of the second project sub-phase, additional 15 communities from uncovered rayons, and one additional from Gagauzian, were selected to benefit from MiDL assistance, thus ensuring a better territorial representation and scaling up of the HTA model, thus the total number of assisted communities reaching to 40 LPAs. Therefore, the project will reach out to almost every rayon in Moldova where at least one Home Town Association will be created as a model of migrant community involvement in local development, increasing the scaling up potential and dissemination opportunities in a larger number of communities.

## **II. SCOPE OF WORK**

The **overall objective** of the National Consultants assignment (hereinafter Consultants) is to facilitate the process of capacity building of targeted LPAs to engage migrants into local planning and service provision improvement. The activities in the 15 new localities will be focused on the following:

- Setting up the participatory planning and development framework at the community level, including measures to increase transparency and gain migrants' trust.
- Institutional enhancement of targeted LPAs [migration focal points, working approach & methodology, communication and detailed action plan].
- Assist the establishment of Hometowns Associations [HTAs] in the newly-selected communities and provide continuous support for the due functioning and management thereof; strengthen the already established ones.
- Diagnose the local development challenges and opportunities, through the lenses of migration related processes and impact, via large consultations with the community (including migrants).
- Upgrading local development strategies, having migrants' opinion on board and migration related issues fully mainstreamed.
- Organization of large public debates (including with internal and external migrants participation, via HTAs] on local prioritization, aiming to define the first local project proposal to be co-funded by LPAs, migrants and MiDL/UNDP. Provide support to project drafting and submission to the donor.
- Support target LPAs in launching and managing crowdfunding campaigns for the collection of funds for the identified joint projects, from potential donors (mostly targeting migrants, residing outside the community).
- Provide technical assistance in implementation of MiDL/UNDP co-funded project.
- Provide on-going coaching and mentoring for targeted LPAs on mainstreaming migration into local development practices.
- Provide support to targeted LPAs and established HTAs in developing and managing targeted communication campaigns for a meaningful engagement of migrants, at all stages of mainstreaming migration in local development.
- Ensure efficient communication among local representatives and the MiDL Project.

In the 25 localities that have been previously assisted, the role of the consultants will consist of the following:

- Provide support to Home Town Association in its organizational development
- Support capacity building of LPAs and HTA in the field of: community participation, project writing, fundraising
- Support the HTA and LPAs in fundraising for other local projects and manage the entire crowdfunding campaign (for the collection of funds for the identified joint projects, from potential donors (mostly targeting migrants, residing outside the community))
- Active participation in all Project driven capacity building activities for target LPAs and HTAs.

### III. TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking six qualified and experienced national consultants to perform the assignment in 40 target localities of Moldova (out of each 25 localities already have undergone through a complex process of integrating migration into their local activities and have established HTAs, while 15 localities will be assisted by the Consultant to initiate and successfully implement this process).

The assignment will require the completion of the following tasks in each locality:

Tasks and deliverables	Working Days per community	Indicative Timeframe
<b>I. Setting up local participatory project implementation mechanism</b> <ol style="list-style-type: none"> <li>1. Establish the first contact with the targeted LPAs. Sensitize the mayor and his leadership team on the initiative's objectives and the expected process designed to achieve the objectives.</li> <li>2. In cooperation with the mayor, identify the delegated staff within LPA, who will be involved in project implementation - clarify their roles and expectations; Support LPAs to identify local migration focal points within the mayoralty (based on a set of relevant criteria), responsible for all migration related issues on a permanent base.</li> <li>3. Assist the Migration Project Officer (MPO) to identify training needs of LPA staff (mayor and 'LPA migration focal points') in the field of migration, logistically support MPO to deliver relevant capacity building activities to thereof, including in the field of migration processes management.</li> <li>4. Provide Introductory instructions to mayor and focal point (what and how to work to achieve the target results)</li> <li>5. Ensure stakeholders review [identify the most relevant representatives of LPA, Civil Society, business sector, migrants and returned migrants, minority &amp; vulnerable groups]. A special focus will be provided to identify "champion" migrants who are well-known and respected in the community and who would have the capacity and willing to engage other migrants into the project implementation process. The relevant empowerment activities package will be implemented to build an adequate platform for migrants participation within the process.</li> <li>6. Facilitate collection of information on existing HTAs or similar migrants' practices at the local level in target communities and provide positive inspiring examples.</li> <li>7. Setting up local project implementation 'Local Task Force' [representatives of LPA, civil society, business community, migrants and returnees].</li> <li>8. Support Project 'Local Task Force' to draft and endorse the detailed project 2-years implementation roadmap [with detailed timeline and clear responsibilities].</li> <li>9. Set up a procedure, a communication mechanism and tools to allow full migrants participation in the decision making</li> </ol> <p><b>Deliverables I: Inception Report</b></p> <ol style="list-style-type: none"> <li>a. Functional Project Implementation 'Local Task Force' in each targeted LPA (composed by the leaders of the most representative community groups)</li> <li>b. 'Migration focal points' set up and strengthened in each targeted LPA.</li> </ol>	Lot 1 = 15wd Lot 2 = 15 wd Lot 4 = 15wd Lot 5 = 10wd Lot 6 = 25wd	August – October 2017

Tasks and deliverables	Working Days per community	Indicative Timeframe
c. Detailed project implementation roadmap, endorsed by the Project Implementation committees [with timeline and clear responsibilities].		
<b>II. Establishment and consolidation of Hometown Association</b> <ul style="list-style-type: none"> <li>✓ Set the Local Initiative Group (comprising the mayor and several notorious natives) and plan the first HTAs meeting</li> <li>✓ Prepare the first (constituency) HTAs meeting: develop a scenario, determine the participants to be invited, develop the Agenda, draft HTAs work plan, template regulation for organization and functioning, mayors' presentation etc.</li> <li>✓ First (constituency) meeting conducted and minutes developed and made public.</li> <li>✓ Strengthen the capacities of established HTAs (develop a regulatory framework, set up leadership scheme, and draft the activity plan)</li> <li>✓ Support LPAs and HTAs to establish an HTA page on social networks and support an effective communication of LPAs with migrants via various channels, including on social networks (Facebook &amp; Odnoklassniki)</li> <li>✓ Support capacity building of LPAs and HTA in the field of: community participation, project writing, fundraising</li> <li>✓ On-going support for the HTAs (establishment, action plan implementation, regular organization of meetings (at least 4 per year), including Diaspora Days permanent identification of needs and consolidation etc.)</li> <li>✓ Support the HTA and LPAs in fundraising for other local projects</li> </ul> <b>Deliverable II: 1<sup>st</sup> Progress Report</b> <ul style="list-style-type: none"> <li>✓ Set-up Home Town Association (HTA) in new localities.</li> <li>✓ Efficient social media accounts for each new HTAs launched and relevant info placed</li> <li>✓ Organized minimum 1 meeting per quarter of local initiative group of the HTA</li> <li>✓ One strategic planning workshop conducted with the HTA</li> <li>✓ At least three trainings organized</li> <li>✓ Yearly action plan developed and implemented</li> <li>✓ Regular placing of information on social network pages</li> <li>✓ At least 2 additional projects developed and fundraised</li> <li>✓ Functional Home Town Association (HTA) in each of targeted community.</li> </ul>	Lot 1 = 8owd Lot 2 = 8owd Lot 3 = 4owd Lot 4 = 8owd Lot 5 = 7owd Lot 6 = 5owd	August – October 2017
<b>III. Support target LPAs in mainstreaming migration into local planning</b> <ol style="list-style-type: none"> <li>1. Review the implementation status of existing Local Development Strategies. <ol style="list-style-type: none"> <li>a. Assess the current economic development weaknesses and opportunities (including the standardized 'Community Profiles' per MiDL templates).</li> <li>b. Assess the local migration situation based on a jointly agreed list of indicators (to cover available data on migrants, including number and destination countries, leadership, occupation of migrants, linkages/joint initiatives between/of migrants and the community, remittances, migrants needs in the community, impact of migration on the socio-economic life in the community etc.)</li> <li>c. Assess the prioritized community development needs and suggest possible actions/contributions by migrants to cover those, through the lenses of migration.</li> <li>d. Upgrade the 'Community Development Diagnose', having mainstreamed migration related processes, economic development opportunities, most stringent development needs Endorse the Community Development Diagnose by Local 'Local Task Force' members (through public debating meetings).</li> </ol> </li> <li>2. Based on updated Community Development Diagnose, facilitate 3 stakeholders' strategy planning workshops in each community</li> <li>3. Aid and coach HTAs members for an active participation in drafting the community diagnose.</li> <li>4. Support target LPAs to develop local migration profiles (graphic format, based on UNDP/MiDL model) based on finalized strategies (with migration mainstreamed) and local migration databases developed.</li> <li>5. Support LPAs in designing and maintaining the Community Migrants E-Database (local migration data base) based on the template provided by UNDP/MiDL.</li> </ol>	Lot 1 = 3owd Lot 2 = 3owd Lot 4 = 3owd Lot 5 = 2owd Lot 6 = 5owd	September -December 2017

Tasks and deliverables	Working Days per community	Indicative Timeframe
<b>Deliverable III: 2<sup>nd</sup> Progress Report</b> <ol style="list-style-type: none"> <li>1. Endorsed 'internal Guidelines for LPAs on migration processes management (responsibilities, key directions, communication with the diaspora, methodologies, database operation, informational framework, etc.).</li> <li>2. 'Endorsed Community Development Diagnose, with fully mainstreamed migration and economic development related processes.</li> <li>3. List of indicators on migration data developed and agreed with all target LPAs (based on the data on migration available/collected at local level).</li> <li>4. Diaspora E-Data Base fulfilled with basic info [minimum 100 migrants related info for each targeted community, at the first stage].</li> <li>5. Endorsed Local Development Strategies of targeted LPAs, with migration and local development fully mainstreamed.</li> <li>6. Support the approval of updated Local Development Strategy 2020 by Local Councils of targeted LPAs.</li> <li>7. Minimum 3 workshops organized per community.</li> <li>8. Local communication plans elaborated and implemented for each community</li> <li>9. Local Migration Profiles (graphic format) developed for each target community</li> </ol>		
<b>IV. Support target LPAs to develop, crowdfund and implement the prioritized community development project, granted by MiDL/UNDP</b> <ul style="list-style-type: none"> <li>✓ Support target LPAs to prioritize (with an active participation of migrants' community and their families) a development opportunity, to be co-financed jointly by MiDL/UNDP, migrants' community and LPAs.</li> <li>✓ Assess the feasibility of the prioritized idea (basic implementation and financial sustainability).</li> <li>✓ Support target LPAs to draft a project proposal (based on the prioritized opportunity) to be submitted to MiDL/UNDP for co-financing. The proposed projects will be focused on innovative ideas, rather than traditional 'social infrastructure rehabilitation' ideas.</li> <li>✓ Support target LPAs to place the project on a crowdfunding platform and manage the entire crowdfunding campaign (aimed at collecting funds from internal and external migrants).</li> <li>✓ Support target LPAs to implement the MiLDP/UNDP co-funded projects, as well as ensure the continuous monitoring of undertaken activities.</li> <li>✓ Support target LPAs to ensure full functionality of the local public service implemented through the project</li> <li>✓ Support target LPAs to ensure the final reporting to MiDL/UNDP and to the community on project implementation.</li> </ul> <b>Deliverable V: 3<sup>rd</sup> Progress Report – by October 2017</b> <ul style="list-style-type: none"> <li>✓ Project idea (to be co-financed by UNDP in case of new localities) – prioritized, endorsed and assessed, in a participatory and inclusive manner (with active participation of migrants' community).</li> <li>✓ Project proposal submitted to MiDL/UNDP.</li> </ul> <b>Deliverable VII: 4<sup>th</sup> Progress Report – by June 2018</b> <ul style="list-style-type: none"> <li>✓ Projects placed on crowdfunding platforms and relevant crowdfunding campaigns successfully conducted</li> <li>✓ At least five local crowdfunding events (one of them at national level)</li> <li>✓ Projects fully implemented.</li> <li>✓ Ensured functionality of the local public service implemented through the project</li> <li>✓ Project implementation reports duly submitted by targeted LPAs to MiDL/UNDP.</li> <li>✓ A local visibility event organized in each of targeted LPA, related to project implementation results.</li> <li>✓ Complex Project Report as per template provided by MiDL, inclusively Community Folder (electronically&amp; hard copy).</li> </ul>	Lot 1 = 120wd Lot 2 = 120wd Lot3 = 60wd Lot 4 = 120wd Lot 5 = 111wd Lot 6 = 90wd	Sept 2017 – July 2018

Tasks and deliverables	Working Days per community	Indicative Timeframe
<b>VI. Support target LPAs to develop and/or apply innovative tools in local public administration, granted by MiDL/UNDP</b> <ol style="list-style-type: none"> <li>Support LPAs in elaborating/upgrading existing tools/taking over good practices/using IT and innovative tools in local governance (develop and/or updating community websites, online transmission of local councils' meetings, gps systems, sms-ing tools, e-learning for local councilors, etc.)</li> <li>Support LPAs in applying innovative tools in project design and implementation and public service improvement (such as design thinking, space redesign, etc.) and in developing the local development project</li> <li>Support LPAs and HTA in initiating and conducting crowdfunding campaign for the selected project, including at least two local crowdfunding events</li> </ol> <b>Deliverable VI: 5<sup>th</sup> Progress Report</b> <ul style="list-style-type: none"> <li>✓ Mid-term project implementation report (based on a set of defined progress indicators).</li> <li>✓ Functional and updated community webpages</li> <li>✓ Online transmission of local councilors' meetings ensured</li> <li>✓ Training in each locality with local councilors in using the e-learning platform</li> <li>✓ Crowdfunding campaign conducted; at least two crowdfunding events</li> </ul>	Lot 1 = 48wd Lot 2 = 48wd Lot3 = 24wd Lot 4 = 48wd Lot 5 = 42wd Lot 6 = 30wd	September 2017 – March 2018
<b>VII. On-going support and coaching</b> <ol style="list-style-type: none"> <li>Guide and assist the activity of local project implementation 'Local Task Force' [minimum 1 meeting per quarter].</li> <li>Assist targeted LPAs to communicate with migrants' community at all stages of project implementation, including during the crowdfunding campaign (.)</li> <li>On-going support for the HTAs (establishment, action plan implementation, regular organization of meetings (at least 3 per year), permanent identification of needs and consolidation etc.)</li> <li>Pro-active participation in all capacity building and project evaluation activities.</li> <li>Document the whole project implementation process (pictures, recordings, decisions, lists, etc.)</li> <li>Submit all documents related to project implementation (electronically&amp; hard copy), inclusively photos illustrating the project implementation (per detailed project implementation roadmap).</li> <li>Maintain an active contacts database, related to the project activities implementation.</li> <li>Active participation in bi-lunar MiDL/UNDP progress meeting sessions (in Chisinau) and donors' evaluation visits to target LPAs</li> <li>Active participation in all Project driven capacity building activities for target LPAs and HTAs.</li> <li>Design best practices/ study cases, based on project results.</li> </ol> <b>Deliverable VI:</b> <b>Final Progress Report</b> <b>Also, (reporting to be incorporated in related Progress Reports):</b> <ul style="list-style-type: none"> <li>✓ Minimum 1 meeting per quarter of the Local Task Force organized</li> <li>✓ Regular communication LPAs – HTAs (regular e-newsletters, regular placing of info on social network pages) maintained</li> <li>✓ Functional Home Town Association (HTA) in each of targeted community.</li> <li>✓ Active participation in bi-lunar MiDL/UNDP progress meeting sessions.</li> <li>✓ Active participation in all MiDL activities in target LPAS (covered by the individual assignment)</li> </ul>	Lot 1 = 80wd Lot 2 = 80wd Lot3 = 40wd Lot 4 = 80wd Lot 5 = 70wd Lot 6 = 50wd	July 2017 – December 2018
<p style="text-align: right;"><b>Total per community up to</b></p> <b>Total per LOT:</b> <p>Lot1 – 373wd, out of which 17 in the office  Lot2 – 373wd, out of which 17 in the office  Lot3 – 164wd, out of which 17 in the office  Lot4 – 373wd, out of which 17 in the office  Lot5 – 323wd, out of which 17 in the office  Lot 6– 295wd, out of which 17 in the office</p>		

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights based approach.

Before commencing the work on the assignment, the Consultant will be invited to participate in the induction trainings (as a mandatory pre-requisite for implementing the assignment). In addition, the Consultant will be encouraged to participate in the program follow-up trainings and events, as well as in the program monitoring & evaluation sessions. Previous experience in the localities from the LOT will be considered a significant advantage

The consultants will work in a group of localities divided by LOTs, as per the below Table. The final number of communities / final structure of the LOT might differ, subject to MiDL Board Approval.

One consultant may apply for more LOTs and selected consultants will be contracted to work in maximum one LOT.

<p><b><u>LOT 1: 8 localities</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Ciuciuleni, Hancesti rayon</i></li> <li>2. <i>Carpineni, Hancesti rayon</i></li> <li>3. <i>Rusestii Noi, Ialoveni rayon</i></li> <li>4. <i>Ialoveni town</i></li> <li>5. <i>Telenesti town</i></li> <li>6. one locality from Leova rayon</li> <li>7. one locality from Orhei rayon</li> <li>8. one locality from Rezina rayon</li> </ol>	<p><b><u>LOT 2: 8 localities</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Scoreni, Strasseni rayon</i></li> <li>2. <i>Lozova, Strasseni rayon</i></li> <li>3. <i>Strasseni town</i></li> <li>4. <i>Vorniceni, Strasseni rayon</i></li> <li>5. <i>Ungheni town</i></li> <li>6. <i>Nimoreni, Ialoveni rayon</i></li> <li>7. one locality from Anenii Noi rayon</li> <li>8. one locality from Calarasi rayon</li> </ol>	<p><b><u>LOT 3: 5 localities</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Larga, Briceni rayon</i></li> <li>2. <i>Pelinia, Drochia rayon</i></li> <li>3. <i>Edinet town</i></li> <li>4. <i>Chișcăreni, Sângerei rayon</i></li> </ol>
<p><b><u>LOT 4: 8 localities</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Slobozia Mare, Cahul rayon</i></li> <li>2. <i>Crihana Veche, Cahul rayon</i></li> <li>3. <i>Colibași, Cahul rayon</i></li> <li>4. <i>Vinogradovca, Taraclia rayon</i></li> <li>5. <i>Congaz, UAT Gagauzia</i></li> <li>6. one locality from UAT Gagauzia</li> <li>7. one locality from Basarabeasca rayon</li> <li>8. one locality from Cantemir rayon</li> </ol>	<p><b><u>LOT 5: 7 localities</u></b></p> <ol style="list-style-type: none"> <li>1. <i>Cosnita, Dubasari rayon</i></li> <li>2. <i>Cioresti, Nisporeni rayon</i></li> <li>3. <i>Zaim, Causeni rayon</i></li> <li>4. <i>Gura Galbenei, Cimislia rayon</i></li> <li>5. <i>Selemet, Cimislia rayon</i></li> <li>6. one locality from Ștefan Vodă rayon</li> <li>7. one locality from Criuleni rayon</li> </ol>	<p><b><u>LOT 6: 5 localities</u></b> <b><i>from the following rayons:</i></b></p> <ol style="list-style-type: none"> <li>1. <i>Dondușeni</i></li> <li>2. <i>Rîșcani</i></li> <li>3. <i>Glodeni</i></li> <li>4. <i>Fălești</i></li> <li>5. <i>Șoldănești</i></li> </ol>

\*In *Italic* are marked the localities selected in 2015.

**Organizational settings:** The Consultants will report to MiDL Project Manager and officers in charge.

**Language of the deliverables:** All deliverables shall be submitted in Romanian (exception for Russian-speaking communities, documents to be drafted in Russian language).

**Travel:** All travel expenses are the **consultant's responsibility** and **shall be included in the consolidated financial offer**.

**Financial arrangements:** Payments will be disbursed in several instalments upon submission and approval of deliverables, and certification by MiDL Project Manager that the services have been satisfactorily performed.

**Performance evaluation:** Consultants' performance will be evaluated following such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

#### **IV. QUALIFICATIONS AND SKILLS REQUIRED**

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

Education:

- University degree in the relevant field (*economics, development studies, social science, public administration, law etc.*).

Experience:

- At least 5 years of practical experience of community development work with local public authorities and local community groups;
- Proven experience in assisting local communities to design local development plans;
- Proven experience in assisting local communities in project management implementation;
- Proven experience of developing and delivering training modules in local governance field;
- Proven previous experience in working with the localities from the LOT will be considered a significant advantage;
- Proven experience of migration situation in the country and experience in diaspora and migration programing will be considered an asset.

Competences:

- Good knowledge of Moldovan rural area context;
- Knowledge and skills of MS Office, including Word, Excel, PowerPoint;
- Excellent command of Romanian and Russian, and basic knowledge of English language;
- 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;

Abilities:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good communication and writing skills
- Sensitivity and respect for human rights and gender equality
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;

#### **VI. SUBMISSION PROCESS AND EVALUATION PROCEDURE**

All applicants shall submit the following submission package:

1. P11 form;
2. Cover letter, stating their interest in and qualifications for the consultancy.
3. Financial offer: (1) fee per consultancy day in community, including transport costs; 2) fee per consultancy day in the office).

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.