

UNICEF MOLDOVA
TERMS OF REFERENCES

Title: Development of a comprehensive Adolescents and Youth Wellbeing Strategy for the Chisinau Municipality

Type of consultancy: National Individual Consultancy

Duration: 4 months (47 working days)

Timeframe: December 2020 – March 2021

Related outcomes and outputs as per UNICEF Country Programme Document 2018-2022

Outcome 2. Social Change for Child Rights

By 2022, Moldovan society has better knowledge about child rights and progressively fulfils its obligations, effectively supporting social outcomes for children, and the empowerment of the most vulnerable children and adolescents to claim their rights.

Output 8:

By 2022, adolescents are empowered, have opportunities to claim and support the realization of child rights, and are able to adopt positive and healthy behaviours.

1. Background

In 2018, the United Nations Children's Fund (UNICEF) Moldova and the Government of Moldova (GoM) started the implementation of the new five-year Country Programme of Cooperation (CP 2018-2022). The overarching vision for UNICEF's Strategy in Moldova during the period 2018-2022 is focused on the equitable realization of all child rights, including the rights to education, health, an adequate standard of living and participation. An integral part of this vision is the existence of a youth-friendly legal and policy environment that ensures children and adolescents are protected from abandonment, neglect, discrimination, exploitation and violence and that adequate conditions and services are in place to allow children and adolescents to reach their full potential. The specific goal of the Country Programme is to advance UNICEF's equity agenda with a focus on the most disadvantaged groups. The CP is aligned to the key child and adolescent related national strategies and supports the GoM at the national and local levels in advancing the implementation of these strategies towards achieving the Sustainable Development Goals' (SDGs) agenda.

To address child and adolescents related issues of the most excluded and hardest to reach groups and ensure the full realization of children's rights, in March 2019 UNICEF Moldova signed a multi-year partnership with the Municipal Council of Chisinau Municipality, home to more than 300,000 of young people (approx. 37% of total young population of Moldova), to support the municipality of Chisinau to further strengthen the development and alignment with best international practices of the child protection, health, education and youth development systems, and enhance the social assistance, adolescents and youth sectors.

The expected outcome of this assignment includes the development of a five-year Adolescent and Youth Wellbeing Strategy (2021-2026) and of a costed Action Plan for Chisinau Municipality. Both documents will aim at determining the vision for the development of the youth sector, supported by the key findings and recommendations from the Assessment of Chisinau

Municipality General Department of Education Youth and Sports and linked to the Law on Youth, SDG Nationalized Agenda, the EU – Republic of Moldova Association Agreement, and the relevant Committee on the Rights of the Child Concluding Observations (no. 12, 20).

2. Purpose of the consultancy

The purpose of this individual consultancy is to develop the local youth policies' framework that will allow Chisinau Municipality to efficiently engage adolescents and youth as equal partners and change agents for sustainable development and growth.

3. Objectives of the consultancy

The objective of the consultancy is to provide the qualified technical assistance to Chisinau Municipality for the development of a five-year Adolescents and Youth Wellbeing Strategy and the Action Plan for its implementation.

4. Details of how the work should be delivered

The Strategy development should be based on evidence from the stock taking and analysis of legislative developments and available relevant reports and assessments performed in relationship to the current situation of the youth sector at the national level, as well as in Chisinau Municipality.

The Strategy will include the five-year vision for the development of the youth sector in a cross-sectoral and multidimensional way, identifying the key strategies for achieving the vision, including the human, technical and financial resources and capacities required, defining the implementation, monitoring and evaluation arrangements. The Strategy will be developed in a structured way, based on best international and national practices, that will be easy to understand and work with, for all stakeholders from different levels.

The Action Plan will be developed and subsequently costed, taking into account the real and potential capacities of Chisinau Municipality to implement it, but also potential support to be provided by the civil society and other relevant stakeholders. The Action Plan will outline a staged implementation of activities, with information on timing, roles, responsibilities, and budget at each stage. Planned implementation arrangements with relevant responsibilities and accountability will be clearly defined.

The final stage will include the development of a robust monitoring and evaluation framework with clearly defined results, targets and key milestones, as well as a clearly defined M&E mechanism and assign M&E accountabilities.

Adolescents and youth will be consulted, including youth organizations, youth councils and pupils' councils and NGOs working with adolescents and youth, and their proposals considered key stages of the strategy and action plan development.

To achieve the above-mentioned objectives, the selected Consultant (hereinafter the Consultant) under the guidance of UNICEF will:

- A. Develop the Inception Report that will contain a detailed methodology and work plan for developing the Strategy, including recommended data collection instruments (e.g.

questionnaires and/ or interview guides) and other related documents. A draft will be submitted to Chisinau City Hall and UNICEF for approval.

- B. Perform a desk review of relevant normative frameworks and policies. The resulting report will contain the findings of the review, including key findings, lessons learned and recommendations to improve normative framework on youth, including youth policies;
- C. Conduct field visits to Chisinau (Moldova) and at least 3 suburbs and meet with selected partners and stakeholders. Hold consultations with Deputy Mayor of Chisinau, UNICEF, youth and other partner and integrate their feedback into the qualitative needs report;
- D. Prepare the draft version of the Strategy and Action Plan that will respond to key findings and recommendations;
- E. Consult the draft Strategy and the Action Plan with relevant stakeholders, especially those involved in the process from the beginning;
- F. Present and validate the Strategy and Action Plan in a multi-stakeholder technical meeting of the public bodies and civil society in view of gathering participants' feedback and advocating for the implementation of the assessment recommendations.

5. Deliverables and delivery dates

Nr.	Tasks/ Activity	Deliverables	Timeline*
1.	Develop an inception report that will contain a detailed methodology and tools to be used for data collecting and analysis needed for drafting the Strategy	Inception report containing the Methodology and tools In Romanian	7 working days
2.	Develop a desk review report that will envisage all the international and practices and policies applied at local level for engaging young people.	The desk review report containing main findings and recommendations for policy development	5 working days
3.	Conduct interviews with key stakeholders, young people, government and municipal counterparts, development partners, CSOs and academia to identify the needs in the municipal youth sector	List of interviewed people. Transcripts of interviews in Romanian Qualitative youth needs report	10 working days
4.	Develop comprehensive Adolescents and Youth Wellbeing Strategy and the Action Plan for Chisinau Municipality for the period 2021-2026 and consult it with key stakeholders	<ul style="list-style-type: none"> - Draft Strategy in Romanian with UNICEF, MDEYS, CMC and other bodies' comments addressed. - Draft slideshow presentation Romanian (PowerPoint, or any other Apps formats) - Agenda for the consultations. - Minutes from the consultations. 	20 days
5.	Present the findings and recommendations to UNICEF, CMC commission, MDEYS, youth and partners during a validation workshop;	<ul style="list-style-type: none"> - Final Strategy and Action Plan developed in Romanian language. 	5 days

	Based on inputs received, incorporate the feedback and finalize the Strategy	<ul style="list-style-type: none"> - Final PowerPoint presentation. - Minutes of the validation meeting. 	
	TOTAL:		47 days

6. Performance indicators and evaluation of results

The performance of work will be evaluated based on the following indicators:

- Completion of tasks specified in ToR;
- Compliance with the established deadlines for submission of deliverables;
- Quality of work;
- Demonstration of high standards of cooperation and communication with UNICEF and with counterparts.

7. Working arrangements and reporting requirements

The consultants will work under the guidance of UNICEF Youth and Adolescents Development Officer and in close collaboration with the relevant Chisinau Municipality staff. The consultant will report to the respective UNICEF Program Officer who will guide the consultant and provide feedback and direction and provide all other necessary support so to achieve objectives of the consultancy, as well as to remain aware of any upcoming issues related to consultant's performance and quality of work.

All activities and deliverables undertaken by the consultants shall be discussed and planned in consultation with UNICEF and will be executed following approval from UNICEF. The consultants are expected to deliver each component of the work-plan electronically (Word format) in Romanian. At each stage, the deliverable shall be sent to the respective UNICEF Program Officer by email, with the Deputy Representative in copy.

8. Qualifications and experience

Specific requirements:

- Advanced University Degree in Public Policy, Law, Social Sciences, Human Rights or related field;
- Proven experience in policy development, specifically strategies, programmes and plans;
- Experience in working with central and local Government;
- Good networking and negotiation skills.

General requirements:

- Experience in working with UNICEF or other UN Agencies will be an asset.
- Demonstrated experience in the field in ECA region including Moldova is a strong asset.
- Analytical capacity and proven experience in conducting desk-review, research, and studies.
- Working command of English, both oral and written.
- Excellent command of Romanian and Russian is a strong asset.

9. Content and technical proposal to be submitted

- Description of the candidate's relevant experience with similar type of assignments (max 300 words)
- Proposed approach and methodology (max 1500 words), including:
 - 1) Timeline and milestones
 - 2) Risk and mitigation measures
- Annex: Short Sample or links to related work previously conducted by the consultant
- In addition, please provide your *Curriculum Vitae*.

10. Content of financial proposal to be submitted

The applicant should fill in the Financial Offer Template and specify the consultancy fee per day of work, requested for the tasks described in the Terms of Reference in USD.

Other expenses directly related to the ToR assignments and deliverables such as: (translation/interpretation costs, local transportation etc.) may be included in the financial offer unless specified that UNICEF will cover them separately (see paragraph 13 and 14 below). If not provided by the ToR, UNICEF will not reimburse costs not directly related to the assignment.

This contract does not allow payment of off-hours, medical insurance, taxes, and sick leave.

The final selection will be based on the principle of “best value for money” i.e. achieving desired outcome at lowest possible fee.

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

11. Evaluation criteria for selection

The candidate is expected to reflect in the submission the qualifications, knowledge and experience related to the requirements listed above. Technical evaluation will be performed through a desk review of applications, evaluation of technical proposals, and if necessary, may be supplemented by an interview.

The selection process is aimed at selecting the applicant who obtains the highest cumulative score (technical evaluation + financial offer evaluation points) following “best value for money” principle.

12. Payment schedule

The payment will be done in three tranches, according to the following schedule. MDL will serve as contract currency, converted at the UN exchange rate applicable at contract signature date. All deliverables must be delivered on time and to the satisfaction of UNICEF Moldova.

Deliverable (delivered according to the timeline agreed upon with UNICEF)	Proportion of payment
Inception report and desk review report (deliverables 1 – 2)	20%
Qualitative report on youth needs, including the draft of the Municipal Youth Strategy (deliverables 3 - 4)	40%
Final Strategy and the Action Plan (deliverable 5)	40%

UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered for failure to meet deadlines.

13. Work location and official travel involved

The work will require local travel in mutually agreed locations including in Chisinau. The consultant is expected to cover costs, arrange and schedule such visits, including transportation. The UNICEF office will facilitate introductions to key informants.

14. Support provided by UNICEF

UNICEF will regularly communicate with the consultant, and provide feedback, guidance and necessary support to achieve objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. UNICEF will provide an initial package of relevant documents and available research, and an initial list of relevant experts and counterparts to work with. UNICEF will also request relevant data – as agreed upon with the consultant – from relevant government counterparts.

15. Ethical considerations

The Contractor will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines 6. The Contractor should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Contractor should protect the anonymity and confidentiality of individual information. All participants should be informed about the context and purpose of the Assessment, as well as about the confidentiality of the information shared. The Contractor is allowed to use documents and information provided only for the tasks related to these terms of reference.

As per the DHR PROCEDURE ON CONSULTANTS AND INDIVIDUAL CONSULTANTS, together with the Notification letter, the consultant will be sent the link on Agora containing UNICEF policies on Prohibiting and Combatting Fraud and Corruption; Prohibition of discrimination, harassment, sexual harassment and abuse of authority and other relevant policies for their information and acknowledgment. The selected candidate must complete the applicable mandatory online courses on UNICEF's learning platform prior to signature of contract. All certificates should be presented as part of the contract.