

TERMS OF REFERENCE

Job title:	Grants Management Consultant
Duty station:	Chisinau, Republic of Moldova
Reference to the project:	Enhancing Democracy in Moldova through inclusive and transparent elections (EDMITE)
Contract type:	Individual Contract (IC)
Expected workload:	Up to 140 working days
Indicative timeframe:	November 2020 – November 2021

1. Background:

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide, through which UNDP helps nations build democratic frameworks to improve representation, accountability, and transparency for the benefit of citizens.

UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Center for Continuous Electoral Training (CCET) aiming at advancing the democratic electoral processes in Moldova by consolidating the transparency and efficiency of elections' management, modernization of electoral IT solutions and enhancing the inclusiveness and participation of voters. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), the enhancement of the State Register of Voters' accuracy and the design and implementation of effective long-term civic and voter education instruments.

Throughout the last electoral cycles, CEC and CCET due to the continuous UNDP's support have demonstrated strengthened capacities and, despite challenges and persistent financial limitations faced by the institutions, delivered "well-administered elections" as attested by OSCE/ODIHR Observation Missions.

Building on the sustainable results achieved during the first phase of the Project implementation (2017 – 2020), the objectives of the current Project phase (2020 – 2023) are: 1) Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE); 2) Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes; 3) Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; and 4) Improve the legal and regulatory framework to respond to the EOM recommendations.

To achieve the objectives and ensure the sustainability of results, the Project will further enhance strategic partnerships and will engage with key stakeholders, including public institutions, civil society organizations and the donor community. The interventions of the Project will have systematic and significant implications at policy/legislation, coordination, institutional and electoral service provision levels, having a sustainable impact at the national level.

In support of this goal and as part of the Plan of Activities for 2021, the Project aims to prepare and implement a Civic Campaign Grants Program, that will be focused on providing support to Civil Society Organizations in delivering civic education and information activities targeting as the general public, so different groups of citizens, including youth, women, people with disabilities, marginalized and vulnerable groups.

2. Scope of work and expected outputs

The Project intends to contract a Grants Management Consultant (further referred to as "Consultant") to provide support to the Project Team in conceptualizing, initiating, managing, monitoring and evaluating the Civic Campaign Grants Program which will be launched in December 2020.

The Consultant is expected to provide technical guidance and expert support to the Project Manager in the design of grants application guidelines and regulations, selection criteria, in evaluation of proposals, in grants' implementation coordination and monitoring, and in the assessment of the results achieved and the impact produced, as well as to contribute to the Project reporting. 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 Civic Campaign Grants Program, setting the criteria for selection of proposals, review and selection of the grantees, monitoring of the grantees' activities, evaluation, and reporting;
- Provide training and technical support to potential grantees in the preparation of their grant proposals, during bidder's conferences;
- Analyze in close collaboration with the Selection Committee the proposals to ensure feasibility, consistency, allocable costs and compliance with the grant competition selection criteria and UNDP requirements;
- Provide advice 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 deliverables;
- Elaborate 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 may impact implementation to the Project Manager;
- Collect and analyze monitoring and evaluation data through different methods (that may include, but not limited to meetings, workshops, field visits, specific reports, specialized surveys, etc.);
- Contribute to the Communication and Visibility Plan of the Project by identifying and reporting on relevant best-practices, impactful activities, and success stories in close collaboration with the Project Team and Project Strategic Communication and Civic Campaign Expert;
- Gather testimonials from grantees and their beneficiaries to communicate Project achievements;
- Elaborate briefs, factsheets, handouts, and dynamic presentations, considering the gender and human rights aspects for planned Project events within the Civic Campaign Grants Program;
- Maintain the evidence of all Civic Campaign Grants Program workshops, seminars and events organized, with related links and in a disaggregated manner;
- Coordinate the development, design, and layout of the Civic Campaign Grants Program materials and knowledge products (written, visual, audio and video) in close collaboration with the Project Strategic Communication and Civic Campaign Expert;
- Develop and submit monthly reports on the performed activities, carried out tasks, containing relevant links, statistics, and disaggregated data;
- Prepare and submit the final activity report (including quantitative and qualitative disaggregated data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks mitigation, problems faced, lessons learned, conclusions and recommendations, with a particular focus on gender and human rights aspects.

Perform other tasks as may be required by the Project Manager on an ad-hoc basis.

3. Key deliverables and tentative timetable:

No	Key deliverables	Tentative timeframe
1.	Detailed work-plan – developed and approved by the Project	by 16 November 2020
2.	Set of inputs for the Civic Campaign Grants Program design and launch (guidelines, regulations, selection criteria, pre-bidding conferences, etc.) – provided	by 30 December 2020
3.	Set of monitoring, tracking and evaluation tools to be used during the execution of the grants – developed, agreed, and approved by the Project	by 15 January 2021
4.	Technical support to the grants proposals evaluation process and overall supervision of contracts execution – ensured	by 15 October 2021

5.	Monthly narrative reports developed ¹ being focused on: <ul style="list-style-type: none"> - Grants monitoring and evaluation findings and recommendations; - Disaggregated quantitative and qualitative data collected through different methods (that may include, but not limited to meetings, workshops, field visits, specific reports, specialized surveys, etc.), with related links and products/materials; - Coordination support to the grantees in planning and conducting activities, as well as in reporting; - Support provided to the Project in developing the content for analytical briefs, press releases, blogs, success stories and public appearance of UNDP under Civic Campaign Grants Program. 	by 1 November 2021
6.	Final activity report (including quantitative and qualitative disaggregated data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks mitigation, problems faced, lessons learned, conclusions and recommendations, with a particular focus on gender and human rights aspects – submitted	by 10 November 2021

Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with Project and be provided in hard and electronic copy. Payment will be made upon the successful completion of the tasks assigned.

4. Administrative arrangements

This is a part-time consultancy. The timeframe for the work of Consultant is planned for the period November 2020 – November 2021. The Consultant is expected to dedicate around 12 working days per month to performing the expected responsibilities under the current ToR.

The assignment shall be performed in close coordination with the Project Team, Strategic Communication and Civic Campaign Expert and under the guidance and supervision of the Project Manager. The Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment.

For the duration of the assignment, the Project will provide office space, access to internet and printer. The Project also will provide administrative and logistical support in organization of the necessary meetings and/ or consultations, including with the participation of women and men with different types of disabilities, linguistic minorities, other targeted and vulnerable groups. All communications and documentation related to the assignment will be in English and Romanian.

Payments will be disbursed monthly, upon submission and approval of monthly activity report and timesheet, and certification by Project Manager that the services have been satisfactorily performed.

5. Qualifications and Skills required

Academic Qualifications:

- University degree or higher in Finance, Economic Science, Business Administration, Communication Journalism, International Relations, or other field relevant to this assignment.

Experience:

- At least 3 years of demonstrated experience in report writing, project and/or grants management, including research or data collection and data tabulation;
- At least 3 years of previous experience in developing or using monitoring and evaluation tools;
- Previous experience in implementing, coordinating, monitoring, and evaluating projects with civic campaign and raising awareness components is a strong asset;
- Proven experience in governance and/or elections is a strong asset;
- Previous assignments within an UNDP Project or EU-funded Project or other international organization is a strong asset;
- Experience in working with local CSOs and mass-media is a strong asset;
- Experience in mainstreaming gender and human rights aspects is an asset.

Competencies:

- Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents in a clear and concise manner;
- Strong sense of initiative and ability to work independently;

¹ The reports shall be approved by the Project Manager.

- Capacity to build strong relationships with clients and respond positively to feedback;
- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner;
- Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field);
- Outstanding computer skills, with proven ability to meet tight deadlines, to handle multiple priorities simultaneously and to adapt to changing circumstances;
- Fluency in Romanian, English, and Russian languages (verbal and written) is a must.

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, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The UNDP 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.

6. Documents to be included when submitting proposals:

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

- 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.*);
- Duly completed and signed Personal History Form (P11), 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.