

## TERMS OF REFERENCES Public Finance Experts

### for the development of a Medium-Sized Project (MSP) on “Strengthening Environmental Fiscal Reform for National and Global Environment Management”

**Job title:** Public finance experts, focus on Environmental Fiscal Reform

**Type of position:** National, 1-2 experts

**Duty Station:** Chisinau, Republic of Moldova

**Duration of appointment:** September 13, 2010 – January 31, 2011; approx. 30 man-days (total)

**Contract type:** Special Service Agreement (SSA)

#### Background

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Moldovan Ministry of Environment in the preparation of the GEF Medium Size Project (MSP) “Strengthening Environmental Fiscal Reform for National and Global Environment Management”.

The project addresses the objectives of the three GEF focal areas (biodiversity, climate change, and sustainable land management), and specifically fits under the strategic priority related to cross-cutting capacity building (CB-2). It is in line with the CB-2 programming framework related to: “Strengthening financial and economic instruments in support of the global environment”; whereby the CB-2 projects would focus on critical financial, fiscal and/or economic aspects of countries’ capacities to meet their obligations under the three Rio Conventions.

In order to respond to priority capacity constraints for national and global environmental management, the objective of the CB-2 project is to support the Government of Moldova to strengthen its capacities for Environmental Fiscal Reform (EFR), through the adoption of appropriate instruments and measures of taxation and pricing which can raise fiscal revenues while furthering environmental goals. Moldova will adopt EFR as an important basis of its development policy, whereby EFR approaches and instruments would complement and strengthen regulatory and other approaches to fiscal and environmental management.

The project strategy is threefold, as follows:

- (1) improving economic and financial instruments for global environmental management
- (2) increasing information, education and awareness regarding EFR
- (3) piloting and reporting on EFR instruments, both at the national and the sub-national (district and municipality) level

The project will feed into a broad fiscal and administrative decentralization reform process including policy planning at the national level, redesign of competencies and responsibilities of local and sub-national governments and re-engineering of the current local government revenue system, on which the government is currently embarking.

#### Scope of the assignment

The principal responsibility of the national public finance expert is to contribute to the development of the MSP project document in a standard UNDP/GEF template under the guidance of the international lead expert on public finance and environmental fiscal reform, providing substantive contributions and closely collaborating with the team of national and international consultants.

The incumbent will work under supervision of the international capacity development and proposal coordination specialist (who is the team leader and responsible for the elaboration of the submission package consisting of request for CEO endorsement and MSP Project Document), UNDP Moldova Country Office, in coordination with the Ministry of Environment of Moldova and other line Ministries. The consultant will liaise with the public finance experts of other ongoing UNDP Moldova projects, to ensure consistency with the ongoing fiscal and administrative decentralization process.

**The expert's duties will include:**

- (i) Review the National Capacity Self Assessment (NCSA) analysis and other background material used in the NCSA or of importance to the project related to economic and financial instruments which can be adopted in Moldova to strengthen global environmental management;
- (ii) Based on this review, provide the international expert with the necessary update of the national context (incl. legal and institutional framework) as requested;
- (iii) Support the international capacity development consultant in conducting the stakeholder analysis;
- (iv) Conduct necessary data collection guided by the international public finance expert and support the information gap analysis and prioritization analysis of the cross-cutting capacity gaps and priority capacity needs identified in the NCSA: (a) tax system; (b) assessment of natural resources; (c) assessment of renewable resources; (d) Amends, penalties and compensations;
- (v) Closely follow the developments related to the ongoing fiscal decentralisation process and synthesise the relevant information as input for the project development process;
- (vi) Provide the international expert with the required baseline information and analysis for the assessment of National financing sources and External financial sources for global environmental management in line with the Moldovan plans and policies in view of mobilization of necessary financing through EFR;
- (vii) Contribute to the assessment of capacity development needs at individual and institutional and systemic levels for development and implementation of Environmental Fiscal Reform and detailed capacity constraints analysis;
- (viii) Support the international capacity development consultant and UNDP CO in the process of disseminating of the results of the seminar and local consultations.

Further tasks include:

- Coordinate with the international proposal development consultant (team leader) and UNDP CO on the task division and roles of each team member;
- Under the guidance of UNDP CO, conduct consultations with key national counterparts and stakeholders;
- Support the elaboration of the project monitoring and evaluation framework with a set of measurable impact and progress indicators;
- Support the preparation of the budget for the project interventions;
- Facilitate the missions of the international consultants (1 week in the first half of October, 1 week first half of November), incl. coordination of meetings and two half-day stakeholder consultation workshops

**Deliverables**

The local consultant is responsible for the following deliverables:

- NCSA reviewed, analyzed and update report provided
- Background information collected and analyzed, and support for the gap analyses and prioritization process of EFR instruments and measures provided
- Regular updates on relevant developments in the fiscal decentralization process (National Strategy Development) provided
- Background information and input data provided and analyzed as contribution for the assessment of national and external financial sources

- Input data analyzed and provided as contribution for the assessment of capacity development needs at individual and institutional and systemic levels for development and implementation of Environmental Fiscal Reform
- Regular feedback on validity and suitability of proposed project components, outcomes and outputs given the national context
- Further analysis reports and substantive contributions to the submission package delivered as required by the team leader; all comments from ME, UNDP CO, UNDP GEF addressed
- Facilitation of two missions of the team of international consultants, including two half-day stakeholder workshops

### **Time Frame**

- Consultancy work shall start September 13<sup>th</sup>, 2010 to be concluded through January 31<sup>st</sup>, 2011.
- Estimated consultancy time allocation = approx. 30 man-days (1-2 experts)

### **Competencies**

#### Technical work

- Thorough understanding of Environmental Management and economic/financial instruments for Environmental Management.
- Experience in drafting project proposals.
- Ability to pick up new terminology and concepts easily.

#### Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.

#### Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player, has ability to maintain good relationships.

### **Required Education and Expertise**

#### Education

- Advanced University degree in the fields of public finance, (environmental and resource) economics, environmental management, public administration or closely related fields.
- Proven knowledge in
  - o Economic and fiscal instruments for Environmental Management/Environmental Fiscal Reform processes;
  - o Budget planning processes and revenue administration;
  - o Knowledge of fiscal decentralization processes is an advantage.

#### Experience

- At least 8 years of relevant professional experience
- In-depth knowledge of the national context
- Proven experience in developing/implementing related projects
- Previous experience with UNDP is an advantage

### **Language**

Excellent Romanian and/or Russian communication skills, as well as very good English communication and writing skills are essential.

**Evaluation of Applicants**

Successful candidates will be selected based on a cumulative analysis of their technical capacity and their financial offer.

Enquiries can be sent:

- by e-mail to Nadja Veters, Environment and Energy Portfolio Manager, [nadja.veters@undp.org](mailto:nadja.veters@undp.org)

Applications must contain the following documents/information:

- P11 form/CV
- Financial offer, expressed as fee/day, in USD.