

Terms of Reference
Community Planning Expert

Starting date: 01 May 2025

Contract duration: 31 December 2025

Contract type: Service Contract

Duty Station: Chisinau with travels to 5 localities (Balti, Stefan Voda, Dorotskaia, Taul, Ocnița)

Background:

People in Need (PIN) is a Czech non-governmental organization that provides relief aid and development assistance while working to defend human rights and democratic freedom. It is one of the largest relief and development organizations in Eastern Europe and has administered projects in 37 countries over the past 30 years.

From 2009 onwards, PIN has added development programmes to its work in Moldova, building a vision and practices that keep people and communities in the focus of our work. Throughout its presence in the country, PIN has been contributing to the development of the following sectors: Social Inclusion and Protection, Sustainable Livelihood and Environment, Civil Society and Good Governance.

See here for more information about PIN: www.peopleinneed.net.

Scope of Work:

The Community Planning Expert will be responsible for providing technical and strategic support in the following areas:

- Developing and facilitating training programs for community stakeholders.
- Guiding the formulation and implementation of community development and participatory budgeting plans.
- Ensuring the integration of sustainability and inclusiveness in all planning processes.
- The expert **is estimated to work 25 days** for delivering the tasks. The remuneration will be calculated based on the days that expert work to deliver the tasks.

Main Tasks:

- Capacity building of social service providers, CSOs and LPAs in project writing.
- Develop a capacity building programme for social service providers, CSOs and LPAs on alternative fundraising instruments.
- Supporting the development of partnerships to address community challenges in a participatory way.
- Contribution to the organization of 3 round tables and 3 study visits with ATAS representatives.

Qualification Criteria:	Activities	Results	Expected time
	1.3.1: Capacity building on project writing of the social service providers, CSOs and LPAs	Representatives of social service providers, CSOs and LPAs participated in the capacity building programme	May 2025
	1.3.2: Capacity building program to the social service providers, CSOs and LPAs on alternative fundraising tools	Representatives of social service providers, CSOs and LPAs participated in the capacity building programme	June 2025
	1.3.3: Support the development of partnerships for participatory solving of community challenges	3 round tables organized, 3 study visits in Moldova, 3 partnerships established	June 2025-November 2025

- University degree in management, public policy, social sciences, international relations, development studies, public administration or other fields related to the work of the project.
- At least 5 years of professional experience in the social services sector.
- Fluency in Romanian and Russian are required.
- Submission of application documentation package

Evaluation criteria:

In order to select the expert offering the best value for money, proposals will be evaluated using the “least price and quality” method. The weighted ratio between technical and financial criteria are set as following:

- Technical Evaluation weight – 60%
- Financial Offer weight – 40%

The quality criteria will be assessed using a weighted scoring system as outlined below:

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation		
University degree in management, public policy, social sciences, international relations, development studies, public administration or other fields related to the work of the project.	Bachelor’s degree – 5 pts Master’s degree – 10 pts	10
At least 5 years of professional experience in the social services sector.	5 years – 5 pts., each additional year of experience – 3 pt., up to a maximum of 20 pts.	20
Experience in organizing the development of community plans and strategies in a participatory way.	Yes – 20 pts., no– 0 pts;	20
Experience working with/for international organizations	Yes – 10 pts- no 0 points	10
Maximum Total Technical Scoring		60

Minimum Technical Threshold: The minimum competency level for the technical evaluation is for Applicants to reach at least 70% out of maximum possible 60 points on the technical evaluation. Only offers with technical score of at least 42 points qualify for the financial evaluation.

Financial	
Evaluation of submitted financial offers will be done based on the following formula: S = Fmin / F * 40 S – score received on financial evaluation; Fmin – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round; F – financial offer under consideration.	40
Maximum Total Financial Scoring	40

Application:

1. Interested candidates should submit the following documentation:

- Technical Offer:
 - A cover letter outlining their suitability for the role.
 - A detailed CV highlighting relevant experience.
 - Examples of previous work related to community planning and development.
- Financial Offer (Lump sum for total work to be performed, in MDL, including all taxes).

2. **Deadline for application:** 30 April 2025