

## **TERMS OF REFERENCE**

### **National consultant to support youth policy development and monitoring process of the implementation of the National Strategy for Youth Sector Development 2020 of the Republic of Moldova**

**Job title:** National Consultant

**Duty Station:** Republic of Moldova

**Duration:** June - December 2015 (46 working days)

**Deadline for applications:** 17<sup>th</sup> of May 2015

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## **I. BACKGROUND AND CONTEXT**

The development and implementation of the youth policies in the Republic of Moldova for last couple of years contributed to the creation of a framework for young people participation and development. Thus, in the last 15 years three national strategies for youth have been developed, at least 5 national programs for youth in various spheres of activity (health, business, housing, employment, etc.) carried out, different participation platforms for young people and youth organizations created, networks of youth-friendly health centres and youth centres established, etc.

Development and implementation of strategic planning documents was a priority for public authorities in the Republic of Moldova as well as for many donor organizations, this being an important aspect to support youth programs and initiatives. At the same time, cross-sectoral cooperation between different actors responsible for producing strategic planning documents, ensuring effective coordination in the implementation of policies and programs for youth and the establishment of a comprehensive monitoring system would have greatly contributed to the reflection of valuable data and information about the youth.

In this context, one of the main constraints in the process of the Evaluation of the National Youth Strategy for the years 2009 - 2013 was the lack of a unified and complex mechanism for monitoring the actions set out in the document. Also, some of the main recommendations of the Report refer to increasing the monitoring and evaluation efficiency of the next strategic planning document for youth, including adjustment of the national system of collecting statistical data in the youth sector, selection of relevant indicators to monitor the actions envisaged, regular meetings with public authorities and other governmental and nongovernmental institutions involved in the implementation of the strategy.

In line with the framework for the implementation, monitoring and evaluation of the National Strategy for Youth Sector Development 2020 a special role is assigned to the Reference Group, consisting of representatives of public authorities, civil society organizations and other key institutions covering in their activities young people and youth structures. The role of the Reference Group will be related to monitoring the implementation process of the Strategy, periodic assessment of implementation, carrying out advocacy and dialogue with partners responsible for the implementation of the four priorities set out in the document, as well as boosting the process of obtaining results and expected indicators. Ministry of Youth and Sports will establish the Reference Group, will logistically ensure its functioning, and will identify the necessary tools to monitor and evaluate the implementation of the Strategy. The reference Group will convene for coordination not less than once every 3 months and based on the information and data supplied will provide support in developing in 2017 the mid-term evaluation report of the National Strategy for Youth Sector Development 2020.

## **II. Purpose**

The purpose of this assignment is to support the Ministry of Youth and Sports in developing and implementing an efficient monitoring and evaluation system for the implementation of the National Strategy for Youth Sector

Development 2020 and related youth policies. The M&E mechanisms shall be based on principles of the results based management and shall take into account the institutional relations between the Ministry of Youth and Sport and other national and local public authorities who implements youth related policies. The assignment also aims at mainstreaming of youth issues in cross sectorial national youth polices and strategies.

### III. OBJECTIVES

1. Provide support in the development of policy documents on youth included in the Action Plan of the Strategy.
2. Development of a comprehensive M&E plan of the National Strategy for Youth Sector Development 2020 (including relevant indicators, baseline, targets, means of verification, assumptions and risks, etc).
3. Development of a Monitoring mechanism and regulation for the implementation of the strategy and related youth policies (including channels for data collection from local level, disaggregated data collection templates for institutions at different level, etc).
4. Adjustment of the national statistic system for data collection for better monitoring of youth indicators.
5. Increase the capacities of youth workers at the local public administration on youth policy monitoring and data collection.

### IV. DELIVERABLES AND TIMELINE

The consultant is expected to provide the following deliverables:

Deliverables	Nr. of working days	Timeframe
1. Analyse national and international practice on monitoring policy documents and data collection instruments in the youth field. 2. Develop terms of reference of the Reference Group 3. Facilitate the meeting of the Reference Group 4. Provide support and advice in the development and / or coordination of policy documents included in the Action Plan of the Strategy (law on youth, monitoring the functioning of the Governmental Commission on youth policies and other policy documents, etc). 5. Develop a comprehensive M&E plan of the National Strategy for Youth Sector Development 2020 (including relevant indicators, baseline, targets, means of verification, assumptions and risks, etc)	12	June 2015 - July 2015
6. Develop a Monitoring mechanism and regulation for the implementation of the strategy and related youth policies (including channels for data collection from local level, disaggregated data collection templates for institutions at different level, etc). 7. Facilitate the meeting of the Reference Group	12	August 2015 – September 2015
8. Analyse national cross sectorial policies, strategies and laws and develop recommendations for the inclusion of the youth component in relevant public policies that affect young people's life and well being. 9. Analyse national statistic system for data collection and develop recommendations for the inclusion/amendment of youth related indicators. 10. Provide capacity building training to youth workers at the local public administration on youth policy monitoring and data collection.	11	October 2015 - November 2015
11. Facilitate the meeting of the Reference Group 12. Develop monitoring report for 2015 on the implementation of the	11	December 2015

National Strategy for Youth Sector Development 2020 and its Action Plan in consultation with the Reference Group. 13. Final report of the assignment		
<b>Total</b>	<b>46 days</b>	

*Note: The timeframe and the consequence of the deliverables can be adjusted in agreement with UNFPA and the Ministry of Youth and Sports*

## V. METHODOLOGY AND CONDITIONS FOR WORK

The consultant will work in close coordination with the Ministry of Youth and Sports and UNFPA. All documents and products will be coordinated with the Youth Department of the Ministry of Youth and Sports, agreed with the reference Group and approved jointly with UNFPA Moldova.

## V. SCHEDULE OF PAYMENTS

The payment will be done monthly upon successful submission of deliverables and monthly reports.

## VI. PROFILE OF THE CONSULTANT

The Consultants should meet the following requirements:

Criteria	Max. points
Advanced degree in sociology, economy, political science, development studies, or a related field;	20
Other formal education relevant for the assignment (such as trainings in results based management, public policy development, monitoring and evaluation)	10
At least 5 years of relevant professional experience in public policies development, in monitoring and evaluation of programmes/strategies in social field;	30
Previous experience of collaboration with Government of Moldova in developing and/or evaluation of sectorial policies;	15
Experience of work with development partners. Successful experience in working with UN agencies is an asset.	15
Fluency in Romanian and English.	10
<b>Total</b>	<b>100</b>

## VII. 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 Consultant to support youth policy development and monitoring process”** by **17<sup>th</sup> 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](mailto:jobs@unfpa.md)