



EU4MOLDOVA

TERMS OF REFERENCE

Job title:	National Consultant on Inter Municipal Cooperation
Duty Station:	Chisinau, with frequent visits to Cahul and Ungheni municipalities
Section/Unit:	EU4Moldova: Focal Regions Programme (EU-funded)
Type of Contract:	Individual Contract
Starting Date:	July 2020
Duration of Assignment:	up to 50 working days through July – October 2020

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 favour 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 National Consultant on Inter-Municipal Cooperation (IMC) assignment (hereinafter Consultant) is to provide legal expertise and methodological guidance for Local Public Authorities (LPAs) from two focal regions to initiate and institutionalize an IMC cooperation platform in the field of local economic development (LED). In this regard, the Consultant is expected to deliver the **following activities**:

- Support the initiation of IMC cooperation Associations in the field of local economic development in Cahul and Ungheni focal regions*
- Support the process of legal establishment of the Territorial Economic Development Associations (based on IMC Agreements) in Cahul and Ungheni focal regions.

**Note: The term of 'focal region' is used to define the functional economic area / zone of economic interest of Cahul and Ungheni municipalities, 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 initiation of IMC cooperation in the field of local economic development in Cahul and Ungheni focal regions</p> <ul style="list-style-type: none"> ✓ Provide specialized training on IMC for project partners in Cahul and Ungheni focal regions; ✓ Support the elaboration and endorsement of the Memorandum of Understanding of partnering mayors to further advance in promoting of inter-municipal cooperation for local economic development; ✓ Providing legal support in setting up of a Joint Task Force (representing mayors from all involved LPAs) for the establishment of the Economic IMC (Territorial Economic Development Association) in Cahul and Ungheni focal regions; ✓ Support the Joint Task Force to elaborate the ICM Agreement for the establishment of a Territorial Economic Development Association in Cahul and Ungheni focal regions; ✓ Support the Joint Task Force to elaborate a detailed work plan related to the debating, endorsement and approval of the IMC Agreement by the partner – municipalities. 	Up to 30 working days	
<p>Deliverable 1: Intermediate Progress Report</p> <ul style="list-style-type: none"> ✓ Specialized IMC Training delivered (short induction within the first working meeting of partners); ✓ Joint Task Force established; ✓ Endorsed draft Memorandum of Understanding between partnering mayors to promote an economic IMC; ✓ Endorsed draft Agreement on the establishment and functioning of the IMC Territorial Economic Development 		By August 15, 2020

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Association; ✓ Endorsed work plan on debating, endorsement and approval of the Agreement by the partner-municipalities.		
II: Support the process of legal establishment of the Territorial Economic Development Associations in Cahul and Ungheni focal regions ✓ Support the awareness raising on IMC benefits among the Local Councils of partnering municipalities in Cahul and Ungheni focal regions; ✓ Provide the facilitation and coaching activities in the process of endorsement and approval of the IMC Agreement (for setting up of Territorial Economic Development Associations) by Local Councils in partnering – municipalities from Cahul and Ungheni focal regions.	Up to 20 working days	
Deliverable 2: Final Progress Report ✓ Report on the process of approval of IMC Agreement by Local Councils of partnering municipalities <u>Note 1:</u> The report will contain the narrative part on progress achieved with all deliverables attached (both in hard and digital versions).		By September 15, 2020
<u>TOTAL workload per Consultant</u>	up to 50 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 Romanian language.

IV. INSTITUTIONAL ARRANGEMENTS

The Consultant will work under direct supervision of Project Manager / Local Development and in close cooperation with Project Officers – Coordinators for focal regions. This is a home-based assignment with frequent visits to Cahul and Ungheni municipalities. In-country transportation, will be provided by the Programme and, therefore, shall not be included in the consolidated financial offer. The meetings of the working team will take place in the Programme office. All the above-listed deliverables shall be endorsed by the Programme Manager within 14 calendar days from their submission.

V. PAYMENT FOR PROVIDED SERVICES

The payment for services will be made in tranches upon submission of deliverables stated in point III above and certification by the Programme Manager that the services were satisfactorily performed.

Travel: All travel expenses to target communities are in the responsibility of 'EU4Moldova: Focal Region' Programme and shall not be included in the financial offer.

VI. QUALIFICATIONS AND SKILLS REQUIRED

Education:

- University Degree in Law, Public Administration, Economics or other relevant fields.

Experience:

- At least 10 years of working experience in law, public administration, economics, local development;
- At least 7 years of experience in IMC related fields - territorial cooperation of local communities, organization of local public services, institutional reorganization, regional development and regionalization of public services;
- Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/programmes will be considered a strong asset.

Competencies:

- Fluency in Romanian and Russian. Knowledge of English will be considered an asset.
- Knowledge and skills of operating MS Office, including Word, Excel, PowerPoint;
- 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, adapt to different environments (cultural, economic, political and social);
- 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.