

NATIONAL CONSULTANT

for

ensuring inclusion of Roma women and men in local decision-making and related local development planning and budgeting processes, carried out within the JILDP programme's interventions at the local level (UN Women JILDP)

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| Location (Duty Station): | Chisinau, MOLDOVA |
| Vacancy Type: | External |
| Application Deadline: | 14 June 2013 |
| Type of Contract: | SSA |
| Languages Required: | Romanian and Russian working knowledge of English and Romani is an advantage |
| Starting Date: (date when the selected candidate is expected to start) | 1 July 2013 |
| Duration of Initial Contract: | 28 months |
| Expected Duration of the Assignment: | 28 months |
| Estimated Workload | Up to 105 working days over a period of 28 months |

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, with active engagement of women and men from local community groups, including most vulnerable, and improve local public service delivery. The programme 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 the 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 in establishing / development of quality and equitable public services to achieve sustainable human-centred 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 Congress of Local Authorities from Moldova (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 and central level authorities and administration. Within the JILDUP 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 JILDUP will hire 5 national consultants (community facilitators) to perform community facilitation in the field, as per their specific ToR. There will be 5 teams altogether and each team will comprise of two consultants, one hired by UNDP, with a specific task 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, both experts working in the same community to achieve common results.

Under the current ToR to facilitate the inclusion of Roma women and men into the interventions in the localities with sizeable Roma population (of the 30 target localities), JILDUP is seeking a Roma inclusion consultant to complement the teams of two community facilitators in each location.

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

The national consultant on Roma inclusion under these Terms of Reference will team up with the community facilitators assigned to lead the capacity building process to assist them in facilitating the process of: a) community mobilization and empowerment of women and vulnerable groups in the JILDUP target localities, as per the Community Mobilization for Empowerment Guide methodology to strengthen local governance and improve the quality and accessibility of public service delivery, b) to develop and empower the target communities in terms of their pro-active engagement in local decision-making and local development, and c) to advance the human rights and gender equality situation of rural women and vulnerable groups, with special focus on empowerment and inclusion of Roma women and men in the process.

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

Deliverables: please refer to the Annex 1 to the current ToR

Tasks, Workload, and Financial Arrangements

Before commencing the work on the assignment the national consultant on Roma inclusion will participate in the induction trainings (as a mandatory pre-requisite for implementation of the assignment). In addition, s/he will participate in the programme's follow-up trainings and events, as well as in its monitoring & evaluation sessions.

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

The consultant will work in the following localities (communes):

- Tirnova, Donduseni rayon;
- Chetrosu, Drochia rayon;
- Cioresti, Nisporeni rayon;
- Carpineni, Hincesti rayon;
- Mingir, Hincesti rayon.

Language of the deliverables: All deliverables shall be submitted in the Romanian language.

Travel: All travel expenses are the **consultant's responsibility**, and **shall be incorporated in the consolidated financial offer**.

Performance evaluation: Consultant'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 the UN Women / JILDP Programme Analyst within 10 working days after their approval.

Management Arrangements

Organization setting: The consultant will work in a team of two community facilitators, assigned to lead the capacity building and facilitation process in the relevant localities, in close collaboration with the JILDP programme staff. The consultants will report to the UN Women JILDP Programme Analyst. The assignment does not require full-time presence at JILDP UN Women 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, Public Law, Social Protection / Assistance, or other relevant fields;
- At least 2 years of proven experience of field work on Roma inclusion and/or community development work in localities populated by Roma;

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):

- At least university degree in Development Studies, Public Administration, Public Policy, Public Law, Social Protection / Assistance, or other relevant fields (*up to 40 points, of which 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 forms of education*);
- At least 2 years of proven experience of field work on Roma inclusion and/or community development work in localities populated by Roma (*up to 60 points, 2 years of the required experience – 20 points, each next year of relevant experience will add 10 extra points*);
- Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity (*up to 20 extra points, of which 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*);
- Romanian and Russian languages are mandatory. Working knowledge of English and/or Romani is an advantage (*up to 10 extra points each language*);
- Understanding of Moldovan development context, specifically with regard to Central Public Administration and Local Public Administration / decentralization reforms (*up to 20 points*);
- Understanding of human rights and gender equality concepts / approach to development, knowledge of major Roma-sensitive human rights and gender equality concerns, particularly at the local level (*up to 25 points*);
- Advanced communication, presentation and advocacy skills, particularly with regard to difficult or challenging Roma-sensitive human rights / gender equality issues (*up to 15 points*).

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 200 points will be scored to each interviewed candidate. Only candidates, who will accumulate at least 140 points of the maximum 200 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 candidates qualified into the third stage will be included into the final evaluation table, and will be weighted in terms of selection points as per below formula:

$$P = F_{min} / F_c * 100$$

P - points attributable to the given candidate

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

F_c – financial offer of the given candidate

Thus, the total evaluation table of the applying candidates will incorporate the following sections:

| Stage / Candidates | Total Points Maximum | Candidate A | Candidate B | Candidate C | Candidate D |
|--|---------------------------|-------------|-------------|-------------|-------------|
| <u>First stage</u> (documents review) | Min. eligibility criteria | | | | |
| <u>Second stage</u> (interview) | 200 | | | | |
| <u>Third stage</u> (financial proposal review) | 100 | | | | |
| TOTAL: | 300 | | | | |

WINNING CANDIDATE

The winning candidates will be the candidates, who have accumulated the highest aggregated score (technical scoring from first two stages + 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 Financial Proposal (Offer) for the entire assignment, **with the mark “National Consultant on Roma Inclusion (UN Women / JILDLP)” by 14 June 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.

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

Please note that UN Women Moldova reserves the right to select two or more candidates 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.

ROMA INCLUSION WITHIN COMMUNITY FACILITATION CHART

| Tasks | Step as per CME | Work days | Period | Installments |
|--|-----------------|------------|-------------------------------------|---|
| 1.1. Preliminary assessment of the target locality, in terms of understanding the particular local context and existing power structures, as well as of resources needed to ensure Roma empowerment, community mobilization and inclusion process, and of threats to such a process; 1.2. Capacity gaps and needs of LPA on Roma Empowerment, Community Mobilization and Inclusion, reflected in the Training needs assessment report; 1.3. Delivering Training session for LPAs on Roma Empowerment, Community Mobilization & Inclusion Deliverable 1: Preliminary Assessment Summary; Report on Training needs; Data Collection Plan completed; Training Report | Step 1 | 5 | 1 month (July 2013) | <u>1 installment:</u> 10% of the total contract amount |
| 2. In-depth and cross-disaggregated assessment of the Roma population of the target localities to document the existing situation, needs and the resources that exist within the community, and identification of existing local development concerns, most notably human rights and gender concerns, as well as barriers / opportunities in terms of Roma women economic empowerment; Interviews, Focus groups with Roma women and men from the vulnerable groups Deliverable 2: Validated Community Profile and Action Plan, developed based on the community profile, for Roma women empowerment | Step 2 | 10 | | |
| 3. Establishment of at least one (where possible mixed) local community group, including also most disempowered / vulnerable Roma women and men to jointly address recommendation(s) of the Action Plan around the identified development (human rights and gender) concerns in each assigned locality Deliverable 3: Cross-disaggregated Lists of Participants, agendas and notes on meeting of the created local group Organizational Development Plan | Step 3 | 7,5 | 1 month (Aug 2013) | <u>2 installment:</u> 15% of the total contract amount |
| 4. Facilitating the process of identifying basic development needs and priorities of the Roma women and men from the initiated local community groups (including women economic empowerment needs and barriers), Developing the basic self-organization skills within the groups, as well as the “sense / ownership of the group” among the group members Deliverable 4: Cross-disaggregated Lists of Participants, basic training on community mobilization, agendas, notes on meetings of the local groups and Map of Needs for the local community group; Integrated Action Plan (CME + Local development cycle) | Step 4 | 7,5 | 1 month (Sept 2013) | |
| 5. Facilitating the process participatory local strategic gender-responsive planning and budgeting, including women’s economic empowerment, with active involvement of local community group(s) Deliverable 5: Approved Local Development Strategy and Local Budget documents, cross-disaggregated Lists of Participants, agendas, notes on the local group meetings | Step 5 | 7,5 | 1 month (Oct 2013) | <u>3 installment:</u> 15% of the total contract amount |
| 6. Facilitating the process of developing a 6-months local development initiative (project) fundable by JILDLP, responding to the identified Roma-sensitive human rights based and gender sensitive development priorities, including Roma inclusion priorities and Roma women’s economic empowerment priorities, as per the agreed local strategy Deliverable 6: Local development initiative / project proposals approved by the JILDLP grants board | Step 6 | 12,5 | 2 months (Nov – Dec 2014) | |
| 7. Implementation of the project in a gender-responsive manner and in line with HRBA principles, and further consolidation of the local community groups around the implementation, monitoring & evaluation, as well as through the partnership-type engagement with the LPAs Deliverable 7.1: Intermediary Progress Report Deliverable 7.2: Clearance of the implemented project | Steps 6 & 8 | 15 | 8 months (Jan – Aug 2014) | <u>4 installment:</u> 15% of the total contract amount |
| 8. Facilitating the development of secondary local development initiatives (projects) responding to the identified Roma-sensitive human rights based and gender sensitive development priorities, as per the agreed local strategy Deliverable 8: At least 2 viable secondary local development initiative / project proposals | Steps 7 & 8 | 12,5 | 3 months (Aug-Oct 2014) | <u>5 installment:</u> 10% of the total contract amount |
| 9. Implementation of the secondary project in gender-responsive manner and in line with HRBA principles, and strengthening of the local community groups, including via embedded and institutionalized engagement with LPAs, including through routine community monitoring & evaluation Deliverable 9.1: Community Group Organizational Development Plan; Mid-term Intermediary Progress Report on the launched secondary local development project(s) Deliverable 9.2: Intermediary Progress Reports on the implemented secondary local development project(s) & transparent, participatory and inclusive monitoring and community evaluation process | Step 9 | 17,5 | 10 months (Nov 2014 – Aug 2015) | <u>6 installment:</u> 15% of the total contract amount (on submission of deliverable 9.1) |
| | | | | <u>7 installment:</u> 20% of the total contract amount (on submission of deliverables 9.2 and 10) |
| 10. Pro-active participation in CME and program evaluation activities, and drafting of the comprehensive final report, Training on Evaluating Empowerment. Deliverable 10: Final Report as per template provided by JILDLP | Step 10 | 10 | 2 months (Sept – Oct 2015) | |
| Sub-Total for the 5 assigned localities with sizeable Roma population: | | 105 | 28 months (July 2013 – Oct 2015) | |

Performance evaluation of community facilitators will be carried out after implementation of tasks 6, 8, and at the end of the entire assignment, including through the use of Self-Evaluation Forms provided by JILDLP, and through external monitoring & evaluation ensured by JILDLP. Continuation of facilitators’ contracts will be subject to successful performance evaluation.

Community facilitators will be invited to participate in several Training of Trainers and regular team meetings. Participation in such events will be a precondition for successful performance evaluation.