

UNDP/INTEGRATED LOCAL DEVELOPMENT PROGRAMME

**Protection and Empowerment of Victims of Human Trafficking and Domestic Violence”
Project**

TERMS OF REFERENCE

ADDENDUM 1/LOT 1

**Support for Local Public Authorities
for better planning, budgeting, monitoring, evaluation and service provision**

**Grigoriopol town and rural communities: Malaesti, Carmanovai, Speia, Taslic, Butor from
Transnistria region**

1. Background

The “Protection and Empowerment of Victims of Human Trafficking and Domestic Violence” Project was formulated within the United Nations Development Assistance Framework (UNDAF) for the period of 2007 to 2011, which was agreed upon between the Government of Moldova and the UN Country Team, including UNDP, UNFPA, and IOM.

The participating agencies (UNDP, UNFPA, IOM Mission, and OSCE Mission) and national implementing partners (Ministry of Social Protection, Family and Child (MoSPFC) and the Ministry of Local Public Administration (MLPA) will cooperate to address critical human security issues in Moldova. In particular, they will respond to the special needs of victims of human trafficking and domestic violence for enhanced protection and empowerment.

This Project has two primary components: Protection and Empowerment. These two components are interconnected and address the needs of victims of human trafficking and domestic violence through a strengthened protection system (a top-down approach in partnership with appropriate governmental institutions) as well as empowered communities and individuals (a bottom-up approach in partnership with relevant community-level governmental officials, civil society actors, and media).

The overall goal of the project is to improve the ability of the Government of Moldova, in partnership with civil society, local communities, and other service providers, to provide vulnerable citizens with a life free from threats or experience of domestic violence and human trafficking, as well as to improve the access of these vulnerable citizens to quality, comprehensive, necessary services (medical, psychological, social, legal, employment, and housing) to achieve and sustain such a life.

Under the Empowerment component, communities, civil society organizations, and individuals will be empowered to be better able to address the human security issues of human trafficking and domestic violence and to provide basic services for at-risk persons.

2. Objective of the assignment / Outputs

UNDP/ILDP seeks local or international consultancy organization with a team of consultants (hereinafter referred to as “Consultant”) that have potential capacity and expertise to assist the Local Public Administrations (LPAs) of the Grigoriopol town and rural communities of Malaesti, Carmanovai, Speia, Taslic, Butor from Transnistria region, in:

- (i) identifying actual development trends and priorities at the town and communities levels,
- (ii) elaborating Local Development Strategies and Action Plans

The Consultant is expected to produce the following results:

- I. **Participatory framework established and functioning:**

1. Set up the participation framework at the town and at each rural community levels.

II. Capacity of 6 targeted LPAs increased:

1. Capacity assessment: assess the functional capacities and identify further needs to perform functions especially related to planning, budgeting, service delivery and transparent monitoring and evaluation of the 6 targeted LPAs;
2. Develop the capacity development Action Plans based on assessment of functional capacities for the 6 targeted LPAs;
3. Identify in a participatory manner one priority from the Capacity Development Action Plans and provide technical and financial assistance for its implementation;
4. Provide 4 one-day training session in Russian language for the 6 targeted LPAs and other stakeholders on the following topics: planning, budgeting, service delivery, including one-day induction training on human security issues, such as human trafficking and domestic violence.

III. Social-Economic Development Strategies for 2009-2011 and Action Plans for the town and each community developed and approved.

1. Analyze the social-economic situation at the town and each community levels, as well as the development trends during 2005-2008. Particular evidence will be provided for the data linked with human security issues, including human trafficking and domestic violence.
2. Develop the Social-Economic Development Strategies for 2009-2011 and Action Plans for the town and each community. Separate compartment on addressing of human security issues, including human trafficking and domestic violence should be developed. The strategies should include the monitoring and evaluation framework.
3. Identify in a participatory manner one priority from the Social-Economic Development Strategies and Action Plans of the town and each community and provide technical and financial assistance for its implementation;

3. Expected activities:

1. Participatory framework established and functioning

1.1. Identification of a representative in the each of 6 LPAs to coordinate the process

Although the LPAs are not the initiator of strategy development, LPA role is crucial for strategy and local development plans development. That is why it is necessary for a person or a department/division in the each of 6 LPAs to be empowered with coordination responsibilities for strategy and local development plans elaboration. The Consultant shall facilitate the given process.

1.2. Stakeholders' Analysis and Management

Local stakeholders represent the persons, public and private institutions, NGOs, companies, etc., that are interested and empowered to develop the local development plans and strategy at the targeted town and community levels. All stakeholders are important: some of them would be involved more than others – that's why it is important for LPAs to be able to manage their involvement. The Consultant shall perform an analysis of stakeholders so as to identify them, find out their interests and submit suggestions to LPAs for a better involvement of stakeholders.

1.3. Setting up the Participatory Councils at the town and each community levels

The Councils should cover the key actors from targeted localities and local administrations. The Consultant shall facilitate this process and shall assist LPAs in providing institutional support to the Councils.

2. Capacity of 6 targeted LPAs increased

2.1. Capacity assessment: assess the functional capacities and identify further needs to perform functions especially related to planning, budgeting, service delivery and transparent monitoring and evaluation of the 6 targeted LPAs;

Capacity assessments shall provide an analysis of what key capacities exist, and a point of dialogue and negotiation on what additional capacities may be required to reach a desired development outcome.

The evidence suggests that five functional capacities are of key importance:

- a) Capacities to engage with stakeholders
 - o *Capacities to identify relevant stakeholders*
 - o *Capacities to mobilize stakeholders*
- b) Capacities to assess a situation and define a vision and mandate
 - o *Capacities to gather, disaggregate, and analyze data for planning purposes.*
 - o *Capacities to guide a visioning and priority setting exercises*
- c) Capacity to formulate policies and strategies
 - o *Capacities identify understand, influence and monitor fiscal and administrative policies*
 - o *Capacities to link local development processes to regional development programs*
- d) Capacity to budget, manage and implement
 - o *Capacities to elaborate a realistic budget*
 - o *Capacities to manage for better service delivery*
- e) Capacities to monitor and evaluate progress
 - o *Measure results and collect feedback to adjust policies*
 - o *Codify lessons and promote learning*
 - o *Ensure accountability to all relevant stakeholders*

2.2 Capacity development Action Plans designed

The capacity development plan should consist of high-priority, short- to medium-term (one year or longer) initiatives and immediate (less than one year) quick-impact activities that build the foundation for ongoing capacity development as well as build momentum for the process as per the five functional capacities mentioned above.

2.3 Technical and financial support for one priority identified by each Capacity Development Action Plan;

Given the complexity of local development processes, the optimal mix of capacity support will be highly context specific: it will depend on the issues to be addressed, the stakeholders involved and the entry point for support.

The Consultant shall provide technical and financial assistance for the implementation of one priority need from each of 6 Capacity Development Action Plans, identified in a participatory manner.

This assistance may include but not limited to:

- a) ICT basis improvement (office hardware and software and peripherals; information billboards, media equipment, etc.) designed to support LPA's development planning and monitoring capacity.
- b) Office functional support the Consultant deems necessary to provide in common agreement with the LPAs (except for fuel, lubricants and other related consumables)

2.4 Provision of Training

The consultant shall provide 4 one-day training sessions for the 6 targeted LPAs and other stakeholders on the following topics: planning, budgeting, service delivery, including one-day induction training on human security issues, such as human trafficking and domestic violence. The modules and training materials will be provided by UNDP.

3. Social-Economic Development Strategies for 2009-2011 and Action Plans for the town and each community developed and approved

3.1. Analyze the social-economic situation at the town and at each community levels, as well as the development trends for the period 2005-2008. Particular evidence will be provided for the data linked with human security issues, including human trafficking and domestic violence:

- a) **Collect and update existent data and information.**

b) Identification of problems: the Consultant shall identify and analyze problems and challenges which should cover but not limit to the following *sections*:

1. *Socio-economic development (geographical position and access, demography, labor force, private sector, economic infrastructure etc.)*
2. *Public utilities (drinking water supply, sewerage, heating, natural gas, electricity, telephony);*
3. *Public services (transport, education, health, sanitation, fire station-police, mayoralties)*
4. *Environment (situation of natural resources and environment conditions pollution, ,protected zones of ecological value and landscape, zones of historical, archeological and architectural value*
5. *Special section should be dedicated to gender and human security issues of human trafficking and domestic violence*

c) Development trends: the Consultant shall analyze the development trends following the list of areas mentioned above.

d) SWOT Analysis: the Consultant shall undertake the SWOT for the town and each community separately. In this context, at least one public debate per targeted LPA should be organized.

e) Recommendations for strategies/programs: Based on the obtained results and through development trends analysis, the Consultant shall come with mid-term recommendations (by sections or integrated ones) for strategies/programs.

f) Analysis of strategies' costs: the Consultant shall make mid-term cost estimation for these strategies/programs.

3.2. Develop the Social-Economic Development Strategies for 2009-2011 and Action Plans for the town and each community. Separate compartment on addressing of human security issues, including human trafficking and domestic violence should be developed. The strategies should include the monitoring and evaluation framework.

a) Formulation of the development vision and strategic objectives: The development vision represents a shared form of local policies, common values and identity, which should offer a development orientation based on which strategic development objectives could be formulated. The Consultant drafts the initial document of the vision and takes part in the public hearings.

b) Elaboration of the Development Strategy: The Consultant elaborates the draft of the Development Strategies, which will be subject to an impartial specialists' acceptance.

c) Elaboration of Action Plan and related budget: In a participatory manner, the Consultant elaborates the draft of the Action Plans and related budgets, based on strategic priorities and realities

d) Elaboration of the monitoring and evaluation plans: The Consultant elaborates the draft of the Monitoring and Evaluation plans

3.3. Identify in a participatory manner one priority from the Social-Economic Development Strategies and Action Plans of the town and each community and provide technical and financial assistance for its implementation.

a) Identification of one priority: The Consultant shall identify in a participatory manner one priority from the each Social-Economic Development Strategies/Action Plans

b) Technical assistance for project elaboration and implementation: Based on the priority identified, the Consultant shall assist the LPA to develop a concrete project proposal and provide advice and expertise during its implementation. The proposals shall represent **soft** development interventions.

c) Financial assistance: for the successful implementation of the project proposal, the Consultant shall also provide financial support upon UNDP approval.

4. Methodology and Timeframe

The Consultant shall provide the detailed formulation of the methodology and approaches to be undertaken for the implementation of current assignment and a detailed timeframe for each activity.

The Contract duration shall not exceed the period of 10 months.

5. Deliverables

- 6 Capacity Assessments for the 6 targeted LPAs
- 6 Capacity Development Action Plans
- 6 Identified priorities for capacity development implemented
- 4 One-day training sessions provided for the 6 targeted LPAs and local stakeholders
- 6 Socio-economic analysis, Socio-Economic Development Strategies and Action Plans
- 6 Soft-development projects implemented

Note: All deliverables shall be in Russian language.

6. Payments timetable and reporting

1. The payments for contract fulfillment shall be made according to the following schedule:
 - 20% of the total contract cost – upon signature of the contract;
 - 35% of the total contract value – upon approval of the first progress report and related deliverables;
 - 35% of the total contract value – upon approval of the second progress report and related deliverables;
 - 10% of the total contract cost – after the approval of the Final Report and all deliverables.

7. Eligibility

UNDP seeks local or international consultancy organization with a team of consultants that have:

- At least 5 years of experience of consultancy in local development, capacity development for local public administration, strategic planning, monitoring and evaluation at the local level;
- Proven record of undertaking functional and socio-economic analysis at the local level;
- Relevant experience in Moldova including Transnistria region would be an advantage;
- Excellent analytical and report writing skills;
- Ability to communicate in Russian would be an advantage.