



## Terms of Reference

<b>Job title:</b>	Grants Management Consultant
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Curbing Corruption through building Sustainable Integrity in Moldova
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	April 2019 – March 2021 (up to 200 working days, average of 8 working days per month)
<b>Starting date:</b>	April 2019

### Job content

#### 1. BACKGROUND

Curbing Corruption through building Sustainable Integrity in Moldova Project will contribute to achieving a sustainable integrity and anticorruption system in the Republic of Moldova through the strengthened capacities of the public and private sector entities and the civil society for the efficient application and monitoring of national integrity instruments and standards. The project will enhance capacities of the public and private sector actors, as well as of the Civil Society Organisations (CSOs) for the implementation of effective corruption prevention instruments and tools and will strengthen the anticorruption demand side through an increased public awareness on anticorruption and on the means to curb corruption. It will contribute to the progressive implementation of the Sustainable Development Goal 16 that calls for a substantial reduction of corruption and bribery in all their forms and for developing effective, accountable and transparent institutions at all levels. The Project is framed around the National Integrity and Anticorruption Strategy (NIAS) 2017-2020<sup>1</sup> and responds to the needs of its various actors and stakeholders in addressing the challenges for the effective implementation of NIAS, including lack of mechanisms for enforcing integrity standards in private sector; and weak anticorruption demand-side explained by the limited awareness of men and women on the available anticorruption tools to be used and on the means of protection in the event of denunciation of corruption.

The phenomenon of corruption undermines the political stability, society's confidence in political system, rule of law, economic development, and has a negative impact on quality of people's life and fulfilment of fundamental human rights. According to the 2018 Transparency International Corruption Perception Index (TI CPI), Moldova scored 33 out of 100 points and ranked 117th out of 180 assessed countries, recording two points improvement in the public perception of corruption compared to the 2017 TI CPI. At the same time, national opinion polls still attest a low trust in public institutions (the level of distrust to Government and Justice is at 75%, and the level of distrust to Parliament is at 80% according to November 2018 Public Opinion Barometer), while corruption persistently remains among three major issues to be solved during the last four years.

To enhance the corruption prevention and combating efforts, the Parliament of the Republic of Moldova adopted a new National Integrity and Anti-corruption Strategy (NIAS) for 2017-2020. The Strategy's structure is based on integrity pillars methodology developed by the Transparency International. This innovative approach focuses on a strengthened responsibility and accountability of the institutions representing integrity pillars. The policy document focuses on the effective enforcement of the legal and institutional frameworks, rather than legislative modifications and institutional restructuring prioritized in the previous years.

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<sup>1</sup> <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=370789>

The Strategy is supported by a sound monitoring and reporting system that clearly defines the roles and responsibilities of the NIAS's Secretariat and Pillar Monitoring Groups. The National Anticorruption Centre (NAC) is the institution responsible for the coordination of the implementation, monitoring and evaluation of the NIAS. The Strategy recognizes an important role of civil society and mass-media in the national integrity system, which can contribute to the efficient implementation of the Strategy through independent and impartial monitoring, as well as informing the society regarding the system deficiencies. Moreover, in addition to the submission of official reports to the Secretariat of the Monitoring Groups by the responsible institutions, civil society representatives are encouraged to draft and present to the Secretariat alternative monitoring reports.

To ensure a participatory implementation and monitoring of NIAS, as well as to stimulate and support the civil society engagement in corruption prevention activities, the Project intends to develop capacities of selected NGOs working in particular corruption vulnerable sectors (for example, in Health, Education, Environment, Local Public Administration and other) necessary to effectively identify corruption and monitor the anti-corruption commitments in specific sectors and to draft the shadow reports on the progress in the implementation of the NIAS in these sectors. The participating NGOs will also benefit of the opportunity, through a small grants competition, to receive support in developing shadow monitoring reports on the NIAS implementation. The Project envisages to offer up to 6 (six) small grants per year during two years (2019 and 2020). In this context, the Project seeks to contact a Grants Management Consultant to support Project in building the capacities of selected NGOs, in designing the criteria for the competition and in ensuring quality implementation of the selected grant proposals.

## **2. OBJECTIVE AND EXPECTED OUTPUTS**

The Curbing Corruption through Sustainable Development Project (further referred the Project) intends to contract a Grants Management Consultant (further referred to as "Consultant") to provide support to the Project team in building the capacities of targeted NGOs to monitor the anti-corruption commitments in specific sectors and draft the shadow reports on the progress in the implementation of the NIAS in these sectors, in designing, managing and ensuring quality implementation of the selected grant proposals under the Small Grants Program which will be launched in May 2019.

The Consultant shall provide administrative and technical guidance, as well as support to the Project Manager in the design of grants applications, guidelines and regulations for the small grants mechanism implemented by the Project, grants implementation monitoring and assessment of the results achieved and reporting. All activities concerning the Small Grants Program shall be undertaken in close collaboration with the National Anticorruption Center. To achieve the stated objectives, she/he is expected to:

- Provide efficient support to all management aspects of the grants process, including the design of the Small Grants Program, setting the criteria for selection of proposals, review and selection of grantees, monitoring of the grantees' activities, evaluation and reporting;
- Organize the capacity development events for NGOs, such as bidder's conferences and training sessions;
- Liaise with the experts providing training in anti-corruption and in the NIAS's implementation monitoring for the efficient organization of the capacity development events;
- Provide coaching and support to potential grantees in the preparation of their grant applications, during bidder's conferences;
- Analyze grantees applications to ensure feasibility, consistency, allocable costs and compliance with the grants competition selection criteria and UNDP requirements;
- Provide support to the grantees in the administration of the grants following the award;
- Maintain close coordination between the Project and the grantees during the execution of the grants, to track milestones, timelines and quality of the deliverables;
- Develop and maintain grants tracking tools and oversee accurate reporting and documentation by grantees to ensure achievement of the planned results;
- Prepare regular reports on grantees' performance and signal any significant delays or other issues that impact implementation to the Project Manager;
- Provide verification of the grantees' financial reports;
- Collect and analyze monitoring and evaluation data of the grantees through different methods (that may include meetings, workshops, field visits, specific reports, specialized surveys and other relevant methods);

- Develop and communicate best practices, ensure large visibility of the activities performed under the Small Grants Program in close collaboration with the NAC and the Project;
- Perform any other relevant tasks, as assigned by the Project Manager for the successful implementation of the assignment.

### 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE\*

Key deliverables	Tentative Deadline
Detailed work plan developed, agreed with and approved by the Project (2 w/d);	By 20 April 2019
Set of inputs for the Small Grants Program design and launch, set of monitoring, tracking and evaluation tools to be used during execution of the grants developed provided (5 w/d);	By 26 April 2019
Four (4) capacity development bidders' conferences organized, training and support to potential grantees in the preparation of their grant applications during bidder's conferences provided (4 w/d each of two program cycles – 8 w/d);	By 24 May 2019 By 10 May 2020
Support to the grants applications evaluation process and support to the preparation of the grant contracts ensured (during two annual cycles; 4 w/d each cycle – 8 w/d);	By 30 June 2019; By 30 May 2020
Support in organizing training session for the selected NGOs provided (1 w/d each of two program cycles – 2 w/d);	By 30 July 2019 By 30 June 2020
Support to the supervision of contracts execution ensured through: <ul style="list-style-type: none"> <li>• Grants monitoring through close communication with the grantees, including relevant meetings, workshops and events organized within Small Grants Program; Support to grantees in the administration, including financial administration and presentation of reports, of the grants following the award (up to 10 w/d per month; up to 14 months);</li> <li>• Support provided to project in verification of financial reports (up to 12 w/d);</li> <li>• Support provided to the Project in developing the content for analytical briefs, press releases, success stories, blog posts and public appearance of UNDP or beneficiary representatives under Small Grants Program (up to 5 w/d);</li> <li>• Monthly narrative reports on the execution of the above assignments focusing on the grantees' performance (content and financial) and the above-mentioned deliverables developed<sup>2</sup> (1 w/d; up to 12 months).</li> </ul>	By 15 March 2021
Annual report for the first cycle of the Small Grants Program, including qualitative and qualitative dis-aggregated (by sex, age, vulnerability of the targeted groups, etc.) data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and next stage recommendations submitted and approved by the Project (3 w/d).	By 10 March 2020
Final Activity Report, including qualitative and qualitative dis-aggregated (by sex, age, vulnerability of the targeted groups, etc.) data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks overcome, problems faced, lessons learned, conclusions and next stage recommendations submitted and approved by the Project. The Report should comprise specific findings and recommendations on gender and human rights aspects (3 w/d).	By 30 March 2021

\* This is a tentative timeframe, while the final dates for providing the deliverables can be adjusted depending on the actual progress of the grants competition and to ensure an efficient implementation of the assignment.

### 4. INSTITUTIONAL ARRANGEMENTS

All communications and documentation related to the assignment will be in Romanian and English. The Consultant will work under the overall guidance and direct supervision of the Project Manager and in close collaboration with the NAC assigned staff for substantive aspects of the assignment.

This is a part-time consultancy. The timeframe for the work of Consultant is planned for March 2019 – March 2021.

<sup>2</sup> The reports shall be approved by the Project Manager

During this time, the Consultant is expected to work up to 200 working days (average of 8 working days per month) (could be revised if justified accordingly) during which all the activities and outputs/results envisaged under the present assignment are expected to be performed.

## **5. FINANCIAL ARRANGEMENTS**

Payments will be disbursed in several instalments (up to 4 instalments per year) upon submission and approval of deliverables, and certification by UNDP Moldova Project Manager that the services have been satisfactorily performed.

## **6. QUALIFICATIONS AND SKILLS REQUIRED**

### Academic Qualifications:

- University degree in Law, Finance, Economic Sciences, Business Administration or other relevant field; MA or equivalent in the same fields will be considered an advantage.

### Experience and knowledge:

- At least 3 years of work experience in grants managements and/or project management;
- At least 2 years of work experience in projects offering support to civil society organizations;
- Demonstrated experience in reports writing, including research or data collection, developing/or using monitoring and evaluation tools (name each assignment);
- Previous experience in training/coaching provided to NGOs, including at local level, is a strong asset (name each assignment);
- Previous assignments within an UNDP Project and/or EU-funded Project or other international organisation is an advantage;

### Competencies:

- High level of familiarity with the national corruption prevention institutional and normative framework, government institutions, NGOs and donors working in the corruption prevention and combatting area;
- Excellent written and oral communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents, ability to summarize disparate information in a clear and concise manner;
- Capacity to build strong relationships with clients, focuses on impact and result for the client and to respond positively to feedback;
- Excellent computer skills, including word processing, spreadsheet programs and data base management;
- Fluency in Romanian, Russian and English languages;

### Personal qualities:

- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP 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.

## **7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Offeror's Letter confirming Interest and Availability;
- Proposal: explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- Personal CV and at least 3 references.

**Note:** Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.