

Joint Integrated Local Development Programme

Terms of Reference

Job title:	International Consultants on for developing the policy document for decentralization of public services related to environment – LOT 1/LOT 2/LOT 3
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	September 2 nd 2013
Duration of Assignment:	September – November 2013

Job Content

I. BACKGROUND

The Government of Moldova explicitly acknowledges that decentralization represents an essential item on the reform agenda of the country. The goal is to provide quality services to women and men equitably - including the rights of persons from vulnerable groups - through building autonomous and democratic local governments, able to manage efficiently their responsibilities. Thus, on April 5, 2012 the Parliament of the Republic of Moldova adopted the **National Decentralization Strategy** that represents the main policy document in the field of local public administration and establishes the national mechanisms to ensure genuine local autonomy. Prior to Strategy's approval, the Government has benefited from the support provided by the Joint Integrated Local Development Programme/JILDP implemented by UNDP and UN Women and funded by the Government of Sweden and UNDP. Given the stringent need to further advance with the implementation of the Decentralization Strategy, and building on the successful cooperation with the Joint Integrated Local Development Programme, the State Chancellery together with United Nations have designed a new Programme phase to support the implementation of the Decentralization Strategy at policy and local levels.

The interventions at the local level (20 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 support LPAs capacity to plan for, invest in and deliver quality services, as well as set up the stage for local economic development and incentives for local investments, jobs' creation and income-generating activities, which will ultimately lead to sustainable rural development and economic growth.

Upon a thorough assessment of local economic potential and growth opportunities, LPAs will be assisted to promote investment opportunities and to interact with businesses. The activities will include the identification and creation of an enabling environment for rural business development, as well as identification, development and implementation of innovative income generating activities. An enabling business environment will entail the LPA's offering: information for investors regarding economic opportunities and conditions to establish local business; permissive local normative frameworks; one-stop shops for interacting with local authorities (issuance of licenses, permits, etc.); availability of locally-owned resources like land and buildings for establishment and operation of local businesses; Availability of local

utilities and services etc. Based on the previous JILDLP experience, the empowerment of women and men particularly representing the most vulnerable groups will remain the key element for local development along with improved local governance and local service provision. Thus, the Programme will support the development of income generating activities and provide opportunities for re-investment of remittances, and provide training to develop skills to initiate and manage income generating economic activities.

II. SCOPE OF WORK

THE PRESENT TERMS OF REFERENCE CONSISTS OF 3 (THREE) LOTS:

LOT NUMBER 1 (ONE): WATER AND SEWERAGE

LOT NUMBER 2 (TWO): WASTE MANAGEMENT

LOT NUMBER 3 (THREE): LOCAL MANAGEMENT OF NATURAL, WATER AND MINERAL RESOURCES

THE CANDIDATE MAY SUBMIT PROPOSALS FOR ONE OR MORE LOTS. IN THE CASE THE OFFEROR APPLIES FOR MORE THAN 1 (ONE) LOT

A) IT SHOULD SUBMIT SEPARATE PROPOSALS (INCLUDING FINANCIAL PROPOSAL) FOR EACH LOT

B) IT SHOULD DEMONSTRATE SUFFICIENT SUBSTANTIVE CAPACITY ACCORDING TO THE SPECIFIC REQUIREMENTS OF EACH LOT TO IMPLEMENT THE ACTIVITIES AND WITHIN THE PROPOSED TIMEFRAME.

JILDLP is seeking international experts, in each LOT, who will provide assistance to the working group on decentralizing public services related to the environment in developing the policy document, including analysis of problems related to decentralization, identification of ways to delegate competences to LPAs and formulation of the objectives and actions for decentralization in this field.

III. TASKS AND ESTIMATED WORKLOAD

The international consultant/s will assist the working group on decentralizing the public services related to environment to elaborate the policy document for decentralization in the field of the LOT, based on the “Guide for Central Public Authorities for Developing the Sectoral Decentralization Strategies”, which includes but is not limited to:

- Analysis of the stage of decentralization in the field covered by the LOT.
- Identification and analysis of the problems regarding service provision in the field covered by the LOT (in terms of competences performed by LPAs, unclear allocation of responsibilities, unfunded mandates, etc), problem tree analysis, and problem prioritization.
- Identification of the type of public policy document to be developed for decentralization in in the field covered by the LOT
- Definition of the goal and the objectives of the policy document for decentralization in the field covered by the LOT
- Clarification of responsibilities and competences, including identification of delegated/decentralized/shared competences in the field covered by the LOT, that will be allocated to the LPAs (based on the chart of competences)
- Identification of the necessary resources (material, human, financial, and information) and the best ways for their efficient allocation for fulfilling the competences
- Assess the impact of EU policies on decentralization of the relevant public service in the field covered by the LOT.
- Identification of the means to ensure access, equity and the quality of public services: defining minimum service and access standards, costs, means for financing of public services
- Defining the management framework for providing public services at local level, interaction between different levels of governments, public-private interaction, contracting out, and management of the delegated/decentralized/shared public services in this field

- Planning human, material and financial resources for providing the delegated/decentralized/shared public services in the field covered by the LOT, identification of financing sources of public service provision, regulation of taxes, fees and subsidies.
- Elaboration of the Action Plan for implementation of the sectoral decentralization policy document which will include: the main activities, the institutions in charge of implementation, the necessary resources, and the stages of implementation.
- Development of the institutional framework, the stages of implementation, the monitoring and evaluation indicators in the field covered by the LOT
- Impact analysis for the proposed policy options, including the administrative and financial impact analysis, cost-benefit analysis, as well as the impact on the vulnerable groups

More specifically, the international consultant will perform the following tasks and activities but not limited to them, for an estimated workload as specified below for each LOT:

Tasks and Activities	Estimated workload (WD)
1. Provide assistance to the working group on decentralizing public services related to the environment in developing the decentralisation policy document in the field of the lot, using a human rights based approach and gender equality principles	Lot 1 – 15 days Lot 2 – 13 days Lot 3 – 10 days
1.1 Design the framework of the policy document adapted to the requirements of the NDS, the national requirements for elaborating the strategic planning documents and the specifics in the field of the LOT	
1.2 Conduct a desk review, including using a human rights based approach and gender equality dimensions, for the elaboration of the decentralisation policy document in the field of the lot	
1.3 Develop the decentralisation policy document in the field of the lot	
1.4 Elaborate policy briefs based on the research conducted and the developed policy document in the field of the lot	
1.5 Develop a report and a presentation on the international experience in decentralisation in the field of the lot relevant for the issues identified and the Moldovan context	
1.6 Ensure the compliance of the decentralisation policy document in the field of the lot with the national requirements for elaborating the strategic planning documents, the National Decentralisation Strategy, and the specifics of the environment sector	
2. Participate in the meetings of the working group on decentralizing public services related to the environment	Lot 1 – 9 days Lot 2 – 8 days Lot 3 – 6 days
2.1 Participate in the debates of the working group on decentralizing public services related to the environment	
2.2 Make presentations for the working group on decentralizing public services related to the environment on the following subjects, in the field of the LOT: a) the designed concept framework of the policy document, the main findings of the problem identification and analysis, international experience on decentralizing education services b) the policy options c) the final version of the educational decentralization policy document d) other issues as it might be needed.	
2.3 Make the necessary adjustments to the policy documents on decentralizing public services related to the environment in the field of the LOT based on the findings/decisions of the working group on educational decentralisation	

Total number of estimated work-days, of which at least 8 days in Moldova, each:

Lot 1 – 23 days

Lot 2 – 21 days

Lot 3 – 16 days

All studies and analysis will be performed using a human rights based and gender equality approach, which implies: a) analysis of the existing situation with regard to the access of women and men from all vulnerable groups to the public services mentioned above; b) needs assessment, including the special needs assessment, of women and men from all social groups, including the most vulnerable, in this field; c) gender impact analysis on vulnerable groups of the decentralization policy options; d) facilitating access and/or women and vulnerable groups empowerment

IV. DELIVERABLES AND TIMEFRAME:

	Outputs/Deliverables	Deadline and estimated workload
1.	Inception Report which will include the methodology to be applied for the tasks, the conceptual framework of the policy document, and the concept note for the study visit.	September 10, 2013
2.	Progress Report which will include: 1. Results of the data collected and the research conducted to identify the problems and the analysis. 2. International experience regarding decentralization of environment related services. 3. Presentations regarding the conceptual framework of the policy document, problem analysis, identification of priorities, the chart of competences, etc. 4. Minutes/Summary of the discussions of the working group when the research results were presented	September 30, 2013
3.	Progress Report which will include: 1. Policy document on decentralization of environment related public services, including the Action Plan 2. Minutes/Summary of 3 public debates (including 2 outside of Chisinau) where the policy document and the Action Plan was presented and debated 3. Summary of the policy document on decentralizing environment related public services	November 15, 2013
4.	Activity Report	November 25, 2013

All deliverables will be developed in **English**. The deliverables shall be endorsed by the JILDP Chief Technical Adviser, **representatives of the working group on decentralizing environment related public services, and the State Chancellery of the Republic of Moldova.**

V. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- MA and/or PhD in Public Administration, Public Policy, Economics, Environmental Studies, Public and Administrative Law, or other relevant fields

Experience:

- At least 7 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, environment related public services (water and sewerage, waste management, natural resources management at local level, etc).
- Sound knowledge of the relevant public service, proven by policy analysis and studies, experience in implementation of reforms, or of management of the relevant service.
- Experience with decentralization reforms, particularly related to communal services, in the Central Eastern European countries.
- Experience in the Moldovan development context, specifically with regard to the decentralization reform, Central Public Administration and Local Public Administration sector reforms
- Knowledge of gender equality and human rights concerns, gender-sensitive, human-centered / human rights based approach and best practices particularly related to public administration, local public administration and local development
- Proven successful experience in working with the international organizations

Competences:

- Robust analytical and writing skills
- Demonstrated capacity of team work
- Ability to produce deliverables in due time and within cost and quality standards
- Proficiency in computer applications (Windows, MS Office, IE, Outlook)
- Strong interpersonal and communication skills
- Sensitivity and respect for human rights and gender equality
- Fluency in English (written & oral), knowledge of Romanian or Russian will be an asset.

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.