

Terms of Reference for

Five National Consultants to facilitate the process of community mobilization and empowerment (UN Women / Joint Integrated Local Development Program)

Location (Duty Station):	Chisinau, MOLDOVA
Vacancy Type:	External
Application Deadline:	16 May 2013
Type of Contract:	SSA
Languages Required:	Romanian and Russian
Starting Date: (date when the selected candidate is expected to start)	10 June 2013
Duration of initial individual Contract:	12 months
Expected Duration of the Assignment:	28 months
Estimated Workload	up to 40 work days per each locality

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.

Objective of the Assignment, Scope of Work, Duties and Responsibilities

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 JILDP 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.

Deliverables: please refer to the "Community Facilitation Chart", attached as Annex 1

Tasks, Workload, and Financial Arrangements

Before commencing the assignment community facilitators will participate in the induction trainings (as a mandatory pre-requisite for implementation of the assignment). In addition, they will participate in the programme' follow-up trainings and events, as well as in monitoring & evaluation of the programme's progress.

The detailed Table of Tasks and Workload is attached to the Terms of Reference as Annex 1.

The community facilitators will work in a group of localities, as per the below Table of Lots. Each consultant may apply for more than one Lot, but if selected for more than one Lot, one consultant will be contracted to work in maximum two Lots.

Lot 1 (Team 1): 5 locations:

- Larga, Briceni rayon;
- Lipcani*, Briceni rayon;
- Tirnova, Donduseni rayon;
- Cupcini, Edinet rayon;
- Bratuseni, Edinet rayon.

Lot 2 (Team 2): 6 locations:

- Pepeni, Singerei rayon;
- Singereii Noi, Singerei rayon;
- Chiscareni*, Singerei rayon;
- Pelinia, Drochia rayon;
- Chetrosu*, Drochia rayon;
- Corlateni*, Riscani rayon.

Lot 3 (Team 3): 5 locations:

- Sculeni, Ungheni rayon;
- Pirlita, Ungheni rayon;
- Macaresti, Ungheni rayon;
- Cioresti, Nisporeni rayon;

- Ciuciuleni*, Hincesti rayon.

Lot 4 (Team 4): 7 locations:

- Ivancea, Orhei rayon;
- Peresecina*, Orhei rayon;
- Rusestii Noi, Ialoveni rayon;
- Razeni*, Ialoveni rayon;
- Zaim, Causeni rayon;
- Ermoclia*, Stefan-Voda rayon;
- Gura Galbenei*, Cimislia rayon.

Lot 5 (Team 5): 7 locations:

- Carpineni, Hincesti rayon;
- Sarata Galbena, Hincesti rayon;
- Mingir, Hincesti rayon;
- Iargara, Leova rayon;
- Gotesti, Cantemir rayon;
- Congaz*, Gagauzia;
- Vulcanesti, Gagauzia.

In locations marked with «*» in the list of Lots, workload may be smaller due to varying characteristics of interventions (facilitation of inter-municipal cooperation, for instance), thus the payment/remuneration may be reduced by JILDLP by up to 20% to match the *de facto* needs.

Language of the deliverables: All deliverables shall be submitted in Romanian (or Russian – in case of Russian-speaking locations) language.

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

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

Payments: Payments of fees will be authorized upon submission and approval of deliverables by UN Women JILDLP Program Analyst within 10 working days after their approval.

Management Arrangements

Organizational setting: The community facilitators will work in teams of 2 including a community facilitator hired by UNDP, in close collaboration with the JILDLP program staff. Community facilitators will be teamed up by Lots, with one winning candidate per each Lot, based on the current ToR announced by UN Women under JILDLP, and one winning candidate – based on ToR announced by UNDP under JILDLP.

The consultants will report to the UN Women JILDLP Program Analyst. The assignment does not require full-time presence at UN Women JILDLP premises.

Qualification Requirements and Evaluation Process

The following minimum qualification requirements shall apply to the perspective candidates, and will be assessed at the stage of application documents review, and short-listing (which is the first stage of the evaluation process):

- At least University degree in Development Studies, Public Administration, Public Policy, Law, Social Protection/Assistance, or other relevant fields;
- 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.

Compliance with the following qualification requirements (*weighted in points*) will be assessed at the stage of interviewing of short-listed candidates (second stage of the evaluation process):

	Criteria	Maximum points
1.	Higher education in Development Studies, Public Administration, Public Policy, Law, Social Protection/Assistance, or other relevant fields (<i>max.15 points for a doctoral degree, 10 points – for master's degree, 5 points – for graduate's degree; max.15 points for relevance of degree in terms of field of studies; and max.10 for relevant trainings and other (non-academic) forms of education</i>)	40
2.	Experience in community development work, in cooperation with local public authorities and local community groups or women and men from vulnerable groups (<i>3 years of the required experience – 20 points, each next year of relevant experience will add 10 extra points up to a maximum of 60 points</i>)	60
3.	Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity (<i>up to 10 points for experience of work for an international and/or donor organization, and up to 10 additional points for experience of work for a UN entity</i>)	20
4.	Fluency in both written and oral Romanian and Russian (<i>each language up to 10 points</i>). Knowledge of English is an advantage (<i>up to 10 extra points</i>), working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language is an asset (<i>up to 5 extra points</i>)	35
5.	Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration/decentralization reforms (<i>up to 25 points</i>)	25
6.	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 (<i>up to 25 points</i>)	25
7.	Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging human rights / gender equality issues (<i>up to 15 points</i>)	15
8.	Experience in usage of computer, Internet, and office software (MS Word, Excel, and PowerPoint)	10
	Maximum total technical scoring:	230

Only candidates who meet all the mandatory requirements will qualify to the second stage of the selection process (interviewing).

At the second stage of evaluation up to 230 points will be scored to each interviewed candidate. Only candidates, who will accumulate at least 161 points of the maximum 230 points during the second stage (interviewing) of the selection process, will qualify to the third stage.

At the last (third) stage of evaluation, the financial offers of the short-listed candidates will be included into the final evaluation table, and will be weighted in terms of selection points as per below formula:

$$P = F_{\min} / F_c * 120$$

P - points attributable to the given candidate

F_{min} - lowest financial offer of all candidates qualified into the second stage

F_c – financial offer of the given candidate

Thus, the total evaluation table of the short-listed candidates will incorporate the following sections:

Stage / Candidates	Total Points Maximum	Candidate A	Candidate B	Candidate C	Candidate D
Technical review	230				
Financial proposal review	120				
TOTAL:	350				

The WINNING CANDIDATE

The winning candidates will be the candidates, who have accumulated the highest aggregated score (technical + financial scoring).

Application Process

Applications should be submitted on line and include fully completed [UN Women Personal History Form P11](#), along with the Letter of Application (justifying compliance with the qualification requirements) and the all-inclusive / aggregated Financial Proposal (Offer) for the entire assignment, **with the mark “National Consultants to facilitate the process of community mobilization and empowerment (UN Women / Joint Integrated Local Development Program) – Lot No. ____” by 16 May 2013, COB.**

Failure to disclose prior employment or making false representations on this form will be grounds for withdrawal of further consideration of his/her application or termination, where the appointment or contract has been issued.

The all-inclusive / aggregated financial offer shall include a consolidated amount of **all** financial claims related to performance of the assignment, including fees, travel and other additional costs, etc. It is each **applicant's responsibility** to make a calculation of all relevant fees, costs and claims, and to submit the final aggregated financial offer along with the application package.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select more than one candidate from this announcement.

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.