

TERMS OF REFERENCE

Two National Consultants to develop the regulatory framework for the Youth Centers in the Republic of Moldova

Job title: National Consultant

Duty Station: Republic of Moldova

Duration: June - October 2015 (45 working days)

Deadline for application: 17 May 2015

I. BACKGROUND AND CONTEXT

The Youth Centers in Moldova are very important institutions in the implementation of the youth policies at local and regional level. A youth center represents a services or a package of community services delivered to all categories of young people and has the main mission to provide information, guidance, counselling, education and leisure, contributing to young people's social and professional integration. Youth centers are seen as institutions that play a major role in the youth policy promotion and therefore, these youth structures have been always reflected in the national policy documents (Programs of the Government, action plans of different ministries, national and local youth strategies, etc).

The development of Youth Centers dates early 2000s when the partnership between the donor community and the government has been established to ensure the access of youth to information and enhance their participation. The process of creation of youth centers involved many actors such as donors (UNICEF, World Bank, IOM, Social Investment Fund in Moldova and others), local public administration (rayonal councils and halls), as well civil society organizations that signed agreements and memorandums for their establishment, but also envisaged their sustainability by the local public authorities who had to take the ownership over these centers turned them into public institutions.

In 2006 the first regulations that described the role and the services that should be provided by the youth centers have been developed. However, these documents have not been approved by the government. The lack of clarity on the legal status of the youth centers has led to their disappearance over the time. While in 2007-2009 there were about 60 youth centers, in 2012 the number was reduced by about 50%.

Currently, some of the Youth Centers has the status of public institutions and are funded by the local public authorities. According to data provided by the Ministry of Youth and Sports, in 2014 only 20 Youth Centers received financial support from local government budgets.

In view of the above, it is documented that the number of Youth Centers is decreasing, the funding sources are limited and the vagueness of their legal status does not guarantee their functionality and institutional durability. With the new National Strategy on Decentralization the local public authorities are entitled to decide on the funding of the Youth Centers. The lack of the regulations of the Youth Centers may lead to the situation when some of them will not be funded or closed, or limited financing only will be provided to sustain their activities, which will further deepen the institutional crisis of these centers and services provided to young people at local level overall.

II. PURPOSE

The purpose of this assignment is to develop the regulatory framework for the Youth Centers as one of the priorities of the National Strategy for Youth Sector Development 2020. This will create the legal base for efficient functioning of the youth centers in providing quality services for young people and the space for their development at the community level.

III. OBJECTIVES

- I. Analyze national and international practices on the functioning of the youth centers and identify proper mechanism of operationalization of these institutions in the Republic of Moldova;
- II. Consult the stakeholders concerned in the development of documents;
- III. Develop documents and regulatory package on:
 1. Legal status of the youth centers as an institutions providing services for youth;
 2. Minimum Quality Standards for youth services provided by youth centers:
 - 2.1. Minimum Quality Standards for the accreditation of the provider of youth services
 - 2.2. Minimum Quality Standards for the provision of at least 5 services
 3. Regulation and methodology for the accreditation of the providers of services for youth
 4. Regulation of functioning of the Agency for accreditation;
 5. Documents on the legal status and responsibilities of the employers of the institutions delivering services for youth:
 - 5.1. Nomenclature and job description of personnel involved in the delivery of services for youth
 - 5.2. Regulation on remuneration of employers based on performance of the institutions providing services for youth;
 - 5.3. Deontological code of the employer of the institutions providing services for youth;
 6. Financial methodology and the draft law on amending / supplementing existing legislation on the financing of youth centers.

IV. DELIVERABLES AND TIMELINE

The consultants are expected to provide the following deliverables:

Deliverables	Nr. of working days	Timeline
Preparation and submission of the inception that will include the methodology of development of the regulatory framework, timeframe, description of the process and clear division of responsibilities of both consultants.	2	By 15 May 2015
Desk review and analysis of national and international practices on the functioning of the youth centers and similar youth structures	2	By 30 May 2015
Meetings with the Reference group (at least 3 meetings)	3	May, June, August 2015
Organize meetings and workshops with national stakeholders, youth centers, relevant Ministries and institutions to receive inputs/feedback on the regulatory package of documents	5	June – July 2015
Development and submission of the following documents: <ol style="list-style-type: none">1. Legal status of the youth centers as an institutions providing services for youth;2. Minimum Quality Standards for youth services provided by youth centers:	25	By 1 September 2015

2.1. Minimum Quality Standards for the accreditation of the provider of youth services 2.2. Minimum Quality Standards for the provision of at least 5 services 3. Regulation and methodology for the accreditation of the providers of services for youth 4. Regulation of functioning of the Agency for accreditation; 5. Documents on the legal status and responsibilities of the employers of the institutions delivering services for youth: 5.1. Nomenclature and job description of personnel involved in the delivery of services for youth 5.2. Regulation on remuneration of employers based on performance of the institutions providing services for youth; 5.3. Deontological code of the employer of the institutions providing services for youth; 6. Financial methodology and the draft law on amending / supplementing existing legislation on the financing of youth centers. <i>Note: The title and the format of the documents may be changed based on the needs assessment and consultation with the reference group</i>		
Consultations and preliminary approval of the documents with relevant Ministries and institutions	4	September 2015
Preparation and submission of the final version of the documents	4	October 2015
Report of the assignment		By 30 October 2015
TOTAL	45 days	

V. METHODOLOGY AND CONDITIONS FOR WORK

The process for achieving expected deliverables will have the following management of work:

1. **Consultants' team** composed of two national consultants hired through a selection process. The consultants will be responsible to provide deliverables within the provided timeframe. The consultants may divide the responsibilities of the evaluation process among themselves, and this should be included in the inception report. The national consultants will work in close collaboration with the Ministry of Youth and Sport and UNFPA. The consultant will prepare the draft documents and will be responsible to get feedback and preliminary approval from relevant Ministries and institutions agreed with the Ministry of Youth and Sports in the inception report.
2. **Reference Group** composed by the representatives of the Ministry of Youth and Sport, Ministry of Labour, Social Protection and Family, Ministry of Justice, Ministry of Finance, State Chancellery, civic society organizations working with youth centers and experts in youth policy. The Reference Group will provide support, recommendations and feedback for each of deliverables.

The consultants are responsible to arrange the meetings and consultations with national partners and Ministries. The Ministry of Youth and Sports and UNFPA will provide assistance in this process when required.

VI. SCHEDULE OF PAYMENTS

The full amount of the fee will be paid following the successful completion of the assignment and provision of the expected deliverables. The fee will reflect the payment for the deliverables and all related costs (such as travel, daily substance allowance, etc). No additional payments will be provided.

VII. PROFILE OF THE CONSULTANTS

The Consultants should meet the following requirements:

Criteria	Max points
Graduate degree in sociology, economy, political science, development studies, or a related field;	20
At least five years of professional experience in social and/or youth policies, youth centers, community centers and/or public institutions involved in youth policy development and implementation;	30
Experience in developing public policies and/or laws in social field (20 pts), preferably in the field of youth (10 pts);	30
Excellent research and analytical skills;	10
Fluency in Romanian and English is required.	10
Total	100

VIII. APPLICATION PROCESS

Interested candidates must submit in English the following documents/information to demonstrate their qualifications:

- **P11** form including past experience in similar assignments.
- **Financial proposal** (in USD) specifying fee per day. The financial offer should include all costs related to completion of the task under the current Terms of Reference. The financial proposal **is not considered** as criteria in the selection process and it is required only for reference purpose. In this regard, National Consultant should expect that the financial proposal will be negotiated and it shall not exceed the UNFPA rates.

The application should be submitted with the mark **“National Consultants to develop the regulatory framework for Youth Centers”** by **17th of May, 2015, 23:59 (GMT+2:00)** to the following address: UNFPA Moldova, 131, 31 August 1989 Street, MD-2012, Chisinau, or by email to jobs@unfpa.md