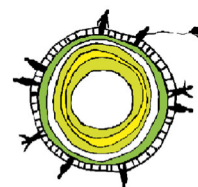




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by the European Union

European Union Confidence Building Measures Programme
Programul Uniunii Europene "Măsuri de Promovare a Încrederii"
Программа Европейского Союза "Меры по укреплению доверия"



EU Confidence Building Measures Programme

TERMS OF REFERENCE

Job title:	National Consultant on Cross-River Sectoral Platforms Institutional Capacity Development
Duty station:	Chisinau and field trips to locations on the right and left banks of the Nistru river
Programme Reference:	EU Confidence Building Measures Programme V
Contract type:	Individual Contract (IC)
Language requirement:	Romanian, Russian and English
Contract Duration:	January 2022 – June 2023 (estimated workload: 157 working days in total)

Job content

I. Background:

The overall objective of the *EU Confidence Building Measures Programme V* (the EU CBM V Programme), is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The EU CBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru River, comprising a series of activities that strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

The fifth phase of CBM started in January 2019 and consists of 4 components: *Support to Economic Development and Entrepreneurship, Community Development and Cross-river Sectoral Platforms, Cultural and Historical Heritage Support and Support to Cooperative Media Content Development.*

In the Phase 4 of CBM, five thematic collaboration platforms in the area of environment, health, culture, education and sports, were established in order to support the initiation of mutually beneficial sectorial dialogue and projects, as well as capacity building and transfer of experience from one bank to another. The platforms are stakeholder owned and driven. Initially, the first Platforms' members became Community Based Organizations (CSOs) which received grants to develop infrastructure on both banks of Nistru river, the platforms frameworks being at this stage a dialogue enhancement mechanism. Gradually, the platforms' membership has been extended and includes about 350 professionals and experts as well. The ideas generated through thematic collaboration platforms are translated into specific confidence-building projects and blueprints for the upcoming development interventions. This cooperation framework has proven to be a promising non-political confidence building mechanism which also showed that in each of these thematic

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areas there is significant untapped potential for confidence building between organizations, institutions and communities of the two banks of the Nistru river.

CBM in its fifth phase continues supporting the cross-river platforms, focusing on their further qualitative and quantitative development through generating new thematic solutions and developing strategic directions with strong confidence building elements, through expanding their membership, and broadening areas of cooperation between NGOs and professionals from both banks of Nistru river.

Given the number of thematic platforms and the specific complexity of the process, a National Consultant is required to evaluate the platforms development to date, provide continuous guidance to platform leaders in the process of further development of their response to thematic problems, long-term strategies, assistance on their membership expansion, and contribution for Platforms strengthening and sustainability.

II. Objective of the assignment

The overall objective of the National Consultant on Cross-River Sectoral Platforms Institutional Capacity development (hereinafter National Consultant) is to support the institutional capacity development and strengthening of five thematic cross-river platforms created with support of CBM through the provision of continuous guidance to the thematic collaboration platforms.

To achieve effectiveness, the National Consultant will engage with the platform leaders, members and beneficiaries, with the scope to support the platforms' institutional development across four dimensions: *internal governance*, *membership*, *capacity to produce results*, and *networking & advocacy*. The consultant will pursue that the platforms adjust their work processes in such way that the activities designed and implemented by the platforms contribute to the generation of new joint solutions for common problems. Specific focus will be put to adjustments of the activities in response to current COVID-19 Pandemic outbreak and post-crisis times. In order to ensure synergies and reach the *long-term sustainability* of the thematic platforms, the National Consultant will work with and among thematic platforms and platform leader organizations, with the CBM team, as well as with other donors and relevant stakeholders related to confidence building process.

III. Key activities

To achieve the main objective of the assignment, the National Consultant will provide overall guidance, support, monitoring and expert advice for the platforms to:

1. Assess institutional capacities and needs (including development of evaluation criteria and checklist; overall assessment of each platform; provision of recommendations);
2. Develop inclusive strategic documents and action plans for next 1,5 years under the Grant agreements with the EU CBM V Programme and long-term sustainability plans (based on existing strategic plans, with large engagement of members);
3. Develop members' capacities through training and coaching (as per results of needs assessment conducted under p.1) and through improved functionality, including through expansion of platform membership and engagement with value adding stakeholders, other networks, etc. as needed to achieve platforms' strategic goals;
4. Develop mutually beneficial solutions for problems common to people on both riverbanks and fundraise for their implementation.

IV. Expected results/Deliverables

The results expected from the Consultant's service provision are:

Tasks and deliverables <i>(provision of deliverables of required content and quality is the only criteria for consultant's payment)</i>	Estimated work volume, days	DUE DATE
1. Assess Platforms' institutional capacities and needs		
<p>Develop evaluation criteria for the assessment of Platform's performance and sustainability, with focus on specificity of platform work across the conflict divide.</p> <p>Deliverables: 1.1. Evaluation Criteria developed and endorsed by EU CBM V Programme team.</p>	<p>2 WD</p>	<p>By February 21, 2022</p>
<p>Conduct a desk review and discussions to assess platforms' performance and sustainability, as per developed evaluation criteria (current implementation methodology, Strategic Plans and Work plan implementation progress) – in direct communication with platform leaders and EU CBM V Programme team.</p> <p>Deliverables: 1.2. Assessment report with recommendations on areas and actions for improvement for each cross-river thematic platform.</p>	<p>10 WD (2 WD per platform)</p>	<p>By March 20, 2022</p>
2. Provide support to develop platforms' inclusive strategic documents and action plans		
<p>Support the platforms to conduct strategic planning workshops for the adjustment of current strategic plans and to develop action plans. New strategies will incorporate lessons learned from the assessment of previous activities, focusing on sustainable instruments of identification of solutions for most critical sectoral problems for both banks and will include adjustments of the activities in response to current COVID-19 pandemic outbreak and post-crisis times.</p> <p>Deliverables: 2.1. Five one-day participatory workshops facilitated by the National Consultant (agenda, list of participants, handout materials, evaluation reports developed); 2.2. Five Platforms' Strategic Plans and Implementation plans finalized, submitted and endorsed by EU CBM V Programme team; 2.3. Evaluation and Monitoring Matrix developed and support for its ongoing completion provided.</p>	<p>35 WD (7 WD per platform)</p>	<p>By April 30, 2022</p>
3. Support the institutional capacity development of five cross-river thematic Platforms		
<p>Develop and provide capacity building trainings and mentoring to the platform leader organisations and its members (as per results of needs assessment conducted under p.1).</p> <p>Deliverables:</p>	<p>15 WD (3 WD per each platform)</p>	<p>By November 20, 2022</p>

3.1. At least one training and coaching support per platform provided (on the following, but not limited to problem tree analysis and solutions generation; resource mobilization; etc.).		
<p><i>Provide consultancy and support to the platforms' leader organizations in the process of platform functioning, including event organization</i> (for instance, but not limited to elections of platform leader organizations; consultation of members' opinions regarding joint solutions; periodical/annual meetings; expansion of platform membership: review current membership lists and membership application handling process; propose viable options for application handling process, maintaining membership database etc.).</p> <p><i>Deliverables:</i></p> <p>3.2. Provided inputs for preparation and organization of at least 5 periodical and 1 final summarizing conferences;</p> <p>3.3. Modality for membership recruitment and approval developed, discussed within the platforms and endorsed;</p> <p>3.4. Guidance to the platform leaders in the process of identification and mobilization of new platform members provided;</p> <p>3.5. Periodical reports on conducted expert activities to ensure functionality and sustainability of the five cross-river thematic platforms.</p>	35 WD (7 WD per each platform)	By May 31, 2023
4. Develop and implement mutually beneficial solutions for problems common to people on both riverbanks		
<p><i>Assist platform leader organizations in ideas conceptualisation and fundraising activities</i></p> <ul style="list-style-type: none"> • Help and guide the platform leaders in the process of identification of common problems/challenges and of development of mutually beneficial solutions for people on both riverbanks; • Adjust existing list of project ideas developed earlier by each platform, including projects responding to COVID crisis and post crisis situation; • Assist and guide the platform leaders and the EU CBM V programme to mobilize resources for the implementation of the developed solutions: advocacy, liaison and facilitation with donor community; • Facilitate platforms' working meetings upon necessity, to discuss, prioritise and approve projects to be developed; • Monitoring/coaching support for each platform for activities implementation. <p><i>Deliverables:</i></p> <p>4.1. At least two solutions in the form of project concept developed per platform approved by the EU CBM V Programme and submitted for financing;</p>	50 WD (10 WD per each platform)	By May 31, 2023

4.2. At least one solution in the form of policy brief developed per platform approved by the EU CBM V Programme; 4.3. The adjusted lists of project ideas developed earlier by each platform, including projects responding to COVID crisis and post crisis situation; 4.4. Periodical reports on conducted monitoring and coaching provided to platform leader organizations in the process of work plan activities implementation.		
Final Report Deliverables: Final report containing: <ul style="list-style-type: none"> • Description of activities, trainings, mentoring and coaching support provided; • Achieved results, key findings, lessons learnt, and recommendations incorporated; • Analytical paper on Cross-river cooperation of civil society organizations and EU CBM V supported platforms submitted and endorsed by EU CBM V Programme. 	10 Working Days	By June 15, 2023
TOTAL	157 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. It cannot and shall not be used as unique criteria for completion of work/assignment. Progress reports and final reports must be provided in English, in a succinct and user-friendly language, hard and electronic copies.

V. Organizational setting

The National Consultant will work under the direct supervision of the EU CBM V Programme Manager and in strong cooperation with the Capacity Development Project Officer.

The work is based on desk research, communication (online and offline) with platform leader organizations and platform members and field visits. The National Consultant will receive all necessary information for the fulfilment of his/her tasks, as well as transportation means for the field visits to be covered by the Programme, upon request.

It is expected that the consultant will start the assignment upon signature of the contract and will complete the assignment by **30 June 2023**.

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.

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.

VI. Payment for provided services

The payments for services provided by the National Consultant under the EU CBM V Programme will be made post factum on a lump-sum deliverables basis, as per contract, after the work has been accepted by the EU CBM V Programme Manager. Once in two months the National Consultant will submit a report on progress made based on deliverable announced in p. IV above, which, after acceptance by the UNDP, will serve grounds for payment.

VII. Qualifications and skills required

Education:

- University degree in Management, Public Policy, Social Sciences, International Relations, Development Studies, Public Administration, or other related to the assignment areas.

Experience:

- At least 7 years of professional experience in organising capacity development in the area of institutional development of CSOs;
- Proven experience of work with/for with focus on platform/networks/alliances of NGOs is a strong asset;
- Good knowledge of the civil society and local stakeholders on both banks of Nistru River;
- Proven understanding of the Transnistrian region setting, knowledge and in-depth understanding of the working environment, its sensitivities, political challenges, ability to build solid ground for joint work between the two sides are a strong advantage.

Competencies:

- Proven ability to conceptualize and put together cooperation programmes for representatives of the civil society and community-based stakeholders;
- Good analytical and evaluation skills;
- Demonstrated communication, teamwork, presentation and advocacy skills, particularly with regard to human rights and gender equality issues;
- Flexibility, ability to work under tight deadlines;
- Ability to focus on goals and adapt processes to achieving goals.

Language Requirements:

- Fluency in English, Romanian and Russian is mandatory.

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.

VII. Documents to be included in the proposals

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

1. Cover letter, explaining why they are the most suitable for this position
2. Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment with Financial Proposal (in USD, specifying the requested amount per working day, including all related costs - quoted in separate line items). Financial Proposal template prepared in compliance with the template in Annex 2;
3. Updated CV, including past experience in similar projects and 3 references.

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Note: Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.