

Joint Integrated Local Development Programme

Terms of Reference

Job title:	National Consultant on Local Economic and Business Development
Duty Station:	Chisinau Moldova
Section/Unit:	Joint Integrated Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	01 October 2013
Duration of Assignment:	18 months, estimated workload 200 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 JILDP 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.

SCOPE OF WORK

The overall objective of the **National Consultant in Local Economic and Business Development** (hereinafter Consultant) assignment is to provide substantive expertise in design, implementation and monitoring of initiatives in the field of strengthening local economic potential and growth opportunities at local level. Specialized companies will be contracted to implement the activities in each of JILDP 20 target communities.

More specifically, the Consultant will design and support the assessment of local economic and business potential in 20 JILDP target communities; will design a 'capacity building package' for LPAs to develop an enabling local business environment and will support contracted companies in its implementation; will assist with expert advice and monitor contracted companies in provision of business start-up trainings in 20 communities and in initiation and running of at least 20 rural businesses.

TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
1. Develop and support the implementation of the assessment of local economic potential and growth opportunities, including human resources, potential for innovative income generation and women's economic empowerment 1.1. Train JILDP community facilitators in the field of local economic development for updating Local Socio-Economic Development Strategies 1.2. Provide inputs to the economic chapter of the Local Socio-Economic Development Strategies from 20 communities and 10 clusters 1.3. Desk review of the existing data collected by JILDP consultants from each community; conduct additional data collection to assess the economic potential and local growth opportunities; prepare assessment report 1.4. Provide recommendations to Project team in formulating concrete activities in local economic/business development areas	50
2. Provide support in strengthening LPAs capacities to create a business enabling environment and develop services for local economic and business development 2.1. Design, support the implementation and the evaluation of capacity building activities (trainings etc.) for LPAs and community groups from JILDP target communities for promoting investment opportunities (to be implemented through contracting companies) 2.2. Support the development of investment opportunities promotion instruments in 20 target communities (investment guides; websites creation and maintenance; one-stop shops etc. – to be specified after the assessment)	65
3. Provide support in designing, implementing and monitoring the activities aiming at developing skills of women and men from target localities to initiate and manage innovative income generating economic activities 3.1. Develop the concept for business start-up trainings for rural population from 20 JILDP target communities and support contracted companies in its implementation	55

3.2. Support project team to develop and contracted companies to implement a grant scheme for initiating local businesses 3.3. Ensure synergy with other on-going business development programs in Republic of Moldova	
4. Develop and apply tools for continuous monitoring and evaluation of the impact of capacity building activities and business development activities at local level 4.1. Contribute to JILDP quarterly and annual reports; provide inputs to other connected JILDP activities at local level 4.2. Support JILDP team in resource mobilization efforts for the local economic development activities 4.3. Identify lessons learned and best practices from the project implementation process and provide necessary support for improving the JILDP activities at local level 4.4. Provide support in organizing study visits for JILDP beneficiaries 4.5. Provide support in promoting JILDP activities and outputs, support the design and implementation of promotional events and materials (leaflets, brochure, web, etc.) for promotion of local economic and business development (in cooperation with JILDP communication officer)	30
Total up to	200

All local economic and business development related activities under this assignment, including assessment, project planning and implementation, shall be performed in a gender-sensitive manner from human rights based perspective. That means that the pre-assessment, planning, implementation, monitoring and evaluation shall be based on gender-disaggregated data per social groups, including vulnerable, and shall seek addressing primary human rights and gender concerns and needs in a transparent, participatory, accountable and non-discriminatory (equitable) manner.

II. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of 18 months, not exceeding 200 working days

Deliverables	Deadline
One-day workshop for JILDP local consultants delivered (Activity 1)	10 October 2013
Inception report, including Action Plan for LPA capacity development in 20 JILDP communities and creation of an enabling business environment and endorsed by JILDP team (Activity 1)	30 October 2013
Analytical report on the assessment of the economic potential, growth opportunities elaborated (up to 10 pages) (Activity 1) Capacity building package/training outline for LPAs to create an enabling environment for local business developed ; ToR for company to conduct capacity building activities drafted (Activity 2)	10 November 2013
Local Socio-Economic Development Strategies from 20 communities and 10 clusters in the local economic development field reviewed and improved (Activity 1)	20 November 2013
Induction training delivered for company/ies implementing capacity building activities for LPAs in 20 JILDP communities (Activity 2)	1 December 2013
Quality assurance provided for 20 investing guides for promotion of investment opportunities in JILDP target communities elaborated with support of contracted companies (Activity 2)	20 December 2013
20 LPA assisted to elaborate instruments for promotion of local opportunities (with support of contracted companies) (Activity 2)	1 February 2014
On-going coaching and advise for the contracted companies in implementing capacity building activities for LPAs in 20 JILDP communities; Mid-term report on implementation by contracted companies of the capacity building package for 20 LPAs (<u>1 August 2014</u>); Final report on implementation by contracted companies of the capacity building package for 20 LPAs (<u>1 December 2014</u>) (Activity 2)	November 2013- December 2014

Concept of the grant scheme for initiation of local businesses income generating activities elaborated; ToR for contracting implementing local economic activities in 20 JILDP communities drafted (<u>1 February 2014</u>);	1 February 2014
Induction training for company/ies implementing local economic activities in 20 JILDP communities conducted (Activity 3) Implementation of the grant scheme for local businesses initiated (Activity 3)	1 April 2014
On-going coaching and advise for the contracted companies in implementing business grant scheme activities in 20 JILDP communities; Mid-term report for implementation of the grant scheme for initiation local businesses by contracted companies (<u>1 November 2014</u>); Final report for implementation of the grant scheme for initiation local businesses by contracted companies (<u>1 February 2015</u>) (Activity 3)	February 2014 – February 2015
Qualitative contribution provided to JILDP quarterly report, covering the implemented local economic activities, including monitoring indicators matrix elaborated and updated (Activity 4)	According to JILDP reporting dates
Final report on results of strengthening of local economic potential activities and business development in 20 JILDP communities developed and endorsed by JILDP team (on-going)	30 March 2015

All deliverables shall be endorsed by the JILDP/UNDP Local Governance Project Officer. The Consultant will work closely with the community facilitators, Capacity Building Consultant and the Human Rights based Approach and Gender Equality Specialists, and consider the provided advice.

III. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- University Degree in Business Administration, Economy, Public Administration, or other relevant fields;

II. Years of experience:

- At least 5 years of professional working experience in the field of rural business development, local economic development, local public administration;
- Proven training/expertise in rural economic development, including experience in practical experience in supporting rural business development, small business start-up;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO. Previous experience in working with UN agencies is an asset.

III. Competencies:

- Demonstrated capacity of team-orientated work, excellent planning and organizational skills;
- Strong, research, communications and writing skills
- Knowledge of Romanian, Russian and English languages is required
- Sensitivity and respect for human rights and gender equality
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout

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.