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TERMS OF REFERENCE

Job Title:	National consultant to coordinate the activities of the Rezina Regional SYSLAB Center (to be locally recruited)
Type of Contract:	Individual Contract (IC)
Duty Station:	Rezina, Moldova
Expected workload:	December 2013 – December 2014, with possibility of extension up until 2015
Expected duration of assignment:	December 2013 – December 2014

BACKGROUND

The development of human capital is viewed as a prerequisite for an inclusive and sustainable economic growth. Moreover, it is increasingly seen at the cornerstone for both advanced and emerging economies seeking to speed up economic development and address the challenges posed by the global economic crisis.

From the development perspective, the labor plays critical role for Moldova's socio-economic modernization, as it is one of the few resources available in the country. However, long hailed as a country with abundant labor resources, Moldova has increasingly found that labor (mostly as quality, but also quantity) has become its major development constraint¹, with Moldova's labor endowment suffering considerably in the last two decades. The prospects for the quantity of labor force available in the future are not necessarily brighter given continuous outward migration and dire demographic outlook.

This loss in the labor force was only partly offset by the improvements in the labor productivity, which remained the lowest in the CEE and Western CIS region². Capital and skill endowments are amongst chief determinants of the labor productivity³. In their turn, the skill endowment is largely dependent not only on the quality of the country's education system, but also on training programs provided by various institutions.

The Innovative Entrepreneurship for Sustainable Employment Project was designed to establish career centers in four most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth of the country. One training center will be established in Chisinau and three centers will be established in the regions of Moldova.

For the training Centre to be established in Rezina, a Coordinator of the Centre, a carrier advisor and an assistant will be recruited.

1 Ana Popa, Alex Oprunenco, Report on Analysis of Constraints to Economic Growth, Government of Moldova, 2010

2 Ibidem

3 Alex Oprunenco, Policy Brief 01/2012, UNDP Policy Unit

FOCUS OF THE SYSLAB PROJECT

The Project is designed to establish career centers in four most important regions of Moldova with the goal to train and assist qualified unemployed and graduates in obtaining relevant employment in Moldova, preventing brain-waste, as well as brain-drain, and supporting economic growth. One training center was already established in Chisinau and three regional centers will be established by the end of 2013. The three regional centers will potentially be placed in the areas of regional economic development centers of Moldova, seeking to consolidate country's regional economic development and contributing to the alleviation of rural-urban division.

The Project will achieve the following **objectives**:

1. Provide new technologies to labor market authorities;
2. Provide motivated labor force to private and public sectors;
3. Give graduates a better chance for relevant employment in Moldova;
4. Give unemployed improved employability.

Overall, the project shall contribute to the development, adaptation and implementation of new tools, technology and methods, for career development, job search and entrepreneurship in Moldova. A specific component of the Project, to be further developed as a result of the current assignment, is particularly related to business start-up promotion and business development. Such component shall enhance the knowledge and skills of SYSLAB direct beneficiaries in starting-up news SMEs, independently of the sector, and ideate specific strategies for business development.

The Career Centers are focusing on the below **target groups**:

- new graduates, in order to prevent them from unemployment and to create job opportunities, and hence reduce/prevent brain-drain;
- unemployed irrespective of age, gender, ethnic background or education or work experience;
- returning migrants.

In achieving the project goals, the gender balance aspect will be taken into consideration, offering equal opportunities to both women and men to benefit from the Centers' services.

The center in Rezina is established at the premises of the ODIMM Business Incubator, and will have 3 people as national consultants. The center will focus on highly qualified unemployed and young graduates. It will offer a classic SYSLAB Center, entrepreneurship training, job-seeking courses and individual career guidance.

Estimated number of annual beneficiaries for Rezina center:

SYSLAB-training	100
Job training	150
Entrepreneurship training	60
Simple subject courses	60
Individual programs	100

OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The Local Coordinator of the SYSLAB Centre in Rezina, in close cooperation with Project Manager, will ensure the provision of development services and products of the highest quality and standards to national counterparts and clients, applying HRBA and GE approaches. The Coordinator will independently and proactively implement the SYSLAB system, acting as a visible and trusted leader and ensuring coaching for all participants. More specifically, he/she will be responsible for the achieving and implementing the following:

Key deliverables:

Deliverables	Deadlines
<p>Actively participate to all trainings on the implementation of the SYSLAB methodology, to be coordinated and conducted by the staff of the SYSLAB Centre in Chisinau; in particular, take active part to the incipient training on SYSLAB methodology planned for January 2014</p>	31 January 2014
<p>Prepare, with the support of the Project, the detailed Work Plan for the SYSLAB Rezina Centre, to reflect scope of activities, timing, sequencing, costs, human resources and other inputs</p>	17 January 2014
<p>Ensure revision/up-date of the Annual Work Plan (at least once during the Project implementation year)</p>	18 July 2014
<p>Maintain close communication with the SYSLAB Project and SYSLAB Head office in Norway, including on period progress reports</p>	On monthly basis, January – December 2014
<p>Establish cooperation with the local employment agency, local academia, private sector and similar interventions, to promote employment of beneficiaries in SYSLAB Rezina Centre (the Project will facilitate the process of signature of MoUs with the respective institutions)</p>	14 February 2014
<p>Coordinate recruitment of beneficiaries for the SYSLAB Centre, also based on the established cooperation relations with relevant local stakeholders, including employment agency, local academia, private sector, etc.</p>	On continuous basis, January – December 2014
<p>Organize monthly visibility events involving local media and relevant local stakeholders (in particular presentations and workshops to disseminate information on the Centre’s activities and opportunities offered by the SYSLAB Centre)</p>	At least one relevant event each month
<p>Coordinate the organization of all meetings, workshops, recruitment events, trainings and other activities that are indispensable to the implementation of the standard SYSLAB methodology; provide quarterly narrative report on all such undertakings</p>	On monthly basis, January – December 2014
<p>Coordinate the SYSLAB Rezina local team, to consist of one Career Advisor and one Office Assistant; ensure that the capacities and knowledge of the team are constantly updated and improved, with the support from the Project and SYSLAB Head office in Norway</p>	On monthly basis, January – December 2014
<p>Develop and conduct trainings and courses relevant to participant’s skills and motivation; coordinate reception, evaluation and advising of people with business ideas; organize staff interviews, motivation seminars, “management by walking around”, among others.</p>	On monthly basis
<p>Develop quarterly narrative progress report to contain key results and achievements, particularly in terms of recruitment of direct beneficiaries, employment results and business start-up results, as well as key risks and obstacles encountered (based on standard template of the Project)</p>	At the end of each quarter
<p>Develop and share with the management of the Project the final annual narrative report for the SYSLAB Rezina Center</p>	By 12 December 2014

ORGANIZATION CONTEXT

Under the guidance and direct supervision of the Project Manager, the incumbent provides effective and efficient coordination at local level of the SYSLAB Centre through a range of actions contributing to the design, planning, coordination, and monitoring of Centre's activities. The Local Coordinator has to closely observe and promote the UNDP rules and regulations governing procurement, human resources and financial aspects.

The Coordinator of the Centre is expected to be present at work full time (Monday- Friday, from 8:30 to 17:30). He/She works in close collaboration with the Project Manager for effective achievement of deliverables and milestones. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The Local Coordinator of the Centre will cooperate with the leaders of the SYSLAB Centres to be opened in other regions of Moldova, and with the Head of the SYSLAB Chisinau Center, with the goal of transferring the learned methodology and experience in running of SYSLAB Centre.

SKILLS AND EXPERIENCE REQUIRED

Education:

- University degree in public administration, economics, social sciences law or related areas. Master Degree would be an advantage. Additional training and certification in project management would be a strong asset, particularly in view of ensuring accelerated progress towards increased sustainability of the intervention.

Experience and competencies:

- At least three (3) years of progressively responsible experience is required at the national level in the local/regional economic development, entrepreneurship promotion, carrier development or related fields, preferably in an international organization, national agency, national ministry, local public administration, non-governmental organization/think-tank, or private sector. Practical experience with similar interventions/projects is a strong asset;
- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / consulting firm is a strong advantage;
- Strong communication and teamwork skills;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc).

Language Requirements:

- Fluency in both oral and written English, Romanian and Russian is a must;
- Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

PERFORMANCE EVALUATION

Contractor's performance will be evaluated against timeliness, responsibility, initiative, communication, accuracy, and overall quality of the delivered products.

FINANCIAL ARRANGEMENTS

Payments will be disbursed in monthly installments, upon submission and approval of deliverables, including of the monthly time sheets and quarterly activity reports, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.