United Nations Development Programme

Migration and Local Development Project (MiDL)

Terms of Reference

Job title:	Capacity building consultant on Diaspora, Migration and Development and Labour Migration issues for public authorities
Duty Station:	Chisinau Moldova
Section/Unit:	Migration and Local Development Project (MiDL)
Type of Contract:	Individual Contract
Starting Date:	07 May 2019
Duration of Assignment:	125 working days [within the period of May 2019– October 2022]

I. BACKGROUND

Migration still remains an overwhelming issue in the Republic of Moldova; with a decisive impact both, at national and local level. According to various sources, overall 1/4 of the country's population is still residing abroad. The rural area of the country is particularly affected, as it loses its economically active population in favor of international labor migration and with it, its long-term development perspective. On the other side, remittances continue to make a difference and create significant dependence.

The Moldovan Government (GoM) acknowledges that, if addressed and managed properly, human mobility can also bring many opportunities, changes and improvements in the country. Due to the Swiss development support, the GoM migration policy focus shifted from a management and control perspective to capitalizing on the opportunities provided by migration.

Within the period of 2015-2018, with the support of SDC and UNDP, the Moldovan Government succeeded to successfully devise, enhance and spill over an innovative and effective tailor-made national DMD model of migrants' engagement into local development process, pursuing the improvement of basic local services, creating jobs and income generating activities. Within the piloting phase, 38 communities (representing over 10% of the country population and located in all regions of Moldova) have been supported to pioneer a new DMD model, which resulted in improved local infrastructure and local services with tangible benefit for over 310,000 citizens.

Building on the previous positive experience at local level, the UNDP is implementing a new phase of 'Migration and Local Development Project' (MiDL Project) during 2019-2020. Overall Goal of this continuation *is maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora*. In this context, the project shall pursue two Outcomes:

Outcome 1: Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services;
Outcome 2: Community members, including migrants are meaningfully engaged in the local development process.

To that end, the project envisages a comprehensive, tailor-made and multi-layered capacity building support for its beneficiaries to enable them to achieve the objectives and goals of the project. More specifically, MiDL shall target three categories of beneficiaries. For Outcome 1, MiDL shall work with the MSMSP and National Employment Agency and its territorial structures (NEA/TEA) strengthen stakeholders' capacities to design and deliver human-centred employment services and raise awareness among migrants and their families about the risk and advantages of labour migration, benefits and opportunities of reintegration in Moldova. For Outcome 2, MiDL shall work with: a) Hometown associations, and b) local public authorities – local migration focal points, in the area of Diaspora, Migration and Development (DMD).

II. SCOPE OF WORK

UNDP Moldova is seeking a National Consultant who will design a comprehensive capacity building program for: a) the National Employment Agency and its territorial employment offices in the field of labour migration; b) hometown associations (NGOs) and c) local public authorities – local migration focal points. The Consultant will contribute to the successful achievement of the both *project Outcomes by* building the capacity and improving knowledge of local stakeholders in the field of DMD and Labour Migration.

Requirements for capacity building program and trainings to be designed and delivered under this assignment:

- Have a clear and comprehensive content,
- Be adjusted to the level of knowledge and understanding of the target groups,
- Meet the professional development needs of the target groups,
- Include tailor-made interventions for various target groups and different learning tracks for various target groups,
- Designed for practitioners, have a practical and applicative character,
- Apply interactive, adult-learning and dynamic training techniques,
- Reflect gender, vulnerability, disability, inclusiveness, and human rights aspects throughout the course content,
- Include a list of additional relevant readings and study materials.

III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks and Activities	Estimated workload (days)
1.Assess the capacity building needs of the National Employment Agency staff in the field of labour migration. - The assessment should reveal the capacity building needs (in terms of Skills, Knowledge, Attitudes/Abilities and Training) of the staff of NEA/TEA in the field of labour migration that are necessary to improve overall management of NEA in this field and service provision to labour migrants. The assessment shall be performed using the in-house body of knowledge of MiDL (previous assessments and training assessment results), interviews with key staff, etc. - Based on the assessment, develop a comprehensive capacity building package in the field of labour migration that shall include various efficient capacity building tools for both the National Employment Agency and its local offices' staff. Indicative requirements for the capacity building package: o The capacity building package shall include interventions that span over *four years.*	10

o *Target group* of the capacity building interventions: a) middle and top-level staff of 35 TEAs; b) middle and top-level staff of NEA, particularly the departments managing the field of labour migration.
 	
   o *Content* (not limited to): the capacity building interventions shall cover all aspects/topics related to labour migration (at all stages of migration); policy and legal framework on circular labour migration; services for labour migrants at all stages of migration, protection of labour migrants' rights, sensitivity to gender and human rights aspects; cooperation with the private recruitment services, etc. The program shall include a variety of capacity building methods and how they should correlate to one another, and shall build on the previous capacity building interventions of the MiDL project and others in the same field.
 	
   o The capacity building program on Labour Migration shall be compatible and contribute to the overall institutional development and human resources development strategy of NEA.
 	
   o Include recommendations for institutionalizing the capacity building package as part of NEA's human resource development strategy.
 	
Expected deliverables for task 1: Progress report and
1.1 Capacity Needs Assessment of the National Employment Agency and its local offices' staff
1.2 Capacity building package in the field of labour migration	

2. Task 2: Deliver Trainings for the staff of NEA/TEA on selected topics in the field of migration, circular labour migration. The Consultant shall perform several types of trainings that shall derive from the assessment to be performed under task 1 above: - trainings for staff of 35 TEAs (on topics to be selected and agreed with MiDL management team); - trainings for the NEAs' Labour migration department; - training of trainers for the Academy of Public Administration on labour migration and DMD topics. *Expected deliverables for task 2: Progress report and* *1.3 Regular report on capacity building trainings delivered in the respective year* *1.4 Training toolkit developed (agenda, training materials, handouts and support information, evaluation forms and training evaluation report)*	**35**
3. Task 3: Upgrade the capacity building content of learning and knowledge products to be further used by NEA staff: • Update the best practice guide to be used by NEA/TEA staff for performing their migration related duties, with the updated/new knowledge/information to be produced under task 2 • Update/adjust training content on labour migration to other suitable learning formats or other printing formats (e.g. e-learning training of APA) *Expected deliverables for task 3: Progress report and* *3.1 Updated best practice guide for NEA/TEA* *3.2 Updated/adjusted training content to e-learning format or other printing formats*	**20**
4. Task 4: Deliver Trainings for the Home Town Associations representatives (presidents of HTAs, board members, members). The training content and package shall be developed after conducting a needs assessment of the target group to evaluate their knowledge and professional development needs in the areas of migration and development. The final content shall be agreed with MiDL management, This activity is expected to increase the institutional capacity of the HTAs in the areas of migration and development and cooperation with Local Public Administrations and	**15**

to inform them on cconcrete experience in implementing migration and development initiatives and in working with local public authorities**.** *Requirements for the training:* *Expected deliverables for task 4:* *4.2 Progress report* *4.3 Needs assessment report* *4.2 Regular report on capacity building trainings delivered in the respective year* *4.3 Training toolkit developed (agenda, training materials, handouts and support information, evaluation forms and training evaluation report)*	

5.Task 5: Deliver Trainings for the representatives of target Local public Administration (mayors, migration focal points, secretaries). The training content and package shall be developed after conducting a needs' assessment of the target group to evaluate their knowledge and professional development needs in the areas of migration and development.
This activity is expected to increase the institutional capacity of the LPAs in the areas of migration, circular labour migration, information on the establishment and consolidation of HTAs; cooperation of migrants with LPAs and implementation of joint projects/initiatives migration and development, to implement labour migration policies in line with their local needs and strategic priorities.
on selected topics in the field of migration. It is expected to be increased the institutional capacity of the relevant target public administrations.
 	
Expected deliverables for task 5:
   5.1 Progress report and
   5.2 Needs assessment report
   5.3 Regular report on capacity building trainings delivered in the respective year
   5.4 Training toolkit developed (agenda, training materials, handouts and support information, evaluation forms and training evaluation report)
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6.Task 6: Monitoring and Evaluation – develop a Monitoring, Evaluation and Learning matrix for the capacity building activities for the target groups - NEA/TEA, LPAs staff, and NGOs in the field of labour migration and DMD and conduct regular monitoring of learning progress achieved. This shall include the following, but not be limited to:
 	
   • Develop knowledge assessment and pre-post training assessment forms/templates, and other tools to be used for tracking and assessing learning progress achieved by project beneficiaries.
   • Develop a Monitoring, Evaluation and Learning matrix of indicators to assess performance and capacity development progress of target groups NEA/TEA; LPAs, NGOs staff as a result of capacity building package/interventions.
   • Perform monitoring and assessment of capacity building activities delivered to target groups - NEA/TEA, LPAs, NGOs staff, including by other consultants/providers contracted by UNDP in the field of labour migration. Provide recommendations for improvements, if any, and further steps.
 	
Expected deliverables for task 6: Progress report and
   5.5 Monitoring, Evaluation and Learning matrix of indicators
   5.6 Assessment forms
   5.7 Reports on capacity building activities delivered:
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- *mid-term capacity assessment report, including filled-in Monitoring, Evaluation and Learning matrix - by the end of November 2020;*	- -
5.8 Final capacity assessment report, including filled-in Monitoring, Evaluation and Learning matrix - by the end of November 2022.	
Total up to	**125**

IV. DELIVERABLES AND TIMEFRAME:

The assignment should be carried out within a period of April 2019 – October 2022, not exceeding 125 working days.

Deliverables	Timeframe
Expected deliverables for task 1: Progress report and *1.1 Capacity Needs Assessment of the National Employment Agency and its local offices' staff* *1.2 Capacity building package in the field of labour migration*	By end of March 2019
Expected deliverables for task 2: Progress report and *2.1 Regular reports on capacity building trainings delivered in the respective year* *2.2 Training toolkit developed (agenda, training materials, handouts and support information, evaluation forms and training evaluation report)*	July 2019, July 2020, July 2021, July 2022.
Expected deliverables for task 3: Progress report and 　　*3.1 Updated best practice guide for NEA/TEA* 　　*3.2 Updated/adjusted training content to e-learning format or other printing formats*	Delivery 4.1 by December 2021 Delivery 4.2 by March 2020
Expected deliverables for task 4: 　　*4.1 Progress report* 　　*4.2 Needs assessment report* 　　*4.3 Regular report on capacity building trainings delivered in the respective year* 　　*4.4 Training toolkit developed (agenda, training materials, handouts and support information, evaluation forms and training evaluation report)*	Quarterly
Deliverables for task 5: *5.1 Progress report and* *5.2 Needs assessment report* *5.3 Regular report on capacity building trainings delivered in the respective year* *5.4 Training toolkit developed (agenda, training materials, handouts and support information, evaluation forms and training evaluation report)*	Quarterly
Expected deliverables for task 6: Progress report and *6.1 Monitoring, Evaluation and Learning matrix of indicators* *6.2 Assessment forms* *6.3 Reports on capacity building activities delivered:* *6.3.1　mid-term capacity assessment report, including filled-in Monitoring, Evaluation and Learning matrix - by the end of November 2020;* *6.3.2　final capacity assessment report, including filled-in Monitoring, Evaluation and Learning matrix - by the end of October 2022.*	Delivery 3.1 and 3.2 by May 2019 Delivery 3.3.1 by the end of November 2020 Delivery 3.3.2 – by the end of October 2022
Final Activity Report	

6. MANAGEMENT ARRANGEMENTS:

The National Consultant will work under the supervision of the Policy Component Manager of the Integrated Migration Local Development project, the MHLSP and NEA other officers/consultants of the MiDL team, as appropriate. Disbursements shall be made only after the endorsements of deliverables by the Project Manager and Policy Component Manager.

VI. QUALIFICATIONS AND SKILLS REQUIRED

I. Qualifications:

- University/master's degree in Public Policy, Social Science, Migration, Labour Migration, Employment or related areas.

II. Experience:

- At least 5 years of professional working experience in the field of labour migration, migration, employment, etc;
- Proven experience in developing and delivering capacity building activities to public institutions in the field of labour migration, migration, employment or other connected fields;
- Proven capacity of developing analytical reports, conducting research in the field of migration, labour migration, employment, etc;
- Proven experience in working with, providing support and consultancy to governmental institutions, employment agencies in relevant fields;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

III. Competencies:
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong research, communications and writing skills;
- Fluency in Romanian and Russian, English (will be considered an advantage);
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Sensitivity and respect for sustainable development, human rights and gender equality; proven commitment to the core values of the United Nations, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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.