# UNICEF Moldova

# TERMS OF REFERENCE

**National Individual Consultancy to build the capacity of the Local Public Authorities on formulating, implementing, and reporting on child friendly budgets**

**Location:** remote, with field trips to Cahul and Ungheni districts

**Duration and timeline:** 30 days (within 4 months period from May to September 2024)

1. Background

UNICEF Moldova is the implementing partner of the EU4Moldova: Focal Regions Programme, funded by the European Union and implemented in partnership with UNDP. The overall objective of the five-year programme (2019-2024) is to strengthen the economic, territorial, and social cohesion in the Republic of Moldova through facilitating inclusive, sustainable and integrated local socio-economic growth and improving the standards of living of children, adolescents and all citizens in the two focal regions Cahul and Ungheni.[[1]](#footnote-2)

Policies and investment decisions made by the local authorities have a direct impact on children’s lives and Moldova needs civil servants and civil society organizations who understand the value of investing in children and youth. Within this framework, UNICEF Moldova will provide support for expanded coverage and strengthened quality of social services and a more efficient, effective, transparent, and equitable way of developing and implementing policies, including adequate financing in favour of children, adolescents, and youth. An important aspect of this work involves building the capacity of professionals of level-one and level-two Local Public Authorities (LPAs) in planning and budgeting for children and youth policies.

As part of the program, in 2021, a public finance training course was developed and delivered with UNICEF support to build the capacity of local public authorities. The LPAs’ representatives learned about linking multi-year planning to budgeting; programme-based budgeting; performance indicators; processes, procedures, and best practices in public procurement; and budget monitoring and reporting.

The capacity gap assessment conducted in June 2021 by UNICEF in Cahul and Ungheni identified some constraints in planning and implementing child focused budgets across Cahul and Ungheni LPAs, particularly linked to strategic planning, budget preparation and execution. In budget preparation, the area that needs further strengthening is linked to preparing programme-based budgets and defining performance indicators. Performance indicators are developed when the budgets are prepared in each sector and at each level, but LPAs have signalled that this area needs further improvement for them to be able to develop SMART indicators. Finally, with respect to budget execution, procurement has been identified as a key area where LPAs, as well as pre-schools and schools, would need further support for them to avoid time waste and penalties.

1. Purpose of the consultancy

The purpose of this consultancy is to support Cahul and Ungheni (LPAs level one and two) to strengthen their capacities in child focused budget formulation, execution, and monitoring, particularly linked with preparing programme-based budgets, defining performance indicators as well as public procurement.

In seeking to further build Public Finance Management and budget planning and analysis skills, the consultant will support local stakeholders in budget and expenditures analysis at district and municipal levels and in planning, costing and executing local child related social sector service budgets which better link the budget preparation and implementation to children, adolescents and youth related policies, contributing to enhanced access to quality and equitable services for child, adolescents and youth.

1. Deliverables and delivery dates

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks | Deliverables | Timeline | Tentative timeframe\* |
| Inception phase and planning | Inception report in Romanian, including a methodology, a workplan and a roadmap for the deliverables and activities of the consultancy. | 3 days | By 10 May 2024 |
| Develop a training module on child focused budget formulation, execution, and monitoring | Draft training materials and presentations | 5 days | By 24 May |
| Capacity building of LPAs’ in child focused budget formulation, execution and monitoring. Specific activities include:  - preparing programme-based budgets, defining performance indicators as well as public procurement. To include at least 2 workshops with stakeholders  - On the job support for budget formulation, execution and monitoring based on needs (and in alignment with child, adolescents’ and youth related national policies) | Workshop reports containing:  Short narrative with  recommendations how to improve public procurement process, define performance indicators and prepare a programme base budget at local level in Cahul and Ungheni.  Sector specific local draft budget formulation, execution, and monitoring covering: education (including pre-school), health, child protection, social protection and youth services | 4 days workshops (2 days in Cahul and 2 days in Ungheni)  3 days for short reports based on workshops.  10 days (5 days in Cahul and 5 days in Ungheni) | By end June 2024 |
| Documenting lessons learned  Produce a Final Report of this consultancy, including an executive summary, documentation of the results, identifying lessons learned and providing recommendations for improved approach in future similar actions (maximum 12 pages) | First draft narrative report on capacity building actions conducted, challenges and recommendations.  Second draft report  Final report | 5 days | By end September 2024 |

\**Exact deadlines will be mutually agreed upon contract signature*

Changes to the agreed dates for deliverables must be mutually agreed in writing by UNICEF and the consultant.

1. Reporting requirements

The selected consultant will report to the UNICEF Moldova Social Policy Officer, who will regularly communicate with the selected consultant and provide feedback and guidance on his/her performance and all other necessary support so to achieve objectives of the consultancy. At each stage, the deliverable shall be sent to the Social Policy Officer and Social Policy Specialist in copy.

The consultant will produce the above-mentioned deliverables and products during the assignment implementation. All deliverables will be prepared and presented electronically to UNICEF for approval. The reporting language is English. Performance indicators for evaluation of results.

1. Qualifications and experience

* Advanced University Degree in economics, finance, international development, or a related field;
* A solid knowledge of PFM instruments and proven experience (at least 8 years) with government social sector budget process and budget analysis, at national and decentralised levels;
* Familiarity with the child rights and social protection in Moldova;
* Experience with collecting and working with complex financial data sets;
* Demonstrated experience conducting capacity building with public servants, and familiarity with ethical guidelines when working with human subjects;
* Fluency in Romanian, both oral and written;
* Working knowledge of English is a minimum, good command of English is a strong asset, both oral and written.

1. Performance indicators for 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 in cooperation and communication with UNICEF and counterparts.

1. Content of technical proposal

The Technical Proposal should include but not limited to the following:

* Relevant experience with similar type of assignments (max 300 words)
* Proposed approach and methodology (max 1500 words)

In addition, please provide your Curriculum Vitae.

1. Financial Proposal

The financial proposal shall specify an all-inclusive fee in MDL to complete the tasks/deliverables described in the Terms of Reference, that will also cover the travel costs for an estimated number of 10 days in the field.

The fee will include all the estimated costs related to service providing under this ToR.

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

If not provided by 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.

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.

1. 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 total amount of points to be allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal of a technically qualified offer. Points for other offers will be calculated as Points (x) = (lowest offer/ offer x) \* 30.

1. Payment schedule

The payment will be linked to the following deliverables upon satisfactory completion and acceptance by UNICEF:

|  |  |
| --- | --- |
| **Deliverable (delivered according to the timeline agreed upon with UNICEF)** | **Proportion of payment** |
| Inception phase and modules developed | 40% |
| Training sessions delivered | 60% |

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.

1. Definition of supervision arrangements

The selected consultant will work under the oversight of Social Policy Officer of UNICEF Moldova. Fees will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality of deliverables.

1. Work location and official travel involved

The work will be provided remotely and will require at least 4 missions (up to 10 days, overall) to Cahul and Ungheni districts, in order to conduct in-person training sessions and on the job support to the local authorities. The consultant is expected to cover costs, arrange and schedule such visits, including transportation. The UNICEF office will facilitate introductions to key informants. Consultant will make and pay for own travel arrangements.

1. Support provided by UNICEF

UNICEF will regularly communicate with the consultant and will provide feedback and guidance and necessary support so 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.

1. Child Safeguarding

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective?

YES ☐ NO ☒ If YES, check all that apply:

Direct contact role YES ☐ NO ☒

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES ☐ NO ☒

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

1. Ethical considerations

The Consultant will ensure that the process is in line with the United Nations Evaluation Group (UNEG) Ethical Guidelines1. The Consultant should be sensitive to beliefs, manners and customs and act with integrity and honesty while interacting with stakeholders and beneficiaries. Furthermore, the Consultant 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 Consultant can use documents and information provided only for the tasks related to these terms of reference.

As per the DHR PROCEDURE ON 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.

1. For more details about the programme and all its component, please visit the related webpage: [EU4Moldova: Focal Regions | United Nations Development Programme (undp.org)](https://www.undp.org/moldova/projects/eu4moldova-focal-regions#:~:text=The%20EU4Moldova%3A%20Focal%20Regions%20Programme%20will%20focus%20on,in%20two%20focal%20regions%3A%20Ungheni%20and%20Cahul%20municipalities.) [↑](#footnote-ref-2)