

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 Apr. 13

Country: Republic of Moldova

Description of the assignment: Five National Consultants to facilitate the process of community mobilization and empowerment

Project name: UN Women / Joint Integrated Local Development Program

Period of assignment/services: Starting 10 June 2013, estimated volume of work – up to 40 working days per each locality within a 28 months period. Initial duration of assignment – 12 months.

Technical proposal and financial proposals should be submitted **on-line** no later than 16 May 2013.

Requests for clarification only must be sent by standard electronic communication to the following e-mail: veaceslav.balan@unwomen.org.

Please notice that this address is for information requests only, please do not send or copy your application package to this address.

UN Women staff will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

Since 2010 the Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women has been implementing the “Joint Integrated Local Development Programme” (JILDP), funded by the Government of Sweden, and lately by the Government of Denmark. The JILDP was designed 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, as well as to improving the capacity of Local Public Authorities (LPAs) to deliver efficient, equitable and accessible local public services, to facilitate sustainable development and foster social inclusion. It also assists in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, engaging women and men from local community groups, including most vulnerable. The program is applying Human Rights Based Approach, Gender Mainstreaming and Women’s Empowerment as guiding conceptual approaches and instruments to its work and interventions, seeking to ensure positive and measurable change in the areas of human rights, gender equality and social inclusion.

Starting with 2013, a new phase of JILDP is being implemented with the financial support from Danish Government. The interventions at the local level (30 target localities) 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 National Decentralization Strategy. JILDP will assist LPAs in improving their capacity and operations, will support target communities and 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’s 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 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) building-up systemic capacity for effective inter-municipal cooperation (IMC) and intergovernmental relations between local authorities and the central level authorities and administration. Within the JILDP UN Women plays a key role in ensuring gender mainstreaming of the policy and planning documents developed with Programme’s support at central and local levels, and in facilitating women’s empowerment.

To facilitate effective implementation of the above-mentioned interventions in the 30 target localities UN Women’s JILDP is seeking 5 national consultants (community facilitators) to perform community facilitation in the field, as per the description below. There will be 5 teams altogether and each team will comprise of two consultants, one hired

by UNDP, with specific tasks to focus on capacity building of duty-bearers (LPAs), and one hired by UN Women, assigned to focus on community mobilization and empowerment of rights-holders, in the same community to achieve common results. In localities with sizeable Roma population the teams of consultants will be complemented with a “Roma inclusion” consultant.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

The national consultants (community facilitators) under these Terms of Reference will help local administration to improve the quality of local governance and public service delivery by facilitating the process of community mobilization and empowerment of women and vulnerable groups in 30 JILDIP target localities, as per the “Community Mobilization for Empowerment Guide” methodology, empowering the target communities in terms of their pro-active engagement in local decision-making and local development, and advancing the local human rights and gender equality situations, with focus on women and vulnerable groups.

The assistance shall be guided by the international and national standards, in compliance with the National Decentralization Strategy, and fully in line with the Human Rights Based Approach (HRBA) and Gender Equality (GE) principles and provided guidance.

For detailed information, please refer to Annex 1- Terms of Reference and detailed Table of Tasks and Workload is attached to the Terms of Reference as Annex 1.

3. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Higher education in Development Studies, Public Administration, Public Policy, Law, Social Protection/Assistance, or other relevant fields;

II. Years of Experience:

- At least 3 years of proven experience of community development work with local public authorities and local community groups or women and men from vulnerable groups;
- Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity;

III. Competencies:

- Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration/decentralization reforms;
- Understanding of human rights and gender equality concepts/approach to development, knowledge of major human rights and gender equality concerns, particularly at the local level;
- Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights / gender equality issues;
- Experience in usage of computer, Internet, and office software (MS Word, Excel, and PowerPoint)

IV. Language skills:

- Fluency in both written and oral Romanian and Russian. Knowledge of English is an advantage;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset;

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- Duly filled Personal History Form (PHF11)/CV;
- Letter of Interest;
- Financial proposal

5. FINANCIAL PROPOSAL

The financial proposal shall be structured around the specific tasks and key deliverables described in the Terms of Reference. Interested individual consultants must specify a total lump sum amount for each task and deliverable, which are to be completed by the deadlines specified in the ToR. Payments shall be made based on delivery of the services specified in the ToR and in accordance with the procedures described in the Remuneration section of the ToR. In order to assist UN Women Moldova Programme in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount.

6. TRAVEL

All travel expenses are the **full responsibility of the community facilitator**, and **shall be duly incorporated into the consolidated financial offer**. JILDIP will not take responsibility for any costs beyond the agreed contractor's all-inclusive fee..

7. EVALUATION

For detailed evaluation procedures please refer to Annex 1- Terms of Reference

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – CONDITIONS OF SERVICE - CONSULTANT