



Joint Integrated Local Development Programme

Terms of Reference

Job title:	National Consultants to facilitate local development activities
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	1 June 2013
Duration of Assignment:	24 months

Job Content

I. BACKGROUND

The Overall Objective of **Joint Integrated Local Development Programme** (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/LPA to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion.

The interventions at the local level (30 target communities) will aim at developing models of operational local governments - 'champions of change' - by providing support to implement changes in the operation and structure of local governments in line with the changes brought by the Decentralization Strategy. JILDP will assist LPA in improving their capacity and operations, will support target communities and their local authorities to provide quality and equitable public services to achieve sustainable human-centered and gender-responsive economic and social development, in the main areas affected by the Decentralization Strategy.

In order to efficiently implement the designed systems and procedures, the Programme will work to consolidate the LPA capacities in the above-mentioned areas along three dimensions: i) improvement of individual professional capacities through training of municipal officials and local administration staff in strong cooperation with the Academy of Public Administration and CALM; ii) strengthening of institutional capacity, through the introduction of improved methods and organizational arrangements for delivery of quality services and managing municipal public resources and iii) build-up of systemic capacity for effective inter-municipal cooperation (IMC) and intergovernmental relations between local authorities and the central level authorities and administration.

To facilitate the interventions in the 30 target localities JILDLP is seeking 5 teams composed of 2 consultants each to act as the primary operational units in the field. A team will comprise two consultants with different profiles and tasks to be performed in the same locality. As the programme has two implementing partners, one of the consultants will be contracted by UNDP (under this ToR) and another one by UN Women (under a different ToR).

II. SCOPE OF WORK

The **overall objective** of the National Consultants assignment (hereinafter Consultants) is to facilitate the process of capacity building of local public authorities and support them in implementation of local development activities in JILDLP target localities. More specifically, the Consultants will:

- Collect data, perform the assessment of LPA administrative, organizational and functional/operational capacity, support the LPA to design and implement Capacity Development Plan.
- Support LPA in organizing transparent, participatory and inclusive local planning and budgeting, including updating Local Socio-Economic Development Strategies in a participatory and inclusive manner, by applying HRBA and GE principles.
- Provide on-going coaching and mentoring for each LPA for improving their internal procedures and regulations in line with good governance principles.
- Conduct local workshops for LPA on various topics, i.e.: increased local transparency, enhanced community participation in the local decision making process, participatory planning, strengthened communication skills, HRBA and GE in local governance, fundraising and resource mobilization, etc.
- Provide support to LPA in writing project proposals and implementing the local projects supported by JILDLP, including additional projects, as per approved LSED priorities.
- Monitor the progress achieved at the local level.

III. TASKS AND ESTIMATED WORKLOAD

To ensure adequate implementation of all planned activities, JILDLP/UNDP is seeking 5 qualified and experienced national consultants to perform the assignment in 30 target localities of Moldova.

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

Tasks and deliverables	Work days	Timeframe	Instalments
Perform assessment of LPA administrative, organizational and functional / operational capacity 1. Establish the first contact with the LPA and organise a presentation of the project activities. 2. Assess LPA capacities (based on JILDLP methodology) to ensure transparent, participatory, accountable, non-discriminatory and gender-responsive local administration and service delivery ; 3. Support LPA in elaborating of Capacity Development Plan to ensure their transformation into 'model localities'; 4. Support LPA to prepare and implement a capacity development initiative to be financially supported by JILDLP. Deliverable 1.: Capacity Assessment Report, Capacity Development Plan, Capacity Development Project Proposal & Report on implementation	6	2 months (June – July 2013)	<u>1 instalment:</u> 10% of the total contract amount
Support LPA in organizing transparent, participatory and inclusive local planning 1. Review the existing Local Socio-Economic Development Strategy (LSED) and support LPA to update the document; 2. Collect and update information for the assessment of local socio-economic development of the community; 3. Conduct at least three strategic planning workshops (including one public hearing) in a participative and inclusive manner. Deliverable 2.: Approved Updated Local Development Strategy, disaggregated Lists of Participants, agendas, notes on the local groups	6	3 months (August – October 2013)	<u>2 instalment:</u> 15% of the total contract amount

meetings			
<p>Coach and support LPA capacity building</p> <p>1. Develop and deliver separate training modules for LPA, such as but not limited to (1. <i>democratic principles of local governance</i>, 2. <i>improving access to information, ensuring local transparency, participatory local decision-making</i>, 4. <i>communication</i> 5. <i>Non-profit sector development</i>), tailored to the concrete needs of each community;</p> <p>2. Coach LPA in the implementation of Capacity Development Plan; organizing transparent, participatory and inclusive local planning and budgeting, and in involving of the community into local governance affairs etc.;</p> <p>3. Support LPA to develop and ensure implementation of best practices, improve internal regulations and tools in the above-mentioned fields (organize public hearings, use effective communication tools, including ICT develop and adopt regulations etc.).</p> <p>4. Coach and support in institutionalization of good LPA practices in the field of transparent, participatory, accountable, non-discriminatory and gender-responsive local administration, service delivery, communication and use of ICT, local economic development;</p> <p>5. Engaged monitoring by the facilitator of LPA practices in the field of transparent, participatory, accountable, non-discriminatory and gender-responsive local administration and service delivery;</p> <p>6. Facilitate sharing of best practices among communities and other local facilitators; organize exchange of experience activities (at least one study visit organized in the community or for LPA outside of the community);</p> <p><u>Deliverable 3.:</u> Training modules developed and delivered; disaggregated List of Participants, agendas; Report on Capacity building activities; Study visits agenda, and disaggregated list of participants;</p> <p><i>Note: LPA will be offered by JILDLP separate specific trainings on: financial management; local tax collection and administration; local property management and development; public procurement; human resource management; etc. <u>National consultants, as per this ToR, will ensure successful application in practice by LPA.</u></i></p>	10	(on-going)	<u>3 instalment:</u> 15% of the total contract amount
<p>Support LPA in writing and implementing one JILDLP local development initiative for improving local services</p> <p>1. Support LPA and local participatory group to write project proposals according to the LSED priorities;</p> <p>2. Offer consultancy to LPA and project participatory group in the project implementation process;</p> <p>3. Assess the training needs of LPA and local participatory group and deliver training modules according to JILDLP modules (<i>Problem Analysis; Project Management, Monitoring and Evaluation</i> etc.);</p> <p>4. Carry out promotion, evaluation, supervision/monitoring visits, whenever needed according to the project proposal schedule;</p> <p>5. Support the local participatory group and LPA to develop the Project Implementation Report.</p> <p><u>Deliverable 4.:</u> Project proposal approved by the JILDLP grants board (by October 2013); Project Sustainability Plan; Project Implementation Report.</p>	10	9 months (September 2013– April 2014)	<u>4 instalment:</u> 25% of the total contract amount
<p>Support LPA and local NGOs in community development and fundraising</p> <p>1. Train LPA in fundraising and resource mobilization; support them to develop and find funds for additional local development initiatives (projects) responding to the identified human rights based and gender sensitive development priorities, as per the approved LSED;</p> <p>2. Support LPA in the implementation of additional project in gender-responsive manner and in line with HRBA principles;</p> <p>3. Facilitate cooperation between the institutions and existing CBOs at local level active in community development field;</p> <p>4. Work with existing local participatory group to develop, to register (if not) and to elaborate an Organizational Development Plan.</p> <p><u>Deliverable 5.:</u> At least 2 viable additional local development initiatives/project proposals; Organizational Development Plan; Report on the implemented secondary local development project(s) and undertaken</p>	10	9 months (April - December 2014)	<u>5 instalment:</u> 25% of the total contract amount

community mobilization activities.			
Share experience for documenting the process by JILDLP team 1. Pro-active participation in capacity building and program evaluation activities, and drafting of the comprehensive final report; 2. Present good practices / case studies in a standardized format. 3. Maintain and permanently update an indicator matrix, as per JILDLP standardized format; 4. Maintain contact database and constant communication; act as liaison person between community representatives and JILDLP team, other community facilitators, JILDLP short term experts etc.; 5. Document the process (photos, lists, presentations, regulations, decisions etc.). 6. Contribute to JILDLP toolkit on LPA capacity building and community mobilization for empowerment; 7. Submit a folder (electronically& hard copy) containing all related documents, reports and photos for each community. Deliverable 6: Final Report as per template provided by JILDLP; Case Study; Community Folder (electronically& hard copy)	3	6 months (January – June 2015)	<u>6 instalment:</u> 10% of the total contract amount
Total per locality: 55 , out of these 5 days in office.		24 months (June 2013 – June 2015)	

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, Quarterly Mayor Meetings, 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 candidate may apply for more LOTs. The selected candidate will be contracted to work in maximum one LOT.

<u>LOT 1 (Team 1): 5 localities</u> - Larga, Briceni rayon; - Lipcani*, Briceni rayon; - Tirnova, Donduseni rayon; - Cupcini, Edinet rayon; - Bratuseni, Edinet rayon.	<u>LOT 2 (Team 2): 6 localities</u> - Pepeni, Singerei rayon; - Singereii Noi, Singerei rayon; - Chiscareni*, Singerei rayon; - Pelinia, Drochia rayon; - Chetrosu*, Drochia rayon; - Corlateni*, Riscani rayon.	<u>LOT 3 (Team 3): 5 localities</u> - Sculeni, Ungheni rayon; - Pirlita, Ungheni rayon; - Macaresti, Ungheni rayon; - Cioresti, Nisporeni rayon; - Ciuciuleni*, Hincesti rayon.
<u>LOT 4 (Team 4): 7 localities</u> - Ivancea, Orhei rayon; - Peresecina*, Orhei rayon; - Rusestii Noi, Ialoveni rayon; - Razeni*, Ialoveni rayon; - Zaim, Causeni rayon; - Ermoclia*, Stefan-Voda rayon; - Gura Galbenei*, Cimislia rayon.	<u>LOT 5 (Team 5): 7 localities</u> - Carpineni, Hincesti rayon; - Sarata Galbena, Hincesti rayon; - Mingir, Hincesti rayon; - Iargara, Leova rayon; - Gotesti, Cantemir rayon; - Congaz*, Gagauzia; - Vulcanesti, Gagauzia.	

Note: In localities marked with «*» the workload will be reduced with 10 working days due to the specifics of the intervention (IMC).

Organizational settings: The consultants will work in teams of 2 persons. Each consultant will be designated to work in the same group of localities in a team with a 'national consultant to facilitate the process of community mobilization and empowerment' (hired by UN Women under a different ToR). The Consultants will report to the Local Governance and Development Project Officer and officers in charge.

Language of the deliverables: All deliverables shall be submitted in Romanian (exception may be made for Russian-speaking communities).

Performance evaluation: Consultant's 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 (*development studies, social science, public administration, politics, law etc.*).

Experience:

- At least 3 years of practical experience of community development work with local public authorities and local community groups;
- Proven experience of developing and delivering training modules, particularly in local governance field;
- Proven experience in performing similar activities and assignments;
- Proven experience in NGO sector, partnership development, capacity building, training etc.

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;
- Competence in one or more of the minority languages relevant for Moldova, including Romani, Gagauz, Ukrainian, Bulgarian or other languages is an asset.
- 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;

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.