



TERMS OF REFERENCE

Job title: 2 (two) consultants for capacity building of Civil Society Organizations (CSOs) for pro-active involvement in local development initiatives:

• **1(one) Consultant** specialized in strategic planning, implementation, monitoring and evaluation of local development strategies (Consultant 1 Team-leader)

• **1(one) Consultant** specialized in the development of organizational capacities of the associative sector (Consultant 2).

Duty Station: Moldova, Chişinău, with the possibility to travel in Ungheni and Cahul

Section/Unit: EU4Moldova: Focal Regions Programme (EU-funded)

Type of Contract: Individual Contract/s

Starting Date: June 2021

Expected Duration of Assignment: June – December 2021, estimated volume of work:

up to 28 working days - Consultant 1/Team-leader;

up to 24 working days - Consultant 2.

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. SPECIFIC CONTEXT

Council of Europe by Recommendation of the Committee of Ministers (2007) 141 highlights and promotes the important role that civil society structures play in the processes of today's society. According to this Recommendation, civil society and its organized representative structures (CSOs) are essentially important participants in the overall development process, to the development and realization of democracy and human rights, in promoting the principles of sustainable development, in the caring attitude towards environment. This role is achieved in particular through the promotion of public awareness, participation in public life and securing the transparency and accountability of public authorities.

Equally important is the contribution of CSOs to the cultural life and social well-being of democratic societies. Civil society structures make an invaluable contribution to the achievement of the aims and principles of the United Nations Charter and of the Statute of the Council of Europe.

The contributions of CSOs are made through an extremely diverse activities which can range from acting as "a vehicle" for communication between different segments of society and public authorities, through the advocacy of change in law and public policy, the provision of assistance to those in need, the elaboration of technical and professional standards, the monitoring of compliance with existing obligations under national and international law, and on to the provision of a means of personal fulfilment and of pursuing, promoting and defending interests shared with others.

Non-governmental organizations, through the role of "watchdog", ensure the correct implementation of policies, analyze, assess and ensure that the policy is implemented as intended without harmful side-effects. Also, in an open society, civil society organizations play a key role in identifying and promoting the public interest.

In line with the principles of sustainable development, the process of local socio-economic development is a participatory process in which community members work together to stimulate economic and social activities that provide decent jobs and improve the quality of life for all, including the poor and marginalized. CSOs also play an important role in this process, by contributing to the active involvement of stakeholders as well as of the community as a whole at all stages of development. The more participatory the process, the more stakeholders are involved, the greater the chances of a successful planning and implementation of the local development process.

During 2020, the Program carried out activities to assess the capacity of local authorities in Ungheni and Cahul focal regions regarding the implementation of local development strategies, plans and

¹ Recommendation CM/Rec(2007)14 of the Committee of Ministers to member states on the legal status of nongovernmental organizations in Europe (Adopted by the Committee of Ministers on 10 October 2007 at the 1006th meeting of the Ministers' Deputies)



programs. One of the basic conclusions of the evaluation² is that many development actors and stakeholders at the local level are relatively little involved in the development of local development policies, are practically not involved in the implementation of strategies, and are also missing in the monitoring and evaluation stages of the implementation of local development policies.

The study also proposes a series of recommendations that sit in alignment with the medium and longterm objectives of the Program, regarding the training needs of local actors, including representatives of civil society structures in all matters related to joint local development initiatives. Among the topics of training activities are: (i) Strategic planning for Local Economic Development; (ii) Monitoring and evaluation framework of the local development strategies; (iii) Sustainable Development Goals (SDGs) and local development planning; (iv) Gender-responsive Development; (v) Participatory Budgeting (PB) to identify how PB can empower communities to become more people involved in local development; (vi) Linking communities with their diaspora for local development; etc.

Also, the same study recommended the implementation of technical and financial assistance actions to strengthen the capacities of civil society structures at the local level to get involved in the processes of implementation, monitoring and evaluation of local development strategies.

It should be noted that similar actions to support CSOs in their work to promote the principles of Good Governance, have been implemented or are under implementation by development partners. The project "Local Civil Society Development Facility in the Republic of Moldova", funded by the European Union and the Konrad Adenauer Foundation (KAS), aims to contribute to the development of local civil society in the Republic of Moldova that promotes and monitors transparency and accountability of institutions including the implementation of the Moldova-EU Association Agreement. A similar intervention is the project "Empowering citizens in the Republic of Moldova", funded by the European Union and implemented by GIZ, that aims to empower citizens through the constructive participation CSOs in local decision-making processes at the regional and national levels. Therefore, the actions proposed for implementation under the Program are complementary and will contribute to ensuring the sustainability of interventions at local level.

The Component 1 of the Programme aims to ensure that the focal regions governance for socioeconomic development is organized in the most effective way and responds better to the needs of the population and private sector. In this regard, it is proposed to implement actions to support the strengthening of the capacities of civil society groups and organizations in order to proactively engage in development initiatives in the focal regions.

In this regard, it is proposed implement actions to support capacity building of civil society groups and organizations for pro-active involvement in development initiatives in the focal regions. Supporting such actions aims to strengthen the capacity of local CSOs to engage in participatory processes, to strengthen their role as a "watchdog" at community level, as well as to analyze, monitor and asses the implementation of local socio-economic development strategies, and other sustainable and inclusive local development programs and plans. In this regard, the Program aims to intervene also with financial and technical assistance for local CSOs.

² Local Capacity Assessment and Training Needs Analysis in the Cahul and Ungheni Focal Regions (2020), developed under the EU4Moldova:Focal Regions Programme (all relevant documents will be shared with the consultants)





III. SCOPE OF WORK

The **overall objective** of the Consultants lies in conceptualizing, organizing and carrying out a set of actions to develop the capacities of CSOs in the focal regions to be actively involved in the process of elaboration, implementation, monitoring and evaluation of local development strategies, as well as to strengthen the "watchdog" role of CSOs, requesting responsibility and evaluating the quality of services provided by LPA.

To ensure adequate achievement of the objective and implementation of all planned activities, the Programme is seeking **for 2 (two)** qualified and experienced **consultants** to provide technical assistance and expertise to strengthen the capacity of civil society groups and organizations for proactive involvement in development initiatives in the focal regions of Cahul and Ungheni, including:

- Position 1 1 (one) Consultant specialized in strategic planning, implementation, monitoring
 and evaluation of local development strategies.
- Position 2 -1 (one) Consultant specialized in the development of institutional capacities of the associative sector.

Important Note: The potential applicants shall clearly indicate the position they are applying for. The candidates may apply for one or for both of these positions, which will be clearly stipulated in the application letter, with the possibility to be selected for only 1 position.

The Consultants will work in a team based on a comprehensive tailor-made methodology, which should be determined at the inception phase of activities and which will be approved by the Program. For the current assignment,

- The Consultant 1, specialized in strategic planning, implementation, monitoring and evaluation of local development strategies, will have the role of Team leader and will plan and coordinate the whole team's activity, and will be responsible for presentation and overall quality of all the deliverables under this assignment in line with the agreed timeframe and methodology.
- The Consultant 2, specialized in the development of institutional/organizational capacities of the associative sector, will assist the Team leader in carrying out all training and assistance activities and will cover issues related to the institutional development of non-governmental organizations.

In addition to the tasks, activities mentioned further the Consultant 1/Team leader, will be responsible for coordination and consistency of produced reports, including:

- Set up a common work plan and the methodology for the team, in consultation with and assisted by the Consultant 2.
- Distribute the tasks among the Consultant 1 and 2 and observe/monitor the execution.
- Ensure a common approach to the tasks of assignment.
- Ensure guidance throughout the stages of assignment on actions, structure & content of products to be developed.
- Coordinate and participate in the process of consultation with the Programme's key partners, relevant stakeholders to validate the produced outputs, to collect and consider their feedback and recommendations for improvement.
- Develop, with the contribution of Consultant 2 the synthesis report on the main outputs of assignment.



IV. TASKS AND ACTIVITES

The Consultants shall perform the following tasks and activities:

1. Initiation of activities.

Organization of preparatory activities for the launch of the activity, including: (i) analysis of research results presented in the Report on Local Capacity Assessment and Training Needs Analysis in the Cahul and Ungheni focal regions developed in 2020 under the EU4Moldova: focal regions Programme to identify issues related to the capacity of local CSOs (the Assessment Report will be shared with the selected consultants); (ii) elaboration of the methodology for the given activity; (iii) scheduling the detailed activities for each consultant and the expected results / deliverables of the contract.

2. Conceptualization of the Curriculum and training materials and implementation of preparatory activities for conducting training activities for local CSOs.

The Consultants will analyze the training needs and tools identified in the exercise of assessing the capacity to implement local strategies and will develop a Training Program containing a set of training materials covering at least the following topics:

- Strategic planning for local socio-economic development and integration of the Sustainable Development Goals (SDGs) into local development planning, including gender-responsive development and human rights in local development;
- Monitoring and evaluation framework of the local development strategies. Practical methods and tools for analysis, monitoring and evaluation;
- Methodological framework and tools for analysis and monitoring of regulations and responsibilities of local government and the delivery of public services, methods for assessing the quality of services provided by LPA;
- The institutional capacity of CSOs to engage in activities of elaboration, implementation, monitoring and evaluation of the local development strategy: human resources, technical capacity, procedures, tools and methods;
- Participatory Budgeting (PB) to identify how PB can empower communities to become more involved in local development;
- Linking communities with their diaspora for local development.

The Consultants shall submit the training curricula, training modules, PPT presentations to the EU4Moldova: focal regions Programme for review and approval, prior to starting the training.

Organizing and conducting training activities for local CSOs' representatives to enhance their skills, abilities and knowledge in monitoring and evaluating local economic development strategies.

The Consultants will organize and conduct at least 5 (five) training sessions (possible on-line) with the participation of representatives of local CSOs from both focal regions. The training program should:

- be adjusted to the level of knowledge and competence of local CSOs' representatives;
- should respond to the needs of participants in the trainings;
- have a deep practical approach and should follow the 'learning by doing principle';





- include relevant case studies and practical exercises of both positive and negative practices;
- have an interactive character, use adult learning techniques, audio and video materials, etc.;
- incorporate the Human Rights Based Approach, Green development, SDGs (Sustainable Development Goals), and Gender Mainstreaming;
- use a performance and result-based-management approach.

At the end of the training sessions, the evaluation of the participants' knowledge will be performed by the Consultants.

4. Assistance in selecting of up to 6 local CSOs from the focal regions that will receive technical and financial assistance to strengthen the role of "watchdog" in local communities.

At the end of the training program, the participating CSOs will be asked to prepare and present an Action Plan for the community-level implementation of the involvement process, elaboration/implementation, monitoring and evaluation of the local development strategy, as well as accountability actions and evaluation of the quality of services provided by LPA.

With the presentation of the elaborated Action Plans, the local CSOs will request from the Program technical and/or financial assistance to strengthen the capacities for involvement in the implementation of the proposed actions. Requests for technical and/or financial assistance will not exceed a budget of up to \$ 1500 .

The Consultants will assist the Program in setting up the evaluation committee, establishing the evaluation criteria for the action plans and selecting the most innovative, practical and fruitful initiatives.

Following the evaluation process, up to 6 local CSOs from both focal regions will receive technical and/or financial assistance to strengthen the role of "watchdog" in local communities.

5. Providing technical and methodological support to local CSOs from the focal regions for the implementation of action plans.

The contracted Consultants will provide technical and methodological support to local CSOs from the focal regions for the creation of participatory local mechanisms for implementation, monitoring and evaluation of the implementation process of local development strategies, evaluation of the quality of services provided by LPAs, sustainable and inclusive economic development process, according to the presented action plans.

6. Support in organizing and conducting a final event to summarize the results of the implemented activities.

The Consultants will assist the Program in organizing and conducting the event (most likely an online conference) to summarize the activities implemented and the results obtained, including the development of the Agenda, Invitations, Presentations, moderation of the event, etc.

V. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:



Tasks, Activities & Deliverables	Estimated work	Tentative
(provision of deliverables of required content and quality is the only criteria for consultant's	volume	timeframe
payment)	(used at the submission	(subject to
	stage)	coordination/adjustment
		with EU4MD project team)
I. Initiation of activities.		tearry
✓ Analysis of research results presented in the Report on Local	up to 2 working	
Capacity Assessment and Training Needs Analysis in the Cahul and	days	
Ungheni Focal Regions (2020), developed under the EU4Moldova:		
focal regions Programme to identify issues related to the capacity of local CSOs;		
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✓ Elaboration of the Methodology for the given activity;		
✓ Scheduling the detailed and accurate plan for implementation of		
activities and the expected results / deliverables of the contract for each consultant;		
✓ Participate in inception meeting and provide a presentation		
explaining the approach, Methodology, schedule of the detailed		
activities and expected results / deliverables of the assignment.		
Team-Leader is responsible for the task with the support and participation/		
inputs of the second Consultant.		
		June 30, 2021
Deliverable I: 1st Progress Report		Julie 30, 2021
✓ The working Methodology reflecting the proposed approach, the		
planned activities and the detailed implementation plan, as well as		
the estimated time for the delivery of deliverables will be attached		
to the Progress Report No. 1.		
Team-Leader is responsible for the Deliverable with the support and inputs of the second Consultant.		
the second Consultant.		
II: Conceptualizing the training materials and carrying out the	up to 10	
activities for preparing the training sessions for the local CSOs.	working days	
✓ Development of the training program and modules, adjusted to the		
needs of the beneficiaries and the current context (for at least 5		
(five) training sessions of one day each).		
Both members of the team will be involved in this task. Each Consultant is		
responsible for the task in line with his/her specialization. Team-leader is		
responsible for overall guidance and supervision of the task implementation process.		
Deliverable II: 2 nd Progress Report		July 20, 2021
✓ the Curriculum and training materials (word version and power		-
point presentations) necessary for the realization of the training		
program that will target the topics required in this ToR, will be		
attached to the Progress Report No. 2.		
Team-Leader is responsible for the Deliverable with the support and inputs of the second Consultant.		
III: Organizing and conducting training activities for local CSOs'	up to 5 working	
representatives	days	
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Tasks, Activities & Deliverables	Estimated work	Tentative
(provision of deliverables of required content and quality is the only criteria for consultant's payment)	volume (used at the submission stage)	timeframe (subject to coordination/adjustment with EU4MD project team)
✓ Preparation and delivery at least 5 (five) training sessions of one day each (possibly on-line) with the participation of representatives of local CSOs from both focal regions;		
 ✓ Evaluation of the results of the implementation of training activities for local CSOs (Questionnaire). 		
Both members of the team will be involved in this task. Each of Consultant is responsible for the task according to his/her specialization. Team-leader is responsible for overall guidance and supervision of the task implementation process.		
<u>Deliverable III</u> : 3 rd Progress Report		August 15, 2021
✓ Report on contributions made in the training process of empowering local CSOs to increase the role of "watchdog" at community level, the skills of analysis, monitoring and evaluation of local strategies.		
Team-Leader is responsible for the Deliverable with the support and inputs of the second Consultant.		
IV. Assistance in selecting of up to 6 local CSOs from the focal regions that will receive technical and financial assistance to strengthen the role of "watchdog" in local communities.	up to 1 working day	
 ✓ Provide support to the Program in setting up the evaluation committee, establishing the evaluation criteria for the action plans and selecting the most innovative, practical initiatives; ✓ Assist in selecting up to 6 local CSOs to receive technical and / or financial assistance. Both members of the team are involved. 		
Deliverable IV: 4th Progress Report		August 20, 2021
✓ Report on contributions made in the process of selecting local CSOs from the focal regions.		
Team-Leader is responsible for the Deliverable with the support and inputs of the second Consultant.		
V. Provides technical and methodological support to local CSOs from the focal regions for the implementation of action plans	up to 6 working days	
✓ Providing technical and methodological support to local CSOs from the focal regions for the creation of the local participatory mechanisms for implementation, monitoring and evaluation of the implementation process of local development strategies, evaluation of the quality of services provided by LPA. Both members of the team are involved. Each of Consultant is responsible for the teal by the page in local content in the page.		
the task by specialization. Team-leader is responsible for overall guidance.		



Tasks, Activities & Deliverables (provision of deliverables of required content and quality is the only criteria for consultant's payment)	Estimated work volume (used at the submission stage)	Tentative timeframe (subject to coordination/adjustment with EU4MD project team)
Deliverable V: 5 th Progress Report ✓ The Progress Report No. 5 will include the description of the technical and methodological support activities of the local CSOs from the focal regions on the Activity No. 5. Team-Leader is responsible for the Deliverable with the support and inputs of the second Consultant.		September 30, 2021
VI. Support in organizing and conducting a final event to summarize the results of the implemented activities. ✓ Provision of support to the Programme for the conceptualization, preparation, organization of the Event to summarize the results (Concept, Agenda, Invitation, Presentation, etc.); ✓ Moderation of the Event to summarize the results; ✓ Elaboration of the Final Report on the implemented activities. Note. Logistical arrangements (technical support for online events) for carrying out presentations/trainings will be made by the Programme. Both members of the team are involved.	up to 4 working days	
Deliverable IV: Final Report ✓ Report on contributions for the implementation of activities, results produced, lessons learnt and best practices and recommendations. Note 2: The Final Report will contain the narrative part on the progress achieved with all deliverables attached (both in hard and digital versions). Team-Leader is responsible for the Deliverable with the support and inputs of the second Consultant. TOTAL number of working days estimated	up to 28 working Consultant 1/ Te 24 working days	am leader

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 Consultants' 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.

Before commencing the work on the assignment, the Consultants will be invited to participate in the introductory meeting with participation of the EU4MD: Focal Regions Programme representatives to agree on implementation approach.





Methodological approach: The Consultants will follow strictly the Implementation Methodology, agreed at the initiation stage with the Programme management.

The Program will provide assistance in organizing the workshops (it will offer its electronic platforms for on-line meetings).

VI. INSTITUTIONAL ARRANGEMENTS

The Consultants will work under direct supervision of Project Manager on Local Development, in close cooperation with Project Officer for Rural Development and with the Local Coordinators for focal regions.

Both consultants are responsible for the deliverables for which they will be contracted.

This is a home-based assignment. All travel expenses (if conditions permit) to/from duty station (Cahul and Ungheni) are in the consultants' responsibility, the transportation costs shall be included in the consolidated financial offer (at least 6 travel-days for the accomplishment of Task V). All the above-listed deliverables shall be endorsed by the Programme Manager within 14 calendar days from their submission.

VII. QUALIFICATIONS AND SKILLS REQUIRED

The following qualification criteria shall be applied for the selection of the **Position 1 - Consultant** specialized in strategic planning, implementation, monitoring and evaluation of local development strategies:

Education:

- University degree in law, public administration, political science, sociology or other relevant field.

Experience:

- At least 5 years of practical experience in the fields related to local development (strategic planning, participatory monitoring and evaluation of local development strategies, local public administration).
- At least 3 contracts similar to this contract in terms of scope and tasks addressed (evidence: the list of the last 3 development projects in which the Consultant has been involved, his/her role and responsibilities, implemented over the last 5 years must be presented together with the application package).
- At least 5 years of work experience with the relevant multi-stakeholder local development and strategic planning (evidence: list of relevant institutions the Consultant has been cooperating with, including the topic and year, must be presented together with the application package).
- Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of strategic planning and local development, monitoring and participatory evaluation of strategies (evidence: the list of the last 3 trainings facilitated in the mentioned field, including the topic and year, must be presented together with the application package).





- Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/ programmes will be considered a strong asset.
- Relevant experience in lobbying and advocacy, sustainable and inclusive development, economic resilience will be considered a strong asset.

Competences:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyze, 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;
- Knowledge and skills of operating MS Office, including Word, Excel, PowerPoint.

Language requirements:

 Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.

The following qualification criteria shall be applied for the selection of the **Position 2 - Consultant** specialized in the development of institutional capacities of the associative sector.

Education:

- University degree in law, public administration, political science, sociology or other relevant field

Experience:

- At least 5 years of practical experience in the fields related to development of the associative sector (strategic planning, institutional development of CSOs, organizational management, participatory development process).
- At least 3 contracts similar to this contract in terms of scope and tasks addressed (evidence: the list of the last 3 development projects in which the Consultant has been involved, his/her role and responsibilities, implemented over the last 5 years must be presented together with the application package).
- At least 5 years of work experience with the relevant multi-stakeholder local development and strategic planning (evidence: list of relevant institutions the Consultant has been cooperating with, including the topic and year, must be presented together with the application package).
- Experience in facilitation, coaching, mentoring and/or delivering trainings in the field of strategic planning, participatory local development, institutional development of the associative sector, cooperation of CSOs with public and private sectors (evidence: the list of the last 3 trainings facilitated in the mentioned field, including the topic and year, must be presented together with the application package).





- Experience of working with UN agencies and/or international organizations, and/or European/donor funded development projects/ programmes will be considered a strong asset.
- Relevant experience in lobbying and advocacy, sustainable and inclusive development, economic resilience will be considered a strong asset.

Competences:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Ability to analyze, 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;
- Knowledge and skills of operating MS Office, including Word, Excel, PowerPoint.

Language requirements:

 Excellent command of written and spoken Romanian and Russian are required. Knowledge of English is an asset.

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.