



TERMS OF REFERENCE

Job title:	International Consultant on Low Carbon and Climate Resilient Economic Development
Duty Station:	home-based with 3 missions to Moldova (Chisinau)
Section/Unit:	EU4Moldova: Focal Regions Programme (EU-funded)
Type of Contract:	Individual Contract
Starting Date:	July, 2020
Duration of Assignment:	July 2020 – February 2021, up to 65 working days with possibility of extension

Job Content

I. BACKGROUND

The EU4Moldova: focal regions Programme (further Programme) is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favor of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme.

The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through facilitating smart, inclusive, sustainable and integrated socio-economic development as well as improving the standards of living of the citizens in the focal regions: Cahul and Ungheni.

To this end, this Programme will address also the urban-rural divide and regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected areas (smaller towns and villages) while taking into account climate change and a gender perspective in all the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and people's participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men, women and youth in the focal regions and improve the attractiveness of the focal regions for investors and entrepreneurs.
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

II. SCOPE OF WORK

The **overall objective** of the International Consultant on Low Carbon Economic Development (LCED) assignment (hereinafter Consultant) is to provide methodological guidance and technical expertise in road-mapping of the Programme interventions for supporting 2 focal regions from the Republic of Moldova to build their competitiveness in promoting green and climate resilient economic growth and job creation. In this regard, the Expert is expected to deliver the **following activities**:

- Support the Programme to undertake the preparatory activities for defining the 'functional economic area' and initiation of the LCED field interventions in two focal regions;
- Support the process of elaboration of Low Carbon Economic Development Roadmaps for two focal regions with the environmental and climate change considerations duly mainstreamed;
- Support the conceptualization of the methodological approach to facilitate and catalyze the implementation of LCED Roadmaps in two focal regions.

Note: The term of 'focal region' is used to define the broader area of Cahul municipality (35 thousand inhabitants) and Ungheni municipality (32 thousand inhabitants), comprising adjacent rural communities (to be further defined).

III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks, Activities & Deliverables <i>(provision of deliverables of required content and quality is the only criteria for consultant's payment)</i>	Estimated work volume <i>(used at the submission stage)</i>	Tentative timeframe <i>(subject to coordination/adjustment with EU4MD project team)</i>
<p>I. Support the Programme to undertake the preparatory activities for initiation of the LCED field interventions in focal regions</p> <ul style="list-style-type: none"> ✓ Provide support in elaboration of the detailed methodology for the organization of LCED field interventions in two focal regions, based on organic approach: <ul style="list-style-type: none"> - Adapting the PACA methodological approach to the local context and Programme timeframe; - Elaboration of the detailed work roadmap for initiation and conducting of the LED interventions in Cahul and Ungheni focal regions. - Inside the PACA methodology put particular emphasis on low carbon and climate resilient considerations. ✓ Conduct an induction 2-days executive LED Training for the Programme's team of national and local consultants, which will include the following elements: <ul style="list-style-type: none"> - The concept of the 'functional economic area' / zone of economic interest (commuting patterns, business linkages, supply chains, utility expansion, etc.) of a city / 	<p>up to 25 working days</p>	

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<p>growth pole;</p> <ul style="list-style-type: none"> - The concept and principles of 'organic LED process' and related PACA¹ (Participatory Appraisal of Competitive Advantage) methodological framework; - Standard organization of PACA process: stages and steps, inputs and outputs; - Local competitiveness, comparative and competitive advantages; - Rapid Economic Appraisal methods and techniques; - Rules and techniques effective and efficient engagement of private sector representatives in LED process; - IMC as a tool for LED, business support activities, trade development; - Clusters and value chains (general concepts); - Smart specialization and identifying the local competitive advantage; - Role of environment governance tools SEA/EIA in materializing the LED; - Potential use of environment friendly/lower emission/cleaner production technologies and processes in the identified areas of economic development. <p>✓ Provide methodological support for the analytical territorial definition of the 'functional economic area' for Cahul and Ungheni municipalities:</p> <ul style="list-style-type: none"> - Elaboration of the methodological approach for defining 'functional economic area' of targeted focal regions (indicators to be considered, including on climate resilience and environmental impact); - Facilitate 2 workshop (one in Cahul and one in Ungheni) with local teams for applying the indicators for each focal region to define their 'functional economic area'. <p>✓ Provide methodological support and coaching for local consultants in identification, analyses and liaison with the local public and private stakeholders most relevant for LCED in Cahul and Ungheni focal regions:</p> <ul style="list-style-type: none"> - Elaboration of the methodological approach for identification, analyses and mobilization of relevant LCED stakeholders analyses; - Facilitate workshop with local teams for conducting of the stakeholder analyses in Cahul and Ungheni focal regions. 		
<p>Deliverable 1:</p> <ul style="list-style-type: none"> ✓ Draft methodological roadmap for the organization of LED field interventions in two focal regions, based on organic approach; ✓ Report on conducted LED Training. 		July 15, 2020

¹ www.mesopartner.com/knowledge-resources/methodologies/paca/

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Deliverable 2: <ul style="list-style-type: none"> ✓ Draft methodology on defining 'functional economic area' (indicators to be taken into consideration); ✓ Draft methodology for stakeholders' analyses; Report on results of the facilitated workshops and coaching for defining the functional economic area and stakeholder's analysis.		August 30, 2020
II. Support the process of elaboration of Low Carbon and Climate Resilient Economic Development Roadmaps for Cahul and Ungheni focal regions <ul style="list-style-type: none"> ✓ Elaboration of the tailor-made methodology for rapid economic appraisal and LCED Roadmap elaboration; ✓ Provide methodological support and coaching in the process of conducting the rapid economic appraisal for Cahul and Ungheni focal regions; ✓ Provide methodological support and coaching in the process of elaboration of the LCED Roadmaps for Cahul and Ungheni focal regions (to incorporate both 'quick wins' and 'catalytical' interventions), identification of local strength, winning points, advantages to be capitalized via local specialization; ✓ Active participation in the preparation and organization of the Local Business Forums in Cahul and Ungheni focal regions to present and validate the LCED Roadmaps; ✓ Provide methodological support and coaching on the integration of environmental sustainability and resilience to climate change into the elaboration of LCED Roadmaps. 	up to 30 working days	
Deliverable 3: Draft methodology for conducting of rapid economic appraisal and LCED Roadmap		September 30, 2020
Deliverable 4: Report on coaching local teams for conducting rapid economic appraisal in Cahul and Ungheni focal regions		October 15, 2020
Deliverable 5: Report on coaching local teams in elaboration of Low Carbon and Climate Resilient Economic Development Roadmap in Cahul and Ungheni focal regions.		December 10, 2020
III. Support the initiation of Low Carbon and Climate Resilient Economic Development Roadmaps implementation in Cahul and Ungheni focal regions. <ul style="list-style-type: none"> ✓ Provide methodological support to the Programme Management in conceptualizing the further technical assistance and financing of the interventions to support the implementation of LCED Roadmaps in focal regions of Cahul and Ungheni; ✓ Provide methodological support to Programme Management in preparation of the further activities related to supporting smart specialization and cluster development in focal regions of Cahul and Ungheni. 	up to 9 working days	

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Deliverable 6: Report on recommendations for the Programme on further progressing of activities to support the Low Carbon and Climate Resilient Economic Development interventions in focal regions of Cahul and Ungheni.		February 10, 2021
IV Deliver a final Activity Report on all activities under these Terms of Reference	up to 1 working day	
Deliverable 7: Final Combined Progress Report <i>Note 1:</i> The report will contain the narrative part on progress achieved with all deliverables attached (both in hard and digital versions).		By February 28, 2021
TOTAL estimated workload	Up to 65 working days	

Note: The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. The provision of the envisaged deliverables approved by the Programme shall be the only criteria for Consultant's work being completed and eligible for payment/s.

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

Language of the deliverables: All deliverables shall be submitted in English language (or Romanian or Russian if the Expert is fluent in one of these languages).

IV. INSTITUTIONAL ARRANGEMENTS

This is a home-based assignment with 3 missions to Moldova (Chisinau). Visits to Moldova are to be coordinated prior and approved by the Programme Manager. The International Consultant will be provided with a work space in Programme's office. In-country transportation, logistics and interpretation (if needed) will be provided by the Programme and, therefore, shall not be included in the consolidated financial offer. The International Consultant has to cover on its own the airfare and accommodation during assignments in Moldova and, thus, shall be included in the consolidated financial offer. Documents for review and evaluation will be provided by the Programme in electronic format. All the above-listed deliverables shall be endorsed by the Programme Manager within 14 calendar days from their submission.

The Consultant will work in a team, along with other local and national consultants, and support them based on a comprehensive tailor-made methodology, which should be determined at the inception of activities.

The Consultant is expected to undertake three in-country missions (up to 50 working days in total):

Missions*	Tentative number of days in Moldova
1 st mission (July, 2020)	Up to 20 working days (working on Deliverables 1 and 2)
2 nd mission (August – September 2020)	Up to 20 working days (working on Deliverables 3 and 4)
3 rd mission (October 2020)	Up to 10 working days (working on Deliverable 5).

**Note: the exact timeframe of missions to Moldova will be coordinated prior.*

V. PAYMENT FOR PROVIDED SERVICES

The payment for services will be made in tranches upon submission of deliverables stated in point IV above, number of assignments undertaken in Moldova and acceptance by the Programme Manager.

Tentative payment schedule:

- First payment (30%) after submitting Deliverables 1 and 2
- Second payment (40%) after completion of Deliverables 3 and 4
- Third payment (30%) after submitting Deliverables 5, 6 and 7

VI. PERFORMANCE EVALUATION

Consultant's performance will be measured against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

VII. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

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

Academic Qualifications :

- Master's Degree (or equivalent) in economics, engineering, sociology, public administration or other relevant field.

Working experience :

- At least 10 years of practical experience in the field of local economic development;
- At least 5 years of international experience in the field of local economic development;
- Advanced experience related to implementing PACA² (Participatory Appraisal of Competitive Advantage) methodology (at least 2 projects/assignments);
- Advanced experience in conducting Rapid Economic Appraisal processes;
- At least 3 years experience in the field of low carbon economic development;
- Experience in European/East-European countries in the area of assignment will be an advantage;
- Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of local economic development;

² E.g. www.mesopartner.com/knowledge-resources/methodologies/paca/

- Experience of work with international organizations/projects, including UN and/or European ones will be an advantage;
- Knowledge of local economic development context in transition countries;
- Knowledge of environmental mainstreaming tools into economic development will be an asset;
- Knowledge of the development context of Moldova will be an asset.

Competencies :

- Knowledge and skills of MS Office, including Word, Excel, PowerPoint;
- Excellent language proficiency in both written and oral English;
- Knowledge of Romanian and/or Russian language will be an asset.

Personal Qualities and other requirements :

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyse, plan, communicate effectively organize and meet expected results;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout;
- 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.

The United Nations Development Programme in Moldova is committed to workforce diversity. Women and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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.