



TERMS OF REFERENCE

Job title:	National Consultant on Institutional Capacity Assessment and Development
Reference to:	One UN Joint Action Cross-river support to Human Rights
Contract type:	Individual Contract (IC)
Duty station:	Chisinau
Language requirement:	Romanian, Russian and English
Contract Duration:	October 2019 - October 2020, estimated workload: up to 205 workdays

A. BACKGROUND

The human rights context in the Transnistrian region is illustrated by the amplitude and interplay of multiple forms of inequalities vulnerable groups, such as inter alia persons with disabilities, Roma, people living with and affected by HIV/AIDS, children in contact with the law, vulnerable women, prisoners and people who use drugs, are encountering. The ability of vulnerable groups from the region to effectively exercise their rights is impaired by the human rights knowledge, capacity and authority gaps they face. The embryonic civil society environment with weak capacities to influence the policy-making and to reach out to the most vulnerable ones and low human rights awareness of the CSOs, professionals and the population at large are hindering the realization of human rights in the region. Undeveloped and gender-blind specialized service provision, deriving from human and economic resources capacity gaps and the absence of a comprehensive human rights framework are representing additional major contributing factors to this debilitating juncture.

The Programme will work on reducing inequalities for women, men and children in the Transnistrian region, by ensuring that vulnerable human rights holders are empowered to exercise their rights and duty bearers respect, protect and fulfil human rights to a larger extent. It also aims to contribute to the implementation of the National Human Rights Action Plan 2018-2022.

B. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT:

The National Consultant is expected to provide support the achievement of Programme's goals, by strengthening the institutional capacity of the Sustainable (Community) Development Platform (SCDP), its members and partners.

The overall objective of this assignment is to assess and consolidate the capacities of the Programme's beneficiaries and partner organisations, in order to ensure their sustainability and independent operation in a human rights-based approach (HRBA) and gender-sensitive manner.

In interaction with the CSOs the Consultant will apply the "learning-by-doing" approach, in order to ensure a practical application of the received theoretical knowledge.

The selected Consultant will conduct a comprehensive institutional assessment of the Programme's beneficiaries, as well as of the existing administrative structures of the SDCP and will elaborate capacity development methodology and plan, applying HRBA. This should also take into consideration any other assessments of the beneficiary CSOs, conducted in the past, and build on them.

The above-mentioned plan will have to address, but not be limited to, the following institutional capacity development issues:

1. Strategic planning and budgeting
2. Financial control and management (transparency and accountability)
3. Monitoring/assessment systems and tools for data collection/assessment to strengthen the analytical dimension of the institutional progress reports
4. Internal democracy and communication
5. Results-Based Management
6. Human-Rights-Based Approach
7. Gender and environmental mainstreaming
8. Capacity to jointly work on common projects with CSOs from the right bank of the Nistru river
9. Volunteering etc.

Job Summary / Responsibilities:

- Undertake the assessment of the institutional capacities of CSOs representing the target vulnerable groups: persons with disabilities (PwDs), Roma, people living with and affected by HIV/AIDS, children in contact with the law, vulnerable women, prisoners and people who use drugs. Produce a mapping of existing NGOs active in the above-mentioned area and populate the initial baseline of their capacities, as per assessed above.
- Based on the findings of the above-mentioned assessment develop a methodology for capacity building activities for the representatives of the afore-mentioned groups. The methodology should include the tools for further assessment (including self-assessment) of the NGOs.
- Elaborate an institutional capacity building plan for the beneficiaries of the programme, addressing the issues mentioned above.
- Develop training materials for trainings on selected subjects in the area of institutional capacity development.
- Provide training sessions for the programme's beneficiaries on selected subjects.
- Provide coaching support for the selected organisations in the process of development of institutional capacities.
- Organise exchange visits on the right and left bank of the Nistru river for the Programme's beneficiaries to the selected organisations.

Key deliverables:

No.	Deliverables	Indicative timeframe
1.	The concept of the institutional capacity building of CSOs representing the target vulnerable groups in the Transnistrian region of the Republic of	By October 20th, 2019

	Moldova developed (up to 5 w/d)	
2.	The needs assessment methodology developed, assessment conducted, baseline findings included in the NGO map and report on the needs in terms of capacity building of the various groups developed (up to 20 w/d)	By November 10 th , 2019
3.	The organisational capacity assessment tool for each of the specific vulnerable group developed (up to 15 w/d)	By November 25 th , 2020
4.	Capacity building plan in the area of institutional development drafted and coordinated with the implementing agencies (up to 10 w/d)	By December 10 th , 2019
5.	Assess the existing training curricula developed by other development partners for the CSOs and draft recommendations on the possible use by the Programme (up to 15 w/d).	By December 15 th , 2019
6.	Regular reports on the coaching support for the selected organisations in the process of development of their respective institutional capacities provided (up to 50 w/d)	By October 31 st , 2020
7.	At least two exchange visits on the right and left bank of the Nistru river for the Programme's beneficiaries to the selected NGOs organised (up to 10 w/d)	By August 31 st , 2020
8.	The training and awareness raising activities are coordinated with the partners organizations and the agencies jointly implementing the Programme (up to 30 w/d)	By September 30 th , 2020
9.	Deliver up 12 trainings (4 subjects x 1 day x 3 regions) for programme's beneficiaries on the subjects 1, 4, 5 and 8 from the above list, in accordance with the results of the needs assessment (up to 50 w/d)	By September 30 th , 2020

NOTE:

1. Progress reports and final report must be provided in English, in a succinct and user-friendly language, hard and electronic copies on the monthly bases and at the end of the assignment, respectively. The deliverables require the endorsement by the Programme Manager.
2. Payment will be made in regular instalments upon the successful completion of the tasks assigned.

C. ORGANIZATIONAL SETTING

This is a part-time consultancy. The National Consultant will work under the direct supervision of and in cooperation with the Programme Manager and partner UN agencies' staff. The Consultant will work remotely, and the communication will be conducted via email, Skype and phone. The Consultant will provide short weekly progress reports via email.

Performance evaluation

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

Travel and other logistic arrangements

The Consultant is expected to carry out activities that involve extensive travel into the Transnistrian region. Travel costs (field visits, participation at trainings and official events) to Transnistrian region will be covered by the Programme.

Financial arrangements

Payments are made to the Individual Consultant based on the number of days worked and will be disbursed in regular instalments, upon approval of the submitted deliverables, and certification by Programme Manager, that the services have been satisfactorily performed.

D. INPUTS

The UNDP will provide the Individual Consultant with the available information and materials for the fulfilment of tasks and will provide support with the organization of project official events, field visits, participation at trainings and meetings.

E.CONFIDENTIALITY

Materials provided to the Individual Consultant and all the proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

F. SKILLS AND EXPERIENCE REQUIRED

Education:

- University degree in social science, law, human rights or other relevant discipline;
- Post-graduation education/courses in human rights would be considered an advantage.

Experience:

- At least 5 years of professional experience in organising capacity building, community mobilisation and/or awareness raising activities for community groups.
- At least 3 years of professional experience in organising capacity building in the area of institutional development of CSOs.
- Proven experience of collaboration with NGOs, decision-makers at the regional and local levels in the Transnistrian region of the Republic of Moldova would be considered a strong advantage.
- Proven work experience in Transnistrian region of the Republic of Moldova on human rights and empowerment of vulnerable groups, would be considered a strong advantage.

Personal qualities:

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility;
- Flexibility;
- Punctuality

Language Requirements:

- Fluency in oral and written Russian; working knowledge of Romanian language; working knowledge of English language would be considered an advantage;
- Knowledge of one or more relevant minority languages, including Bulgarian, Ukrainian or Romani, as well as sign language(s), will be a strong advantage.

Diversity Clause: Applicants from under-represented groups (persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens) will have an advantage during the selection process. UNDP is committed to reasonably accommodate the working environment for the persons with special needs.

Documents to be included in the proposal

Interested persons should submit the following documents:

1. Cover Letter, explaining why they are the most suitable candidate for the work;
3. A methodological note explaining the approach to the tasks to be accomplished;
2. Financial proposal (lump sum);
4. Personal CV, including past experience in similar assignments and contact details of at least 3 reference persons;
5. Offeror's Letter confirming Interest and Availability.

The United Nations 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.