



# Transitional Capacity Support for the Public Administration of Moldova



## TERMS OF REFERENCE

### Training & Internship Coordinator

<b>Job title:</b>	Training & Internship Coordinator
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	"Transitional Capacity Support for the Public Administration of Moldova"
<b>Contract type:</b>	Special Service Agreement (SSA) Contract
<b>Starting date:</b>	September, 2010
<b>Duration of assignment:</b>	Six (6) months with possibility of extension up to three (3) years

### Job content

#### **I. Background:**

The project "Transitional Capacity Support for Public Administration in Moldova" was designed upon the request of the Government of Moldova to enhance capacities of the Moldovan Central Public Administration in order to accelerate the reform process and achieve Moldova's short-and medium term development goals. The project seeks to address urgent short-term capacity needs of the public administration at a time when Moldovan central government institutions face serious financial and human resources gaps. In addition to helping the Government pursue critical reform priorities, the intervention is designed to catalyze the on-going implementation of central public administration reform. It will be coordinated and managed by the responsible government entities and will complement on-going work by other donors.

To develop functional and technical skills, specific in-service and out-of-country trainings would be made available to civil servants. This will include coaching-type support from peers in other public administrations in the region both inside and outside Moldova. Such trainings will be delivered in areas identified by the existing needs assessments or by a specific assessment to be undertaken where necessary.

There will be a final evaluation upon completion of all training modules. Outside Moldova, trainings will be organized in partnership with countries which are also ODA providers to Moldova. Top-level executive trainings seminars will be organized for civil servants who will be sent to different Public Administration academies in EU countries to receive executive training and seminars, on topics like negotiations, leadership, management of crisis and change management, relations building, governance of EU institutions. Some of the training will be provided in Moldova: practitioners and experts from other countries (with similar experience) will be invited to coach and deliver the trainings on site.

To allow for exposure to different environments and practices in other countries, internships in analogous institutions in EU member states would also be provided. Civil servants would thus be given an opportunity to become familiar with the process and practices of peers in different countries. Internship opportunities would be made available on a competitive basis and in the areas/topics aligned with the selected Government priority reform areas, and would normally target civil servants with outstanding performance.

**Objective of the assignment:** Under the overall guidance and management of the Personnel Policy Division, and with regular consultations with Project Manager the Training and Internship Coordinator will carry on the development of functional and technical skills, specific in-service and out-of-country trainings and internships that would be made available to civil servants. The Training and Internship Coordinator will be responsible for coordination and planning in partnership with key stakeholders of the learning activities and will ensure the integration of an end-to-end learning methodology for civil servants. The incumbent will manage the needs analysis, assessment, design, development, implementation, evaluation and administration of learning activities (such as, development of processes, learning workshops, programmes and solutions).

**Organisational setting:** The Training Coordinator will work under the guidance of and in close cooperation with the Personnel Policy Division, State Chancellery – for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative and clearance aspects. Training coordinator is expected to report to Project Manager, Personnel Policy Division, State Chancellery on progress and findings on a regular basis.

## **II. Scope of work and expected outputs:**

The Training and Internship Coordinator in collaboration with the Personnel Policy Division of the State Chancellery will develop training needs assessment methodology, design, monitor and evaluate the implementation of the annual training plan. The exercise will be carried out within central government wide according to set criteria (based on the government's reform priorities and strategic plans) and validated accordingly. The Training and Internship Coordinator's main scope is to facilitate and promote professional training of civil servants and also to organize training and internship events according to the project demand. The Training and Internship Coordinator will develop the training and internship concept and will define training needs to cope with project objectives and to comply with the existing procedures.

In order to achieve the stated objectives, the **Training and Internship Coordinator** will have the following responsibilities:

- Develop a vision concept of the mechanism and action plan regarding the implementation of components Training and Internship of the project;
- Develop together with State Chancellery, Personnel Policy Division the government-wide training needs assessment methodology;
- Participate jointly with the Personnel Policy Division in a systematic analysis of training and internship needs and in the elaboration of integrated training plan for civil servants;
- Provide short listing of companies providing training services;
- Organize and conduct the process of purchasing training services: develop package of documents necessary for organizing and conducting competitions, tenders; develop the selection criteria;
- Compile the curricula, agenda, training materials for all courses and submit the final version to the Personnel Policy Division in due time;
- Develop mechanism to organize the internships abroad;
- Organize and coordinate the internship in host-organizations (contact, communication, logistics etc.);
- Assists in organizing and conducting competitions to select civil servants for internships;
- Organize and coordinate the implementation of integrated training plan;
- Prepare and coordinate with the Personnel Policy Division the evaluation forms for the training courses and internships evaluation;
- Design template of reports, collect and analyze reports produced after the training courses and internships;
- Prepare monthly progress reports of the training and internship activities;
- Develop annual reports on delivered trainings and internships;

- Perform any other related activities which may emerge during the course of time.

### III. Deliverables

Nr.	Deliverables	Timeframe
1.	A vision/concept note of the training and internship mechanism and action plan regarding the implementation of components Training and Internship of the project;	October 2010
2.	Mechanism of organisation and implementation of trainings and internships;	October 2010
3.	Training and internship plan of civil servants (UNDP component) based on training needs assessment, taking as a model Personnel Policy Division template;	October - November 2010
4.	Annual final report on delivered trainings and internships with recommendations for further training programs and internships.	December 2010

### IV. Qualifications and skills required:

- University/Master Degree in Human Resources, Public Administration, Political Science, Education, Business Administration or other related field;
- Excellent technical knowledge and conceptual understanding about the subject of training of civil servants;
- Training experience as lecturer/trainer and course designer not less than 3 years;
- Experience in tutoring, facilitating trainings and presentations for adults (for governmental officials, coaching of civil servants will be an asset);
- Experience in cooperation with government officials and public authorities;
- Excellent knowledge of multi-disciplinary development approaches and good analytical skills;
- Ability to gather relevant research, to interpret and analyze information, and provide practical recommendations based on results;
- Excellent drafting and presentation skills;
- Proficiency in Romanian and English (knowledge of Russian will be an asset);
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point).

### V. Submission Package:

1. Duly completed Personal History Form (P11);
2. Cover letter;
3. Detailed CV matching qualification requirements;