



TERMS OF REFERENCE

Job title:	National Consultant on Monitoring & Evaluation
Reference to:	One UN Joint Action Cross-river support to Human Rights
Contract type:	Individual Contract (IC)
Duty station:	Chisinau
Language requirement:	English, Romanian and Russian
Contract Duration:	October – November 2019, estimated workload: up to 10 workdays

A. BACKGROUND

The human rights context in the Transnistrian region is illustrated by the amplitude and interplay of multiple forms of inequalities vulnerable groups, such as inter alia persons with disabilities, Roma, people living with and affected by HIV/AIDS, children in contact with the law, vulnerable women, prisoners and people who use drugs, are encountering. The ability of vulnerable groups from the region to effectively exercise their rights is impaired by the human rights knowledge, capacity and authority gaps they face. The embryonic civil society environment with weak capacities to influence the policy-making and to reach out to the most vulnerable ones and low human rights awareness of the CSOs, professionals and the population at large are hindering the realization of human rights in the region. Undeveloped and gender-blind specialized service provision, deriving from human and economic resources capacity gaps and the absence of a comprehensive human rights framework are representing additional major contributing factors to this debilitating juncture.

The Programme will work on reducing inequalities for women, men and children in the Transnistrian region, by ensuring that vulnerable human rights holders are empowered to exercise their rights and duty bearers respect, protect and fulfil human rights to a larger extent. It also aims to contribute to the implementation of the National Human Rights Action Plan 2018-2022.

B. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT:

The National Consultant is expected to provide support the achievement of Programme's goals, by helping to ensure a common approach to the process of Monitoring and Evaluation (M&E) of the Programme's progresses.

The overall objective of this assignment is to develop a draft M&E plan for the Programme, based on the findings of a consultative workshop with the representatives of the Programme's implementing partners and the existing results framework. The drafted document should take into consideration the human rights-based approach (HRBA) and to be gender-sensitive.

The selected Consultant will conduct an assessment of the Programme's results matrix and develop an agenda for the consultative one-day workshop. The findings of this workshop should constitute the base of the Programme's draft M&E Plan.

Job Summary / Responsibilities:

- Undertake the assessment of the Programme's documents, including the results framework.
- Prepare the concept and agenda for one-day consultative workshop with the representatives of the Programme's implementing partners.
- Facilitate one-day consultative workshop with the representatives of the Programme's implementing partners that should identify the main components of the future M&E Plan.
- Identify and recommend the M&E instruments that will help to monitor the Programme's progresses towards the envisaged results.
- Based on the findings of the above-mentioned assessment and consultative workshop, develop a Programme's draft M&E Plan.

Key deliverables:

No.	Deliverables	Indicative timeframe
1.	The concept, agenda and supporting documents for one-day consultative workshop with the representatives of the Programme's implementing partners developed (up to 3 w/d)	By October 20th, 2019
2.	One-day consultative workshop with the representatives of the Programme's implementing partners conducted (1 w/d)	By October 25 th , 2019
3.	The Programme's draft M&E Plan, including the list of proposed M&E instruments, based on the findings of the above-mentioned assessment and consultative workshop developed (up to 6 w/d)	By November 5 th , 2019

NOTE:

1. The deliverables must be submitted in English and require the endorsement by the Programme Manager.

C. ORGANIZATIONAL SETTING

This is a part-time consultancy. The National Consultant will work under the direct supervision of and in cooperation with the Programme Manager and partner UN agencies' staff. The Consultant will work remotely, and the communication will be conducted via email, Skype and phone.

Performance evaluation

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

Financial arrangements

Payments are made to the Individual Consultant based on the number of days worked and will be disbursed upon approval of the submitted deliverables, and certification by Programme Manager, that the services have been satisfactorily performed.

D. INPUTS

The UNDP will provide the Individual Consultant with the available information and materials for the

fulfilment of tasks and will provide support with the organization of one-day consultative workshop.

E.CONFIDENTIALITY

Materials provided to the Individual Consultant and all the proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

F. SKILLS AND EXPERIENCE REQUIRED

Education:

- University degree in social science, law, human rights or other relevant discipline;
- Post-graduation education/courses in M&E would be considered an advantage.

Experience:

- At least 5 years of professional experience in M&E of development projects and programmes, funded by international organisations.
- Proven experience in leading M&E process for development projects and programmes implemented by multiple partners would be considered a strong advantage.
- Proven experience in M&E of development projects and programmes implemented in the Transnistrian region of the Republic of Moldova would be considered a strong advantage.
- Proven work experience in Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, would be considered a strong advantage.

Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility;
- Flexibility;
- Punctuality

Language Requirements:

- Fluency in oral and written English and Romanian languages; working knowledge of Russian language would be considered an advantage;
- Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.

Diversity Clause: Applicants from under-represented groups (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens) will have an advantage during the selection process. UNDP is committed to reasonably accommodate the working environment for the persons with special needs.

Documents to be included in the proposal

Interested persons should submit the following documents:

1. Cover Letter, explaining why they are the most suitable candidate for the work;
3. A methodological note explaining the approach to the tasks to be accomplished;
2. Financial proposal (a total lump sum amount);
4. Personal CV, including past experience in similar assignments and contact details of at least 3 reference persons;
5. Offeror's Letter confirming Interest and Availability.

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.