

Terms of Reference

A. Title of assignment:	Cultural Heritage International Consultant – open for Russian Federation citizens only
B. Duty station:	Home-based with mission to the Republic of Moldova for up to 7 working days
C. Contract type:	Individual Contract
D. Duration:	20 working days during September-November 2017
E. Reports to:	UNDP Moldova, Agency for the Inspection and Restoration of Monuments of the Republic of Moldova

F. BACKGROUND

On 23 January 2015, the Government of the Russian Federation and United Nations Development Programme (UNDP) signed a Partnership Framework Agreement (PFA) that establishes the foundation for a long-term Russia strategic partnership with UNDP for the implementation of development projects in other countries. According to the Russia-UNDP Trust Fund for Development (TFD) Agreement, the Trust Fund may provide financing to UNDP knowledge management and capacity building projects, developed in partnership with and using the knowledge, experience and expertise of Russian ministries, agencies, think tanks, universities and NGOs involved in international development cooperation.

The regional project “Knowledge Management and Capacity Building in the Russia-UNDP Partnership” is formulated in accordance with the PFA, which foresees that Russia and UNDP collaborate in “leveraging the knowledge, experience and expertise in development cooperation, including by involving academic institutions and individual experts from the Russian Federation in accordance with UNDP’s applicable regulations and rules, and policies and procedures”.

The main goal of the project is to support capacity building on knowledge and expertise transfer of Russia as a donor and to achieve sustainable, scalable development impact in partner countries through the programmatic promotion of several mechanisms of Russian expertise transfer.

The Russian Experts on Demand Programme is part of the project and aims to provide an instrument for knowledge and know-how transfer via rapid deployment of Russian experts for on demand small-scale interventions and consultancies and peer-to-peer knowledge sharing through mentorship. The assignment of the Cultural Heritage Consultant is supported under the first round of the Russian Experts on Demand Programme.

The Republic of Moldova, like the former Soviet Union States, is going through a difficult transition process, including in the sector of culture, preservation of architectural and historical heritage, and tourism industry development. The investments in the protection and preservation of cultural heritage in the country is mostly perceived as expenses and the economic and touristic potential of the cultural heritage sector still needs to be explored. Since 2009, a positive policy process has been initiated by the Ministry of Culture, aiming to develop an effective legislative framework, institute specialized agencies with clear tasks and responsibilities and fostering the involvement of stakeholders in definition and implementation of cultural policies. The general aim of the process is to surpass the current “static and constrained development model” making culture institutions less dependent on State funding and turn it in a concrete driver of economic and touristic growth, enjoyment of the right of everyone to take part in cultural life, and human development for the Republic of Moldova.

G. OBJECTIVE

The main **objective** is to contribute to the identification and elaboration of feasible interventions for the protection and sustainable management of Moldova's cultural heritage and contributing to the implementation of the right of everyone to take part in cultural life through the provision of high quality advice based on the best international, including Russian standards, practices and experience in priority spheres.

H. SCOPE OF WORK AND DELIVERABLES

The **scope of work** of the *International Consultant on the Sustainable Protection and Management of Cultural Heritage* will consist in the provision of expertise, advice and substantive support in the assessment of the situation from the prospective of the right of everyone to take part in cultural life and elaboration of feasible interventions in the following priority spheres:

- Management of cultural sites, historical centres of cities (Chisinau, Soroca, Orhei, etc.), including through the public-private partnerships in the capital city and the regions of the country.

I. RESULTS AND PAYMENT SCHEDULE

PRODUCTS	TIMING (INDICATIVE)	PAYMENT STRUCTURE
Desk review of the existing situation in the Republic of Moldova in the area of the assignment performed, and agenda for the assessment mission elaborated	October 2017 (4 working days)	1 st tranche (40% of the fee)
Mission report with the assessment of the situation and key recommendations elaborated	October 2017 (7 working days)	2 nd tranche (60% of the fee)
First draft of the project concept/document elaborated and submitted for consultations	November 2017 (6 working days)	
Second final draft of the project concept/document incorporating the received comments and proposals elaborated	November 2017 (3 working days)	

J. ORGANIZATIONAL SETTING

This is a part-time consultancy. The Consultant will be based in the office of the Agency for the Inspection and Restoration of Monuments of the Republic of Moldova and will work closely with the management and staff persons of the Agency. The Consultant will work under direct supervision of the UNDP Moldova Justice and Human Rights Programme Analyst, as well as in consultation with the interested public institutions, NGOs and UN agencies in Moldova.

K. INPUTS

The Agency for the Inspection and Restoration of Monuments of the Republic of Moldova and UNDP Moldova Justice and Human Rights Programme Analyst will provide the Consultant with the available information and materials for the fulfilment of tasks and will provide support in facilitation of the meetings where necessary.

L. REQUIRED SKILLS AND EXPERIENCE

I. Education:

- Master's Degree or equivalent (5-year university education) in Management of cultural heritage, Urbanism (preferably with the focus on historical heritage), Architecture (preferably with the specialization in restoration and conservation of cultural sites), or other relevant field.

II. Experience:

- At least 10 years of professional experience in the sustainable management of cultural and historical sites/buildings/institutions, historical centres of cities, including through the public-private partnerships;
- At least 3 years of international experience, including in the Central and Eastern Europe (CEE), the Commonwealth of Independent States (CIS) and Georgia in the priority spheres of the assignment is a strong advantage;
- Experience in the elaboration of the protection and development strategic plans of the historical centres, elaboration of the development/marketing plans for the abandoned cultural sights and buildings;
- Experience in human rights integration (right of everyone to take part in cultural life)¹ in the priority spheres of the assignment is an advantage;
- Experience in the cooperation with the NGOs for the purposes of monitoring and protection of cultural heritage policies, strategies, plans.

III. Competencies:

- Proven experience in drafting studies, reports, needs assessment, development plans in the priority spheres of the assignment;
- Project concept/document drafting skills;
- Demonstrable strong management skills in planning and reporting;
- Effective communication and strong analytical skills, ability to facilitate discussions;
- Knowledge of and ability to transfer Russian expertise in the priority spheres of the assignment.
- Working knowledge of Russian and English for the purposes of the assignment;
- Working knowledge of French is an advantage;
- Knowledge of one or more additional languages relevant for Moldova, including Romanian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset.

IV. Personal qualities:

- 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;
- Responsibility, creativity, flexibility and punctuality.

M. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSALS

Interested individual consultants must submit the following documents/ information to demonstrate their qualifications:

1. Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal (in USD, specifying a **total requested amount**, including all related costs, e.g. fees, travel, phone calls etc.);
3. Duly completed and signed Personal History Form (P11) or personal CV with names, titles and contact details of at least 3 reference persons.

Note: Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.

¹ General comment No. 21: *Right of everyone to take part in cultural life* (art. 15, para. 1 (a), of the International Covenant on Economic, Social and Cultural Rights), E/C.12/GC/21, adopted by the UN Committee on Economic, Social and Cultural Rights, 21 December 2009:

http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=E%2fC.12%2fGC%2f21&Lang=en