



Integrated Migration Local Development Project

Terms of Reference

Job title:	National Consultant to support the consolidation of Hometowns Associations in Moldova
Duty Station:	Chisinau Moldova
Section/Unit:	Integrated Migration Local Development Programme
Type of Contract:	Individual Contract
Starting Date:	10 March, 2018
Duration of Assignment:	9 months, estimated workload 140 working days

Job Content

I. BACKGROUND

The Government of Moldova explicitly acknowledges its commitment to link migration and development at the local level. Institutions at all government levels are becoming increasingly aware that migration is one of development factors; this is especially true for emigrees and their potential support to the home communities to local essential service improvement (water, sanitation, education, health and social services), skill and knowledge transfer and income generating opportunities.

Given the stringent need to further advance with the implementation of the Decentralization Strategy and embedding migration aspects into development processes, the State Chancellery together with United Nations Development Programme have designed a new Programme phase of the Integrated Migration and Local Development Programme. The project, funded by the Swiss Government, is designed to support Central Public Authorities (CPAs) and LPAs to develop and implement strategic policies, methodologies and procedures related to temporary, permanent and circular migration and link them to local development processes, which will enable further design and implementation of joint service improvement and income-generating initiatives, ensuring equal access for women, children, young people the elderly, the disabled, and other population groups in selected localities. Thus, as seen above, integrating migration into local development requires a systematic, tangible and programmatic approach. The current project is proposed on the basis of the results achieved during the implementation of 3 phases of JILDLP (2007-2015).

The Overall Objective of the Programme is *Communities affected by migration benefit from improved essential local services, namely water and sanitation, health, social and education services, and have access to income-generating opportunities, including improved employment reintegration support for returnees.*

During the first 2 years of implementation (2015-2017) the project proved that the diaspora can contribute a lot back to their places of origin: it is now more engaged in home communities development through 25 Home Town Associations (HTAs), providing already over 4 mln. Lei to local development projects.

A unique model of engaging migrants in the development of their home communities was successfully developed and tested. Centered around HTAs, local public administration with improved migration management capacities, and their permanent interaction, it proved to work well in all Moldovan regions, including Gagauzia and the Security Zone, covering 6% of the country territory and about 200,000 inhabitants.

SPECIFIC BACKGROUND

Starting with August 2015, 25 communities from Republic of Moldova have been assisted to acknowledge and effectively mainstream migration into local development, through (1) improving their **institutional set-up**, by designation and capacitation of specialized local migration and development (M&D) staff; (2) **engaging local migrants' communities at all stages of local planning** and prioritization processes, fully mainstreaming migration-related aspects into local socioeconomic development strategies; (3) increasing the **transparency and accountability** of local authorities in relation with migrants, by developing online transmission systems and dedicated 'YouTube' channels for each locality, thus building mutual trust and confidence; (4) establishing 25 **Home Town associations**; (5) use **crowdfunding tools** aimed at ensuring and facilitating large-scale financial contributions from migrant communities, for **23 local public service upgrading projects**, initiated as result of the galvanized partnerships between the LPAs and the Moldovan diaspora.

For the implementation of the second project sub-phase, additional 15 communities from uncovered rayons, and one additional from ATU Gagauzia, were selected to benefit from MiDL assistance, thus ensuring a better territorial representation and scaling up of the HTA model, thus the total number of assisted communities reaching to 40 LPAs. Therefore, the project will reach out to almost every rayon in Moldova where at least one Home Town Association will be created as a model of migrant community involvement in local development, increasing the scaling up potential and dissemination opportunities in a larger number of communities.

II. SCOPE OF WORK

The overall objective of the assignment of the National Consultant (hereinafter Consultant) is to provide methodological support and guidance to the project team for supporting the establishment (building on the capacity of existent) of up to 38 Territorial HTAs and develop their capacities in participating in the design, co-financing, implementation and monitoring of local development initiatives from their home communities.

The Consultant will contribute to the successful achievement of the *Outcome2 (Output 2.2) Migrants, together with local public authorities have the capacities, models and skills to create and manage innovative support mechanisms and Home Towns Associations at district/town/community levels for knowledge and skills transfer, local services improvement and income-generating activities.*

Under this Output, the project will support the MiDL team to support 38 target LPAs to strengthen already created Hometown Associations (HTAs) and consolidate the framework of cooperation between migrants and LPAs, which will lead to the implementation of successful local joint initiatives and a sustainable local economic development.

III. TASKS AND ESTIMATED WORKLOAD

The assignment will require the completion of the following tasks:

Tasks, Activities and Deliverables	Estimated workload (days)
Activity 1. Ensure continuous development of 38 HTAs established in the framework of the Project	Up to 30 days (ongoing)

<ul style="list-style-type: none"> – In close cooperation with the Migration Officer, identify and assess quarterly needs (including capacity building) for 38 HTAs and partner LPAs members, via survey or other means; – Support the project staff, based on identified needs, to develop quarterly activities for 38 HTAs and LPAs members, aimed at ensuring an effective management of HTAs; – Support the project staff to organize quarterly capacity building activities for relevant HTAs and LPAs staff, based on the developed capacity building plan. <p>Deliverables:</p> <ul style="list-style-type: none"> –3 quarterly assessments of HTAs needs (including capacity building) performed and delivered to the project team (via surveys) –10 activities (including guidance and capacity building) supported for HTAs and LPAs 	
<p>Activity 2. Ensure the monitoring and evaluation of 38 HTAs established in the framework of the Project and of joint local projects implemented</p> <ul style="list-style-type: none"> – Develop, in close cooperation with the Migration Officer, a list of indicators for HTAs and joint projects implemented M&E, baseline and results; – Participate regularly in all HTAs and LPAs meetings held and inform the project team on main outcomes; – Participate in field visits to project partner LPAs to ensure a qualitative M&E of HTAs; – Collect and systematise relevant information on HTAs and support the Migration Officer to develop HTAs profiles; – Develop quarterly M&E progress tables, based on agreed indicators; – Contribute to MiDL visibility and knowledge products, though various information and data collected at local level; – Support partner LPAs and HTAs to identify and apply for local funding opportunities, in liaison with the project local facilitators. <p>Deliverables:</p> <ul style="list-style-type: none"> –List of indicators on HTAs and joint local projects M&E developed –At least 25 HTAs meetings attended –At least 25 internal field visits reports delivered –Quarterly M&E progress table delivered –At least 25 visibility & knowledge products supported 	<p>Up to 50 days (ongoing)</p>
<p>Activity 3. Support the consolidation of partnership between HTAs and LPAs</p> <ul style="list-style-type: none"> – Support the Migration Officer to finalise the template agreement and sign it with interested target 38 LPAs and HTAs; – Support the Migration Officer and Communication Officer in developing the Concept of the organisation of the Diaspora Days 2018 at local level, in accordance with the national plan/agenda on Diaspora Days 2018 agreed by the Diaspora Relations Bureau of the State Chancellery; – Discuss and consult the proposed Concept with each Target Community and HTAs; – Support LPAs to finalise their Agenda and Concept of the Diaspora Days in all 38 target Communities, also describing clear roles of LPAs, HTAs, community members and relevant MiDL stakeholders; – Support in implementation of the Diaspora Days 2018 Agenda in liaison with MiDL project team and the local facilitators; 	<p>Up to 40 days (ongoing)</p>

<ul style="list-style-type: none"> – Launch and analyse Diaspora Days 2018 held at local level (via online survey) to assess the level of HTAs engagement, share of migrants' present, number/type/impact of events held, resources used etc. <p><i>Deliverables:</i></p> <ul style="list-style-type: none"> – At least 25 Cooperation Agreements signed between LPAs and HTAs – Report on the organisation of the Diaspora Days in 38 target communities. 	
Monthly Progress Report delivered on ongoing activities performed according to this ToR	18 days
Final Report on all activities under this ToR	2 days
Total up to	Up to 140

4. TIMEFRAME:

The assignment should be carried out within a period of 10 months, during March 10 – November 30, 2018. Tasks shall be delivered on a continuous daily basis. The overall timeframe shall not exceed 140 working days.

All deliverables shall be endorsed by the IMLDP/UNDP Project Manager.

5. QUALIFICATIONS AND SKILLS REQUIRED

I. Qualifications:

- University Degree in social sciences, public administration, law or related areas.

II. Experience:

- At least 3 years of professional working experience in the areas of development, monitoring and evaluation, projects implementation. Concrete experience of work on migration and development is an asset;
- Proven experience of work in public administration, NGOs, other relevant fields;
- Proven experience in developing and delivering training programs for CPAs, LPAs, NGOs, etc.;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO.

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong, research, communications and writing skills;
- Fluency in Romanian and Russian, English will be considered an advantage;
- Sensitivity and respect for human rights and gender equality;
- 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, 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.