

Joint Integrated Local Development Programme

Terms of Reference

Job title:	Seven (7) National Consultants to facilitate local development activities
Duty Station:	Chisinau, Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	7 May 2019
Duration of Assignment:	May 2019 – March 2021, with possibility of extension, estimated up to 370 working days

Job Content

I. BACKGROUND

Migration still remains an overwhelming issue in the Republic of Moldova, with a decisive impact both, at national and local level. According to various sources, overall 1/4 of the country's population is still residing abroad. The rural area of the country is particularly affected, as it loses its economically active population in favor of international labor migration and with it, its long-term development perspective. On the other side, remittances continue to make a difference and create significant dependence.

The Moldovan Government (GoM) acknowledges that, if addressed and managed properly, human mobility can also bring many opportunities, changes and improvements in the country. Due to the Swiss development support, the GoM migration policy focus shifted from a management and control perspective to capitalizing on the opportunities provided by migration.

Building on the positive experience from 2016-2019, a new 4-year (2019-2022) phase of 'Migration and Local Development Project' has been decided to be implemented, with the financial support being provided by the Swiss Agency for Cooperation and Development.

The Overall Goal of this continuation is maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora.

A special focus of the project will consist in devising and piloting of tailor-made and innovative solutions to boost local economic development in the Republic of Moldova, through promoting of an active engagement of private sector and building effective partnerships between local public authorities and local businesses. In this context, MiDL will pursue the economic empowerment of 35 pilot municipalities from all regions of Moldova, which will be selected through a nationwide transparent process.

Within the context of MiDL new phase implementation, there will be selected 35 target-municipalities (from all regions of Moldova) to be supported to actively engage with local public sector, aiming to promote

innovative and efficient local economic development initiatives, which will result in increased local opportunities related to new jobs and income generation.

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 actively engage private sector and migrants into local development process:

- Setting up local participatory project implementation mechanism in each target locality
- Perform preparatory activities to enhance the engagement of local actors in each target locality
- Conduct a Rapid Participatory Appraisal of local economic opportunities in each target locality
- Support local actors to harness the existing economic opportunities within a systemic implementation framework
- Complex support for establishing and building capacities of HTAs in 35 target communities to be able to engage with various stakeholders, to support LPAs in implementing local development initiatives aiming to contribute to their native locality.
- Support to partner LPAs and other local actors to effectively communicate with migrants and engage them in local development decision making process in a meaningful way.
- On-going support and coaching to local public and private actors, in each target locality

III. TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, MiDL/UNDP is seeking for 7 qualified and experienced national consultants to perform the assignment in 35 target localities of Moldova.

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

Tasks and deliverables	Working days	Indicative Timeframe
I: Setting up local participatory project implementation mechanism <ul style="list-style-type: none"> ✓ 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. ✓ Support the mayors to identify the relevant local actors and setting of Local Task Force. ✓ Support the induction awareness and instructions of the members of Local Task Force. ✓ Support Local Task Force to design a and commit to the implementation of a detailed implementation roadmap, pursuing the activities for the next 6 months. <u>Deliverable I: Inception Report</u> <ul style="list-style-type: none"> ✓ Established and functional Project Implementation 'Local Task Force' in each targeted LPA ✓ Detailed project implementation roadmap, committed by the Local Task Force in each target locality [with timeline and clear responsibilities]. 	20	<u>Deliverable I</u> June 1, 2019
II. Preparatory activities to enhance the engagement of local actors <ul style="list-style-type: none"> ✓ Desk review and elaboration of hypothesis related to the local economic development context in each of target localities 	40	<u>Deliverable II</u> July 15, 2019

Tasks and deliverables	Working days	Indicative Timeframe
<ul style="list-style-type: none"> ✓ Support the Local Task Force to perform to brainstorm and elaborate the hypothesis related to the existing local economic development opportunities, possibilities and implementation capacities ✓ Awareness and motivation of Local Task Force on potential positive scenarios in re-building local economies. ✓ Identification of the most relevant and convergent representatives of local entrepreneurs (inclusively among migrants) and in-depth analyses of their possible roles and motivations to be engaged in local economic development initiatives <p><u>Deliverable II: First Intermediate Progress Report</u></p> <ul style="list-style-type: none"> ✓ Report on Local Economic Development Hypothesis in each of target locality: existing realities, potential opportunities and local capacities to harness them ✓ Report on Private Stakeholders Review in each of target localities 		
<p>III. Rapid Participatory Appraisal of local economic opportunities</p> <ul style="list-style-type: none"> ✓ Support the organization of the General Gathering of Local Business Community (#1) to debate the existing opportunities for re-building local economy and harnessing the income generation possibilities. ✓ Support the organization of mini-workshops and individual interviews with the representatives of local business community ✓ Support the elaboration of the Roadmap on Local Economic Development for each of target localities ✓ Support the organization of the General Gathering of Local Business Community (#1) to discuss, endorse and commit the implementation of the Roadmap on Local Economic Development ✓ Support the finalization of the Roadmap on Local Economic Development for each of target localities, as well as its publicity, visibility and implementation framework. <p><u>Deliverable III: Second Intermediate Progress Report</u></p> <ul style="list-style-type: none"> ✓ Draft Roadmap on Local Economic Development participatory elaborated, endorsed and committed for implementation by local business and public actors. 	60	<p><u>Deliverable III</u> October 15, 2019</p>
<p>IV. Support local actors to harness the existing economic opportunities</p> <ul style="list-style-type: none"> ✓ Support in the implementation of the primary 'quick win' – activity deriving from the 'LED Roadmap' (with own available resources), pursuing to solve an existing local market- or government- failure. ✓ Support in the implementation of the second 'quick win' – activity deriving from the 'LED Roadmap' (with own available resources), pursuing to solve an existing local market- or government- failure. ✓ Support in preparation and submitting to MiDL for co-financing of a local investment project, aiming economic development (job creation and income generation activities). ✓ Support the implementation of the MiDL investment projects (selected for implementation). ✓ Consecutive implementation of other two 'quick win' – activities, deriving from the 'LED Roadmap', and implemented with own available resources. <p><u>Deliverable IV-1: Third Intermediate Progress Report</u></p> <ul style="list-style-type: none"> ✓ Report on implementation of the primary 'quick win' – activity deriving 	85	<p><u>Deliverable IV-1</u> November 15, 2019</p> <p><u>Deliverable IV-2</u> January 30, 2019</p> <p><u>Deliverable IV-3</u> January 30, 2020</p> <p><u>Deliverable IV-4</u> June 1, 2020</p> <p><u>Deliverable IV-5</u> December 30, 2020</p> <p><u>Deliverable IV-6</u> April 15, 2020</p> <p><u>Deliverable IV-7</u> November 15, 2020</p>

Tasks and deliverables	Working days	Indicative Timeframe
<p>from the 'LED Roadmap' in each target locality.</p> <p><u>Deliverable IV-2: Forth Intermediate Progress Report</u></p> <p>✓ Report on implementation of the second 'quick win' – activity deriving from the 'LED Roadmap' (in each target locality)</p> <p><u>Deliverable IV-3: Fifth Intermediate Progress Report</u></p> <p>✓ Report on preparation and submission for MiDL granting of LED projects by each target locality</p> <p><u>Deliverable IV-4: Sixth Intermediate Progress Report</u></p> <p>✓ Mid-term Report on monitoring of the implementation of the MiDL co-financed LED investment project</p> <p><u>Deliverable IV-5: Seventh Intermediate Progress Report</u></p> <p>✓ Report on finalization of the implementation of the MiDL co-financed LED investment project</p> <p><u>Deliverable IV-6: Eighth Intermediate Progress Report</u></p> <p>✓ Report on implementation of 3rd 'quick win' – activity deriving from the 'LED Roadmap' (in each target locality)</p> <p><u>Deliverable IV-7: Ninth Intermediate Progress Report</u></p> <p>✓ Report on implementation of 4th 'quick win' – activity deriving from the 'LED Roadmap' (in each target locality)</p> <p><u>Deliverable IV-8: Tenth Intermediate Progress Report</u></p> <p>✓ Report on implementation of 5th 'quick win' – activity deriving from the 'LED Roadmap' (in each target locality)</p>		<p><u>Deliverable IV-8</u> March 15, 2021</p>
<p><u>V. On-going support and coaching</u></p> <p>✓ Support each target locality to organize bi-annual General Gatherings of Local Business Community.</p> <p>✓ Support each target locality to regularly monitor, evaluate and update the 'Local Economic Development Roadmap'.</p> <p>✓ Assist targeted LPAs to cooperate with migrants' community at all stages of project implementation, inclusively in the process of co-financing.</p> <p>✓ Pro-active participation in all capacity building and project evaluation activities.</p> <p>✓ Document the whole project implementation process (pictures, recordings, decisions, lists, etc.)</p> <p>✓ Submit all documents related to project implementation (electronically& hard copy), inclusively photos illustrating the project implementation (according to detailed project implementation roadmap).</p> <p>✓ Maintain an active contacts database, related to the project activities implementation.</p> <p>✓ Active participation in monthly MiDL/UNDP progress meeting sessions.</p> <p>✓ Design best practices/ study cases, based on project results.</p> <p><u>Deliverables V (reporting to be incorporated in related Progress Reports):</u></p> <p>✓ Reports on organization of bi-annual General Gatherings of Local Business Community in each target locality.</p>	80	<p>May 2019 – March 2021</p> <p><u>Deliverable V</u> (incorporated in progress regular activity reports)</p>

Tasks and deliverables	Working days	Indicative Timeframe
<ul style="list-style-type: none"> ✓ Bi-annual Monitoring Reports on progress achieved by each target locality ✓ Active participation in monthly MiDL/UNDP progress meeting sessions. 		
<p><u>VI. Support for Hometown Associations' establishment and consolidation in target communities</u></p> <ul style="list-style-type: none"> ✓ Support each target locality to establish an active and a functional Hometown Association. ✓ Contribute to the capacity building of Hometown Associations (already existing or newly created). ✓ On-going support and coaching for Hometown Associations to engage with various stakeholders, donors and migrants to support LPAs in implementing local development initiatives. ✓ Support to HTAs in elaborating and maintaining an updated migrants/native database and to use different communication platforms with locals living abroad. ✓ Supporting the HTAs in drafting project concepts, fundraising and resource mobilization; support them to develop and find funds for additional local development initiatives (projects) responding to the identified priorities with participation of Diaspora. <p><u>Deliverables VII (reporting to be incorporated in related Progress Reports):</u></p> <ul style="list-style-type: none"> ✓ Reports on organization of General Assemblée of HTAs in each target locality. ✓ Bi-annual Monitoring Reports on activity of each established HTA ✓ Report on the implemented secondary local development project(s) and undertaken community mobilization activities. 	85	May 2019 – March 2021 <u>Deliverable VII</u> (incorporated in progress regular activity reports)
<u>Total number of working days estimated</u>	370 w/d	

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 community facilitators will be invited to participate in the induction trainings (as a mandatory pre-requisite for implementing the assignment). In addition, they will be encouraged to participate in the program follow-up trainings and events, as well as in the program monitoring & evaluation sessions.

The consultants will work in a group of localities divided by LOTs, as per the below Table.

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

Lots	Geographical coverage	Number of target-localities	Average distance from Chisinau to target localities (km)
Lot 1	Central part of Moldova	5	50
Lot 2	Centre-western part of Moldova	5	80
Lot 3	Centre-eastern part of Moldova	5	80
Lot 4	North-eastern part of Moldova	5	150

Lot 5	North-eastern part of Moldova	5	150
Lot 6	South-eastern part of Moldova	5	150
Lot 7	South-western part of Moldova	5	150

Methodological approach: The Consultants will follow strictly an in-depth Implementation Methodology, required by the MiDL Project. At the beginning of the assignment, the Consultants will follow a mandatory 2-day Induction Course in Chisinau on MiDL Methodology. The overall assignment will involve working: in the field (65%) and in the office (35%), with payments made, as per submitted reports.

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**.

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

VI. 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, sociology, public administration, etc.*).

Experience:

- At least 5 years of practical experience in the field of local development (working with public and/or private actors).
- Proven experience related to promoting of local economic development initiatives.
- Proven experience in assisting the implementation of investment projects to support local public and/or private actors (inclusively grants).
- Proven experience in facilitation, coaching, mentoring and/or delivering trainings to local actors.
- Knowledge 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 at least basic knowledge of English language;

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. CV with at least 3 references persons;
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.