



TERMS OF REFERENCE

Logistics Administrator to support the Civil Society initiative on Confidence Building Working Groups

Job title:	Logistics Administrator to support the Civil Society initiative on Confidence Building Working Groups
Duty station:	Chisinau and field trips to Tiraspol
Reference to the:	“Support to Confidence Building Measures” Programme
Contract type:	Individual Contract (IC)
Contract Duration:	February 2013- February 2014

Job content

A. BACKGROUND

1.1 SCBM Program

“Support to Confidence Building Measures” Programme (SCBM Programme) is funded by the European Union and co-funded and implemented by the UNDP Moldova. The overall objective of the Programme is to build confidence between Chisinau and Tiraspol by involving local authorities, civil society organisations, business community and other stakeholders in joint work and spur economic and social development on both sides.

The SCBM Programme seeks, inter alia, to enhance the economic development and contribute to economic rapprochement between the two banks by promoting cross-river exchanges and expanding the range of business support services; empowering local communities and actors from both sides to participate in collaborative projects addressing pressing development needs and ensuring the delivery of essential public services; addressing common environmental development concerns; fostering civil society development by enhancing the capacity of NGOs to generate activities which promote cross-river collaboration and address key development needs.

The current phase of the SCBM Programme (April 2012 – March 2015) focuses on 5 key areas, which include a range of sub-projects with a strong focus on partnerships from both banks: business development, civil society, infrastructure, environment and health.

The current initiative falls under the Civil Society component (No 3.1) of the SCBM Programme, which reads:

Dialogues programme between experts, opinion leaders

This flagship initiative will be a key mechanism to convene actors from both banks of the Nistru River, promote cooperation and encourage the development of joint solutions. It will succeed the pioneering Transnistrian Dialogues project (2006-11) which established informal platforms (workshops, seminars, study visits, etc.) for linking top-level decision makers, members of the

technical working groups and professionals and experts from the economic and social sectors on both sides of the Nistru River. The project will continue working with groups who have participated in Transnistrian Dialogues and will also expand to capture other segments of society who may be interested in joint collaboration in a range of different sectors. The project will draw lessons from other projects, such as IMPACT implemented in 2007-09.

1.2 Specific context

A long spell of unresolved conflict has widened the divide between societies and elites on the two banks of the Nistru River. The dearth of official and unofficial channels for cooperation and policy formulation on salient issues prevents key stakeholders from engaging in realistic examination of policy options and solutions, which reduces the space for an informed discussion on what could be done to address burning social and economic needs.

Recently, some progress has occurred as cooperation between Chisinau and Tiraspol has improved. Relations have been reset after the change of leadership on both sides has opened the doors to communication on issues that have been intractable until now. The reset in relations has allowed them to start a dialogue on pressing social and economic concerns that have long been on the agenda and, if resolved, could bring clear benefits for both sides.

In this new environment, the divide between the sides can be further bridged in several fields by resolving a host of issues, which would pave the way towards a more robust engagement. Achieving this task requires a systematic effort to promote an interconnected public, expert and official dialogue.

CBM Working Groups play a pivotal role in this process and are best suited to generate positive dynamics through pragmatic cooperation in a range of areas. There are now 10 WGs – on Demilitarization and Law-Enforcement Cooperation; Military/Security Issues; Education; Economy/Trade; Agriculture/Environment; Health; Social issues and Humanitarian Aid; Roads/Road Infrastructure/Transportation; and Telecommunications.

These WGs deal with specific Confidence Building Measures. One of their roles is to design projects in their respective areas of expertise, if need be with the support of international partners, in order to provide support to the population and create a better environment for the settlement of the conflict.

B. OVERALL GOAL OF THE ASSIGNMENT

The aim of the current initiative is to create an **informal platform** for **civil society leaders** and **experts** to support CBM Working groups. The informal setting and environment under this project will enable the groups to identify and focus on non-political, developmental areas and concerns that are of strong interest to both sides, and work out, with the help of civil society, experts and UNDP project team, the modalities of turning them into workable projects that could be realistically implemented on the ground.

The ideas generated through these dialogues will be translated into specific confidence-building projects and blueprints for further development interventions, which will fill in the next phase of the CBM program. Following consultations with relevant stakeholders from both sides on the WGs that they would like to focus on, at the first stage this initiative will provide an informal platform for **Economy/Trade** and **Social Protection/ Humanitarian Aid** groups. At a later stage, other groups will be added to this informal civil society platform.

C. TASKS

The **main objective** is to establish an **informal platform and process** that would involve civil society, experts, professionals from relevant sectors and representatives of the WGs. This platform would enable to identify the key pressing issues, zoom them in to specific ideas and proposals, analyze them with the involvement of civil society, experts and professionals in a range of areas and seek ways to turn them into workable projects that would fill in the next phase of the SCBM program.

The initiative will combine the unique expertise and views of stakeholders who can contribute to this process. A fully-fledged process of **informal cooperation** will be organized through a series of working meetings to identify, analyze and research the problems, as well as support a research visit for each of the two groups to a location where related issues have been efficiently addressed.

Once the project starts, precise areas will be defined in consultations with civil society, experts, WGs and key stakeholders from both sides. While the priorities will emerge as the project moves along, specific areas will be explored and concrete **road map for actions** will be developed. Among them are trade, including trade between the two banks and international trade opportunities, investment opportunities as well as assistance programs for both sides, including projects that have been implemented by development agencies and international organizations and their possible implementation mechanisms on both sides.

The program will focus on the final product, and as a result, **two blueprints** will emerge which would have been worked out jointly by civil society, experts and WGs. These blueprints will analyze the selected issues, identify areas where joint work is possible in a development-driven way and provide a range of specific projects that would be supported by both sides and could be implemented during the next phase of the SCBM program.

D. ORGANIZATIONAL SETTINGS

The initiative will be supervised by the Coordinator (SCBM Programme Manager). The Coordinator will direct the content and the conceptual part of this initiative, as well as analytical work.

The Coordinator, in consultation with relevant stakeholders, will assemble an expert team, which will include one international expert, who will serve as the Team Leader, 4 consultants (2 from each bank), one professional facilitator, all with proven experience and knowledge of their respective areas. The Team Leader will also supervise the administrative and logistical preparations with the help of the Logistics Administrator who will be hired for this initiative. Logistics Administrator will receive support from SCBM Programme's Project Assistant. Under the supervision of the Coordinator, the International Expert (Team Leader) and the Consultants will draft analytical papers that will emerge as the result of this initiative.

E. SPECIFIC DUTIES

Deliverables by the Logistics Administrator to support the Civil Society initiative on Confidence Building Working Groups include:

1. provide the necessary administrative assistance in organizing and coordinating **4 events and 2 research visits;**

2. take charge of all administrative aspects of the initiative, including contracts, logistical arrangements, booking of venues, national and international travels arrangements, hotels booking for participants and experts, timing of events etc;
3. draft contracts for goods and services to be purchased within the working groups activities, prepare payments and documents in accordance with UNDP rules;
4. arrange external and internal meetings, send invitations to events to participants, prepare printing materials;
5. take charge of all other organizational aspects of the initiative, including communication with and invitation of experts, participants, observers
6. maintain records of all activities performed under the project (reports, minutes, ToRs, agendas, lists of participants, etc.) in accordance with UNDP policies and procedures;
7. draft minutes of the events and other project related meetings, when required;
8. make sure that all the initiatives and the activities within this assignment are in line with the EU Delegation position and strategy, especially in terms of branding and promotion of EU visibility;
9. provide other logistics and administrative support in relation with the Working Groups assignments as requested by the Coordinator, Team Leader and Consultants.

F. ARRANGEMENTS AND DURATION

The Logistics Administrator will work under the direct supervision of the Team Leader and the Coordinator. The duration of the contract will be from February 2013 to February 2014.

The payment for services provided by the logistics administrator will be made according to deliverables completed, and approved by the SCBM Programme Manager. The payments will be processed based on the daily fee rate according to the total number of working days during that particular period, which is expected to be on average of 7 working days per month, but shall not exceed 84 days during the entire assignment.

G. EXPECTED OUTPUTS

In addition to the above, the Logistics Administrator will arrange, organize and support the following over the period of 12 months:

1. Conceptual	Preparatory work	Chisinau and Tiraspol	Together with the rest of the team, draft and prepare the events/research visits, draft agendas and concepts, identify the participants	February-March 2013
2. Civil society support to economy/trade processes	Working meeting	Chisinau and Tiraspol	1 event (2 days)	April 2013
	Research visit	TBD	1 (3 days)	August 2013
	Drafting of analytical paper/blueprint	Chisinau and Tiraspol (5 experts and the coordinator)	1 product	April-January 2013

	Concluding working meeting	TBD	1 (2 days)	December 2013
3. Civil society support to social protection/ humanitarian aid processes	Working meeting	Chisinau and Tiraspol	1 event (2 days)	May 2013
	Research visit	TBD	1 (3 days)	July 2013
	Drafting of analytical paper/ blueprint	Chisinau and Tiraspol (5 experts and the coordinator)	1 product	April-January 2013
	Concluding working meeting	Chisinau and Tiraspol	1 (2 days)	January 2013

H. QUALIFICATION CRITERIA

- Degree in Business Management, Economics, Management, international relations, journalism or a related field, or training in administration, logistics, procurement, project management or a related discipline;
- 3 years of experience in administrative work and logistics;
- Working experience in providing administrative assistance in organizing and coordinating project events, reservations, national and international travels arrangements, hotel booking etc;
- Experience in projects financed by European Commission, or other international organizations, including UN Agencies will be considered an advantage;
- Computer literacy and knowledge of office software packages (MS Word, Excel, Outlook etc.);
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from diverse backgrounds;
- Fluency in oral and written English, Romanian and Russian;
- Ability to meet deadlines, prioritize multiple tasks and work under pressure, responsibility, initiative, flexibility.

I. DOCUMENTS TO BE INCLUDED IN THE PROPOSAL

Interested persons should submit the following documents either in English, Russian, or Romanian:

1. Cover letter, explaining why they are the most suitable candidate for this position;
2. Financial proposal in USD;
3. Personal CV including past experience in similar projects and the contact details of at least 3 reference persons.