

NATIONAL CONSULTANT
for
peer review and monitoring of community mobilization for empowerment
within JILDP program interventions at the local level (UN Women / JILDP)

Location (Duty Station):	Chisinau, MOLDOVA
Vacancy Type:	External
Application Deadline:	31 July 2013
Type of Contract:	SSA
Languages Required:	Romanian and English
Starting Date: (date when the selected candidate is expected to start)	12 August 2013
Duration of Initial Contract:	27 months
Expected Duration of the Assignment:	27 months
Estimated Workload	160 working days

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-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 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 hired 5 national consultants (community facilitators) to perform community facilitation in the field, as per the description below. There are 5 teams altogether and each team is comprised 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.

Under the current ToR JILDP is seeking a peer review and monitoring consultant to ensure the tracking of progress in implementation of the JILDP community interventions, and to provide the community facilitators with an expert peer feedback on the process, and thus to improve the quality of the local interventions of the program.

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

The national peer review and monitoring consultant under these Terms of Reference will ensure the tracking of progress in implementation of the JILDP community interventions, and will provide the community facilitators with an expert peer feedback on the process, as per the Community Mobilization for Empowerment Guide methodology. The ultimate goal of the assignment is contribute to improvement of the quality and accessibility of local governance and public service delivery, to develop and empower the target communities in terms of their pro-active engagement into local decision-making and local development, and to advance the local human rights and gender equality situation with focus on women and vulnerable groups.

The three major Tasks under the current ToR will be:

1. To ensure the monitoring of the progress in implementation of the JILDP community interventions in the 30 target localities;
2. To provide a consistent peer review to the community facilitators working in the 30 target localities on the work done by them;
3. To assist the JILPD program staff in running of the induction and follow-up trainings, and in monitoring and evaluation events by providing substantial input to the sessions of the both.

The areas, which need to be covered by the consultant's expertise, are:

- 1) Community Mobilization
- 2) Women/Gender Balance, Vulnerable Groups and Empowerment
- 3) Transparency, Participation and Inclusion at the Local Level
- 4) Community Monitoring & Accountability at the Local Level
- 5) Human Rights Based Approach and Gender Mainstreaming in Development of Local Strategies, Programs, Projects and Budgets (gender-responsive budgeting)

The performance of the assignment 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.

Tasks, Workload and Deliverables

Tasks	Work days	Period	Payment Installments
1.1. Adjustment/development of peer review and monitoring instruments and templates, their presentation to the community facilitators and other stakeholders <u>Deliverable 1.1: Peer review and monitoring instruments and templates</u>	3	2 months (Aug-Sept 2013)	<u>1st installment</u>
1.2. Peer review and monitoring of the Community Profiling activities by the contracted community facilitators in 30 target localities; input and participation to the follow-up event <u>Deliverable 1.2: Peer Review and Monitoring Report</u>	15		
1.3. Peer review and monitoring of the establishment of local community groups and of the process of identifying basic development needs and priorities of the women and men from local community groups; input and participation to the follow-up event <u>Deliverable 1.3: Peer Review and Monitoring Report</u>	15		

Tasks	Work days	Period	Payment Installments
1.4. Peer review and monitoring of the process of outreach of the emerged local community groups to the entire community and its local public authorities, of their joint engagement into the local strategic gender-responsive planning and budgeting process (resulting into the adoption or update of the Local Socio-Economic Development Strategy), as well as of the process of developing project concepts and local project fundable by JILDP, responding to the identified human rights based and gender sensitive development priorities, as per the agreed local strategy; input and participation to the follow-up event <u>Deliverable 1.4: Peer Review and Monitoring Report</u>	17,5	3 months (Oct-Dec 2013)	<u>2nd installment</u>
1.5. Peer review and monitoring of the implementation of the project in a gender-responsive manner and in line with HRBA principles, and of the further consolidation of the local community groups; input and participation to the follow-up event <u>Deliverable 1.5: Three periodic Peer Review and Monitoring Reports (one per 2-3 months)</u>	37,5	8 months (Jan – Aug 2014)	<u>3rd installment</u>
1.6. Peer review and monitoring of the process of development of the secondary local development initiatives (projects) responding to the identified human rights based and gender sensitive development priorities, as per the agreed local strategy; input and participation to the follow-up event <u>Deliverable 1.8: Peer Review and Monitoring Report</u>	17,5	3 months (Aug-Oct 2014)	<u>4th installment</u>
1.7. Peer review and monitoring of the implementation of the secondary project in gender-responsive manner and in line with HRBA principles, and of the strengthening of the local community groups, including via embedded and institutionalized engagement and interaction with LPAs, including through routine community monitoring & evaluation; input and participation to the follow-up event <u>Deliverable 1.9: Three periodic Peer Review and Monitoring Reports (one per 3-4 months)</u>	37,5	10 months (Nov 2014 – Aug 2015)	<u>5th installment</u>
1.8. Pro-active and key role participation in CME and program evaluation activities, and drafting of the comprehensive final report <u>Deliverable 10: Final Monitoring and Evaluation Report as per template provided by JILDP</u>	17	2 months (Sept – Oct 2015)	<u>6th installment</u>
Total:	160	27 months (August 2013 – October 2015)	

Before commencing the work on the assignment the national peer review and monitoring consultant will have to participate in the induction trainings (as a mandatory pre-requisite for implementation of the assignment). In addition, s/he will have to participate in the program follow-up trainings and events, as well as to play a key role in the program monitoring & evaluation sessions.

The consultant will cover the following target localities (communes):

- Larga, Briceni rayon;
- Lipcani*, Briceni rayon;
- Tirnova, Donduseni rayon;
- Cupcini, Edinet rayon;
- Bratuseni, Edinet rayon.
- Pepeni, Singerei rayon;
- Singereii Noi, Singerei rayon;
- Chiscareni*, Singerei rayon;
- Pelinia, Drochia rayon;
- Chetrosu*, Drochia rayon;
- Corlateni*, Riscani rayon.
- Sculeni, Ungheni rayon;
- Pirlita, Ungheni rayon;
- Macaresti, Ungheni rayon;
- Cioresti, Nisporeni rayon;
- Ciuciuleni*, Hincesti rayon.
- Ivancea, Orhei rayon;
- Peresecina*, Orhei rayon;
- Rusestii Noi, Ialoveni rayon;

- Razeni*, Ialoveni rayon;
- Zaim, Causeni rayon;
- Ermoclia*, Stefan-Voda rayon;
- Gura Galbenei*, Cimislia rayon.
- Carpineni, Hincesti rayon;
- Sarata Galbena, Hincesti rayon;
- Mingir, Hincesti rayon;
- Iargara, Leova rayon;
- Gotesti, Cantemir rayon;
- Congaz*, Gagauzia;
- Vulcanesti, Gagauzia.

Language of the deliverables: All peer review deliverables shall be submitted in Romanian language, while all monitoring deliverables shall be submitted in English language.

Travel: All travel expenses are **consultant's responsibility**, and **shall be incorporated into 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 Program Analyst within 15 working days after their approval.

Management Arrangements

Organization setting: The consultant will have to work closely with the community facilitators, assigned to lead the facilitation process in the relevant localities, and in close collaboration with the JILDP program staff. The consultants will report to the UN Women / JILDP Program Analyst. The assignment does not require full-time presence at JILDP / UN Women premises.

Qualification Requirements (Required Skills and Experience)

Academic Qualifications:

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

Experience:

- At least 5 years of proven experience of community development work with local public authorities and local community groups or women and men from vulnerable groups;
- At least 1 year of proved experience in monitoring, evaluation and peer review activities;
- Previous experience in development assistance or related work for an international and/or donor organization, preferably a UN entity.

Competencies:

- Sound understanding of Moldovan development context, specifically with regard to Local Public Administration / decentralization reforms;
- Sound 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 training skills, particularly with regard to difficult or challenging human rights / gender equality issues.

Language requirement:

- Fluency in both, written and oral Romanian and English. Knowledge of Russian 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.

Computer skills:

- Experience in usage of computer, Internet, and office software (MS Word, Excel, and PowerPoint).

Evaluation Process

The candidates must possess the minimum qualification criteria to be eligible for further technical evaluation. 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 a University degree in Development Studies, Public Administration, Public Policy, Law, Social Protection/Assistance, or other relevant fields;
- At least 5 years of proven experience of community development work with local public authorities and local community groups or women and men from vulnerable groups;
- At least 1 year of proved experience in monitoring, evaluation and peer review activities.

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.	At least a University degree 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.	At least 5 years of proved experience in community development work, in cooperation with local public authorities and local community groups or women and men from vulnerable groups (<i>5 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.	At least 1 year of proved experience in monitoring, evaluation and peer review activities (<i>1 year of the required experience – 15 points, each next year of relevant experience will add 5 extra points up to a maximum of 60 points</i>)	30
4.	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
5.	Fluency in both, written and oral Romanian and English (<i>each language up to 10 points</i>). Knowledge of Russian is an advantage (<i>up to 5 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>)	30
6.	Sound understanding of Moldovan development context, specifically with regard to Local Public Administration / decentralization reforms (<i>up to 20 points</i>)	20
7.	Sound 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
8.	Advanced communication, presentation and training skills, particularly with regard to difficult or challenging human rights / gender equality issues (<i>up to 15 points</i>)	15
9.	Experience in usage of computer, Internet, and office software (MS Word, Excel, and PowerPoint)	10
	Maximum total technical scoring:	250

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 250 points will be scored to each interviewed candidate. Only candidates, who will accumulate at least 175 points of the maximum 250 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:

$$P = F_{\min} / F_c * 125$$

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	250				
Financial proposal review	125				
TOTAL:	375				

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 Consultant for peer review and monitoring of community mobilization for empowerment”** by **31 July 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.