

Joint Integrated Local Development Programme

Terms of Reference

Job title:	National Consultant for developing the Monitoring and Evaluation Methodology for the Decentralization Reform in Moldova
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	10 September 2013
Duration of Assignment:	September – December 2013, estimated workload up to 40 days.

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/JILDLP 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. JILDLP 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

JILDP is seeking a national consultant who will provide assistance to the State Chancellery (General Division for Decentralization Policies and Local Public Administration) to elaborate the Methodology for Monitoring and Evaluation of the Decentralization reform in the Republic of Moldova.

III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
1. Elaborate the Methodology for Monitoring and Evaluation of the implementation of the National Decentralization Strategy (NDS), which will include, without being limited to: 1.1. Formulate the goals and the conceptual framework for monitoring and evaluation of the NDS 1.2. Describe the system and tools for monitoring and evaluation 1.3. Define the monitoring and evaluation framework, which should include the set of progress/performance indicators and the results of the decentralization reform 1.4. Identify the efficiency criteria and the methods to measure the performance in the implementation of the decentralization reform, including general performance, indicators for effectiveness in implementation of the Action Plan of the NDS, and cost efficiency of the reform, etc. 1.5. Elaborate de Monitoring and Evaluation Plan for the decentralization reform, which should include the activities necessary to begin implementation of the M&E tools, the actual performance monitoring, the evaluation of results as well as the measurement of success in the implementation of the NDS.	25
2. To take part in the meetings organized by the State Chancellery and to present the M&E methodology	5
3. To participate in a stakeholder training organized by the State Chancellery and to present the M&E methodology	3
4. To adjust the proposed M&E methodology according to the comments and suggestions received from the State Chancellery. To train relevant staff of the State Chancellery in the use of the M&E Methodology.	7
Total up to	40

The M&E methodology will be elaborated using a human rights based and gender equality approach and will use and integrate the set of indicators already developed by JILDP.

The National Consultant will work in close cooperation with the General Division for Decentralization Policies and Local Public Administration, the JILDP team, including the Chief Technical Adviser for content related tasks, and the Programme Manager for administrative issues.

IV. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 3 months, not exceeding 40 working days

	Deliverables	Deadline
1.	Initial report linking the Methodology to the given tasks, including the conceptual framework for the M&E Methodology.	20 September 2013
2.	Intermediary Report including: 1. The goals and the draft concept for M&E of the NDS 2. Description of the system and the M&E mechanism 3. Minutes of the meetings during which the documents were presented	10 October 2013
3.	Intermediary Report including: 1. The M&E Methodology accepted by the State Chancellery 2. Standardized reporting forms, integral part of the progress reports of the public institutions from different levels of government 3. Training Materials and Minutes of the training on the M&E Methodology 4. Summary of the M&E Methodology	28 November 2013
4.	Final Activity Report	5 December 2013

All deliverables shall be elaborated in English and Romanian. The deliverables will be approved by the JILDP/UNDP Programme Manager, after being accepted by the State Chancellery.

V. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- University Degree in Public Administration, Public Policy, Economics, Law, Sociology, Statistics, or other relevant fields;

II. Experience:

- At least 10 years of proven experience of analysis and research in the field of public administration, multi-disciplinary studies, decentralization, inter-governmental relations, monitoring and evaluation consultancy;
- Experience with the Moldovan development context, specifically with regard to the decentralization reform, Central Public Administration and Local Public Administration sector reforms
- Experience with international organization/companies
- 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

III. Competencies:

- Robust analytical and writing skills
- Ability to produce deliverables in due time and within cost and quality standards
- Fluency in Romanian and working knowledge of English is required (written and oral)
- Proficiency in computer applications (Windows, MS Office, IE, Outlook)
- Strong interpersonal and communication skills
- Capacity of team work
- Sensitivity and respect for human rights and gender equality

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.