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## Joint Integrated Local Development Programme

### Terms of Reference

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Job title:	National Consultant on Awareness Raising and Facilitation of Inter-Municipal Cooperation Activities in Telenesti district
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	April 22 <sup>th</sup> 2013
Duration of Assignment:	2 months, estimated workload 20 days

### Job Content

#### I. BACKGROUND

The Overall Objective of the JILDP is to support better and equitable service provision and sustainable local development, facilitated by the improved legal and institutional framework resulting from the implementation of the National Decentralization Strategy. The Immediate Objectives of the Programme are:

- To support the Government in improving the policy and legal framework as mandated by the National Decentralization Strategy to ensure local autonomy, availability of resources, and more effective local management for better and equitable service provision.
- To improve the capacity of Local Public Authorities/LPAs to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

Being supported by UNDP-Moldova, Telenesti town revitalized in 2008 its solid waste management service. Within a 2 years period, the newly-created municipal waste management company succeeded to ensure its financial and technical sustainability, and became one of the most representative national 'best practices' in the field.

In 2010 Telenesti town and other six neighbourhood rural communities agreed to initiate an inter-municipal cooperation (IMC) to ensure a regional coverage of the waste management service delivery. The emerging IMC initiative has been generously granted by the Government of Moldova with 8.5 million MDL assistance package [regional ecological dump, 200 containers installed in 6 villages, 1 garbage track].

Nevertheless, like other over 20 similar projects supported by the Government, the partner-municipalities are facing significant difficulties in setting up the legal, financial and institutional arrangements for establishing a functional waste management IMC. In 2012, partnering with *Think Globally Develop Locally* UNDP Project of Bratislava Regional Centre, JILDP provided assistance for an effective organization of Telenesti waste management IMC mechanism, and its transformation in a demonstrative model to be replicated.

The prerequisite of creating a model IMC mechanism in the solid waste management area is the increased awareness among all waste producers and public institutions of the new solid waste service system. To achieve programme objectives JILDP/UNDP seeks an experienced short-term consultant to organize an

information and raising awareness campaign in the field of solid waste management for inhabitants from Telenesti district.

## II. SCOPE OF WORK

The overall objective of the National Consultant on Awareness Raising and Facilitation of Inter-Municipal Cooperation Activities in Telenesti district (hereinafter Consultant) assignment is to facilitate the process of raising awareness at local level in the field of solid waste management for the inhabitants of four villages (Inesti, Verejeni, Banesti, Budai) from Telenesti district. More specifically, the Consultant will design promotional materials, organize and facilitate local events and support local authorities from the four villages to implement successfully the IMC process and the awareness campaign at local level.

## III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
1. Design the Action Plan and concept of local communication events, such as, but not limited to: Public Hearings, neighbourhood meetings, drawing/photo competitions/exhibitions for pupils, one day final conference in Telenesti etc.	8
2. Organize and facilitate in close cooperation with local authorities the above mentioned events.	
3. Elaborate the design of promotional materials (poster and leaflets) for the solid waste service and concept of above mentioned local communication events	3
4. Prepare, conduct and evaluate one communication workshop per locality for the local task force groups responsible for project implementation	5
5. Consult and support service provider in Telenesti to design a Communication Plan for the extended IMC service	4
<b>Total up to</b>	<b>20</b>

The above mentioned activities will be consulted and their implementation will be closely coordinated with LPA from each community and IMC consultants designated to work in these villages. The activities in each locality might be different, according to local situation and needs.

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

## IV. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 2 months, not exceeding 20 working days

Deliverables	Estimated deadline
1. Short concept of local communication events and Action plan prepared and discussed with 4 mayoralities	3 May
2. Set of promotional materials for the solid waste service (posters, leaflets) elaborated and endorsed	30 April
3. LPAs supported to conduct four public hearings (one per locality) and at least two neighbourhood meeting in each locality	30 May
4. Four communication workshops (one in each locality) for the local task force groups conducted	
5. Short progress reported submitted for approval	
6. One day final conference in Telenesti organized	20 June
7. Raising awareness competition among pupils organized	
8. Communication Plan of service provider in Telenesti prepared and the team	

consulted in its further application	
<b>Total up to</b>	<b>20</b>

All deliverables shall be coordinated with JILD/UNDP Local Governance and Development Project Officer and Communication Officer. The Consultant will work closely with the Human Rights based Approach and Gender Equality Specialists, and consider the provided advice.

## **V. QUALIFICATIONS AND SKILLS REQUIRED**

### **I. Qualifications:**

- University Degree in Communication, Public Administration or other relevant fields;

### **II. Experience:**

- Experience of developing and performing communication materials
- Experience in conducting raising awareness campaigns in solid waste management area will be a considerable asset;
- Proven experience of work at local level, with local public authorities;
- Experience of organizing and conducting public hearings
- Previous experience or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies is an asset.

### **III. Abilities:**

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong 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;

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.