

## TERMS OF REFERENCES

**Job title:** National inter-municipal and inter-sectorial Expert/s

**Reference to the project:** Access to success: partnerships for self-sustainable community development”

**Period of assignment:** April 10, 2019 – November 30, 2019 (26 working days)

### 1. BACKGROUND

The Project is implemented by the Consortium of organisations: Solidarity Fund PL in Moldova, PA Eco-Contact, NGO Ecospectr, and PA Moştenitorii, being financed by the European Union within the Support for Confidence Building Measures Program and co-financed by the Ministry of Foreign Affairs of the Republic of Poland within the Poland’s Development Cooperation Program of Polish Aid.

Project Mission is to consolidate local development on both banks of Dniester by improving local active citizens’ skills and co-financing local development projects implemented through cooperation of local partners.

The Project is aimed at developing communities through identification of local capacities and needs, and financing subprojects promoting local development and improvement of Project participants’ skills in the areas related to local development and project implementation in the following spheres: (1) culture and sports, (2) environment, (3) economic development and tourism and (4) social sphere.

The Project implies involvement of 42 communities’ representatives from both banks of the Nistru river.

The Project consists of three phases:

- Phase 1 – improvement of skills and exchange of experience – training cycle and study tours to Poland;
- Phase 2 – grant scheme of co-financing 15 partnership projects implementation (with each project budget making up to 25,000.00 EUR;
- Phase 3 – Project wrap-up.

### 2. THE PURPOSE OF THE SERVICES

The Project purpose is to elaborate a framework for inter-municipal / cross-river as well as inter-sectorial cooperation for communities of both banks of the river in the field of community-led local development. This will be achieved through developing a report and a set of recommendation based on the Action experience.

The Local expert will work together with the international consultant (on-line work) for the Study for inter-municipal and inter-sectorial cooperation.

The Expert/s will do a study based on the project practical experience, which will be developed and provided with the Confidence Building Measures (CBM) stakeholders with a set of recommendations, good practices and examples of working with the small communities of the both banks of the river, addresses to: (1) authorities’ legislation; (2) LCAs: CSOs and separately LPAs; (3) CBM actors, including donor community.

These results also in strengthening the capacities of local co-applicants and affiliated entity – the experience of implementing the Action will be used for systematic improvement of the institutional capacities of the CBM stakeholders.

The Expert/s (national and international) will be responsible for conducting the round table meetings with donors and beneficiaries. After the event, individual interviews must be done with beneficiaries to explore topics. Expert will elaborate report (appr. 50 pp) that will be consulted with Action Board. In this way the national, local governmental authorities as well as development partners can give their opinion and input into the report. The round-table discussion will be used to initiate the process of identifying challenges that localities are facing when implementing – externally funded – local development projects that assume inter-municipal (cross-river) and inter-sectorial cooperation.

The results of the study on inter-municipal and inter-sectorial framework will be presented during the sum-up conference, for setting the path to follow in the continuing the cooperation.

### **3. EXPECTED PROFESSIONAL QUALIFICATIONS AND SKILLS**

The Expert should have knowledge in inter-municipal and inter-sectorial cooperation as well as extensive experience in implementing community development projects.

In particular:

- Bachelor Degree (Master would be an advantage) in the field of Law, Economy, Public Administration or any related relevant discipline;
- A reliable and effective Expert with extensive experience in conducting study and a proven record in delivering professional results;
- Proven experience in inter-municipal cooperation area/expertise, initiation and practical implementation;
- Professional working experience (at least 5 years) with substantial recent work experience local development projects with focus on service provision;
- Experience with activities related to institutional strengthening, results based management, and related tool development and application;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO;
- Experience within community development programs is an asset;
- Experience of work in Transnistria and knowledge of the local requirements is a strong asset;
- Proven track record in providing evaluation services; in-depth knowledge of the Moldovan situation and actual work processes of such;
- Demonstrated excellent analytical and writing skills;
- Effective communication and negotiation skills;
- Ability to work under tight deadlines with excellent time management skills;
- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Ability to work in international teams;
- Fluency in the use of standard software applications, such as Excel, Word and PowerPoint;
- Fluency in Romanian, Russian and English.

### **4. WORKING PROCESS**

The Expert will prepare a work plan to operationalize the study. The work plan will describe how the study will be carried out, bringing refinements, specificity and elaboration to the terms of reference. The work plan will address the following reporting elements:

- Overview of the Action;
- Expectations of study;

- Study Methodology;
- Evaluation Framework;
- Report of the study.

**Work steps for elaborating a framework for inter-municipal and inter-sectorial cooperation:**

Desk phase (phase 1)

- Desk review of the Action and legal framework;

Field phase (phase 2)

- The Expert implements its work plan for data collection. It applies the specified techniques (interviews, questionnaires, focus groups, case studies, round tables etc.) and tests the assumptions;
- Working together with the international consultant (on-line work);
- Interview Action beneficiaries (around 15 field-visits are planned).

Synthesis phase (phase 3)

- The Expert draws up the final report together with the international consultant, which includes the findings and conclusions as a response to the questions asked, as well as an overall assessment. This report also includes recommendations that are clustered and prioritised.
- The final report is subject to a quality assessment.

**5. KEY ACTIVITIES AND EXPECTED OUTPUTS**

The main role of the Expert/s is to facilitate the elaboration of a framework for inter-municipal / cross-river as well as inter-sectorial cooperation for communities of both banks of the river in the field of community-led local development, through developing a report with a set of recommendation based on the Action experience.

For the given purpose, the expert will carry out the following tasks:

	<b>Stages</b>	<b>Activities</b>
1	Preparation for the study	<ul style="list-style-type: none"> <li>• desk review of applications/reports/monitoring reports of beneficiaries, elaboration of questionnaire;</li> <li>• desk review of legal framework;</li> <li>• individual interviews with beneficiaries will be organised to explore the topic.</li> </ul>
2	Inter-municipal and inter-sectorial cooperation study	<ul style="list-style-type: none"> <li>• working together with the international consultant (on-line work) for the Study for inter-municipal and inter-sectorial cooperation.</li> <li>• round tables meetings with beneficiaries; The experts will facilitate a round table discussion with beneficiaries to identify the problems and solutions they are facing and consulting the draft of the report;</li> <li>• field visits to beneficiaries – partners from both banks of the Nistru River is planned;</li> <li>• meetings with CBM stakeholders and decision-makers;</li> </ul>

		<ul style="list-style-type: none"> <li>• drafting a study. The draft of the report (approx. 50 pp) will be consulted with the Action Board.</li> </ul>
3	Development of the report on inter-municipal and inter-sectorial cooperation	<p>The report will consist of 4 main parts:</p> <ul style="list-style-type: none"> <li>• <b>I part</b> – general introduction on the situation of small localities in the context of local development and community building (listed weaknesses: lack of support for grass-roots initiatives; lack of capacities of CSOs; LPAs very fragmented; underfinanced; able to provide only few services; localities with low economic potential; weak financial, administrative and institutional capacities) as well as lack of inter-sectorial and inter-municipal (cross-river) cooperation;</li> <li>• <b>II part</b> – description of the Action experiences: success stories and challenges of the sub-project beneficiaries;</li> <li>• <b>III part</b> – the main part: challenges and problems of: (1) implementing local development projects with external funding; (2) developing inter-sectorial cooperation within the locality; (3) developing inter-municipal (cross-river) cooperation – identified problems;</li> <li>• <b>IV part</b> – recommendations addresses to: (1) authorities; (2) LCAs: CSOs and separately LPAs; (3) CBM actors, including donor community.</li> </ul> <p>The report will be presented at the <b>round-table discussion with CBM stakeholders</b> and at the <b>sum-up conference</b> that will summarise the Action.</p> <p>The final version of the report will be developed in three languages: English, Romanian and Russian.</p>

The timeframe for the delivery of each activity/output per community shall be coordinated and agreed in advance with the Project Coordinator from Solidarity Fund PL in Moldova, and other implementation partners.

The expected **outputs** are as follows:

No	Deliverables	Quantity
1	Elaborating a study for CBM actors and donors on strengthening frameworks for inter-municipal and inter-sectorial cooperation for community-led local development.	1 report including recommendations (approx. 50 pages)
2	Conducting the round table meetings with donors and beneficiaries. on inter-municipal (cross-river) and inter-sectorial cooperation	2 round tables conducted

### 1. APPLICATION PROCEDURE

Application shall be sent by e-mail to [a2s@vox.md](mailto:a2s@vox.md), with subject line – **National inter-municipal and inter-sectorial Expert A2S**, not later than **23:59, April 05, 2019**, and shall contain:

- CV in format Europass;
- One page – approach to the task;
- Price offer