



Migration and Local Development Programme, Phase II

Terms of Reference

Job title: **National Consultant to provide support in implementation of the Grants Schemes for Home Towns Associations**

Duty Station: Chisinau, Moldova

Section/Unit: Migration and Local Development Project (MiDL)

Type of Contract: Individual Contract

Starting Date: May 24, 2019

Duration of Assignment: May – December 2019 (with possibility of extension)

Job Content

I. BACKGROUND

Migration 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.

During the first phase of implementation, the UNDP/MiDL project proved that the diaspora can contribute a lot back to their places of origin: it is now more engaged in their home communities development through 38 Home Town Associations (HTAs), providing already over 4 mln Lei to local development projects. Moreover, more than 100 additional HTAs were launched in Moldova, based on the UNDP/MiDL tested model, being at different stages of progress.

Building on the positive experience from 2016-2018, a new 4-year (2019-2022) phase of the 'Migration and Local Development Project' was launched in January 2019, to be implemented by UNDP with the financial support from the Swiss Agency for Cooperation and Development.

The Overall Goal of this continuation is maximizing the impact of migration on the socio-economic development through an improved institutional framework and engaged Diaspora.

Under Outcome 1, the project will ensure that Moldovan labour, potential, actual and returning migrants benefit from comprehensive employment support services. To that end, national and local authorities will be fully equipped to answer to the needs of all categories of migrants at each stage of migration (pre, migration, post).

Under Outcome 2, actions will warrant that community members, including migrants are meaningfully engaged in the local development process. In line with that, activities will focus on working close with public authorities, other local actors and migrants for the effective implementation of local development initiatives aimed at improving local services and offering income-generating opportunities at local level.

As part of efforts under Outcome 2, UNDP/MiDL Project is looking to further develop the institutional capacities of HTA and will provide seed funding to thereof to independently implement local development schemes, identified jointly with the local community, including with migrants, based on the 1+1 principle. This set up will be done in the framework of two grant programs launched within the project: HTAs Accelerator and HTA Incubator.

Supplementary to these, **UNDP/MiDL** Project will co-finance DAR 1+3¹ program implemented by Moldovan Diaspora Relations Bureau (BRD), and will offer financial support to HTAs, UNDP/MiDL Project representing donor part from the 1+3 formula. This will be done under the umbrella of the HTAs Accelerator Grants Program.

In line with the above, UNDP/MiDL Project seeks an experienced national consultant is to assist the UNDP/MiDL Project team in the effective and efficient coordination of Small Grants Programs for HTAs. The Individual Consultant will be assigned to UNDP/MiDL office and Diaspora Relations Bureau (BRD).

II. SCOPE OF WORK

The overall objective of the assignment of the National Consultant (hereinafter Consultant) is to provide methodological support and guidance to the project team for supporting the implementation of the HTAs dedicated Grants Programs, specifically: HTAs Accelerator, HTAs Incubator and DAR 1+3.

The Consultant will contribute to the successful achievement of the Outcome 2 (Output 2.2) Experience of migrants' involvement in community development is well documented and capitalized for easy replication. Under this Output, the incumbent will support the UNDP/MiDL team to support target HTAs to effectively implement local development projects and small initiatives in their native localities from Moldova. This will be done via continuous communication with successful applicants (HTAs), assessment of their needs and provision of relevant recommendations, monitoring and evaluation of HTAs projects implementation, and ensuring of the timely and quality HTAs reporting to the team.

TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

ITEM NO.	Tasks and Deliverables	Work days	Timeframe
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¹ UNDP support to DAR 1+3 Program will be valid for 2019 year only.

1.	<p>Task 1: Support UNDP/MiDL during the preliminary evaluation phase</p> <p>Support the team in the evaluation of applicants under the HTAs dedicated Grants Programs, specifically: HTAs Accelerator, HTAs Incubator and DAR 1+3.</p> <p>Require additional clarifications from applicants and carry out site visits to the applicants upon necessity.</p> <p>Maintain continuous communication with successful applicants and coordinate the adjustment of the project proposals (selected applicants) as per the recommendations of the Evaluation Committee and the Project Board (if the case).</p> <p>Deliverable 1: Report on applications received for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3), summary of selected projects and set of final adjusted project proposals.</p>	Up to 10 days	By June 15, 2019
2.	<p>Task 2: Perform the HTAs Assessment for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3)</p> <p>Perform the first Assessment of beneficiaries selected for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3), and provide relevant recommendations to the team;</p> <p>Deliverable 2: Assessment report for all shortlisted applicant, with relevant recommendations produced for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3)</p>	Up to 10 days	By June 30, 2019
3.	<p>Task 3: Support UNDP/MiDL team during the induction & contracting phase (for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3))</p> <p>Support the organization of induction meetings with the grantees on contracting procedures and the reporting procedures.</p> <p>Support the preparation of the contracting packages, including design the forms for the mid-term/final narrative and financial reports to be used for each implemented project.</p> <p>Deliverable 3: Report on induction meetings carried out with selected HTAs</p> <p>Deliverable 4: Contracting packages prepared and submitted to UNDP/MiDL team, for all 3 grants programs.</p>	<p>Deliverable 3 Up to 5 days</p> <p>Deliverable 4 Up to 5 days</p>	<p>Deliverable 3, by June 30, 2019</p> <p>Deliverable 4, by June 30, 2019</p>

4.	<p>Task 4: Support UNDP/MiDL team to effectively monitor and evaluated HTAs activity, projects and initiatives</p> <p>Ensure a continuous Monitoring & Evaluation of HTAs projects and small initiatives implementation, via development of the relevant set of indicators (qualitative and quantitative).</p> <p>Perform field visits and organise meetings with target HTAs members, to ensure the smooth implementation of the projects and initiatives for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3)</p> <p>Deliverable 5: List of HTAs M&E Indicators produced and approved by UNDP/MiDL team</p> <p>Deliverable 6: Reports on M&E field visits, meetings held with HTAs members and support provided for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3)</p> <p>Deliverable 7: HTAs M&E Report for 2019 produced and approved by UNDP/MiDL team, for each HTAs Grant Program (Accelerator, Incubator and DAR 1+3)</p>	<p>Deliverable 5, up to 5 days</p> <p>Deliverable 6, up to 30 days</p> <p>Deliverable 7, up to 5 days</p>	<p>Deliverable 5, by June 30, 2019</p> <p>Deliverable 6, bi-monthly</p> <p>Deliverable 7, by November 15, 2019</p>
5.	<p>Task 5: Support HTAs reporting towards to UNDP/MiDL project for all three grants programs</p> <p>Receive and analyse progress narrative reports provided by grantees.</p> <p>Request necessary adjustments and improvement (one narrative progress report per project grant).</p> <p>Deliverable 8: Progress narrative reports properly reported to the team</p>	Up to 20 days	By September 11, 2019
6.	Deliverable 9: Final Activity Report delivered	Up to 2 days	By November, 30 2019
	TOTAL	Up to 92 days	

All activities under this assignment shall be performed in a gender-sensitive manner and applying HRBA.

Organizational settings: The Consultant will report to UNDP/MiDL Project Manager and officers in charge.

Language of the deliverables: All deliverables shall be submitted in Romanian.

Travel: Travel outside duty station (Chisinau), other administrative costs, and logistical aspects related to travel will be arranged with the support of the UNDP/MiDL team.

Performance evaluation: Consultant's performance will be evaluated following such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VI. Qualifications and Skills required

The following qualification criteria shall be applied for the selection of the consultant:

Academic Qualifications:

- University degree in Development Studies, Public Administration, Public Policy, Social Sciences, Economics, or other related areas;

Years of experience:

- At least five years of practical work experience in the area of Community Development;
- At least two years of practical work experience in Coordination of Grant Programmes;
- Knowledge of civil society, as well as of the activities related to Community Development on the local level;
- Previous experience in development assistance or related work for a Local Public Authority, public institutions, civil society organizations.

III. Competencies:

- Practical skills in conducting assessments, evaluations and/or reviews of community development projects;
- Understanding of role of diaspora in supporting local projects and local public authorities;
- Good analytical and evaluation skills;
- Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues.
- Ability to deal with people with tact and diplomacy;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- Fluency in Romanian and Russian is mandatory. Good knowledge of English is an asset.

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.