



## TERMS OF REFERENCE

### International Consultant on official control of certain contaminants in food of non-animal origin

<b>Job title:</b>	International Consultant
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	Up to 25 working days
<b>Starting date:</b>	October 2013

## BACKGROUND:

### Objective

The Project will contract an International Consultant to consult and raise capacity of both the Ministry of Agriculture and Food Industry (MAFI), the National Agency for Food Safety (ANSA) and relevant laboratories in the area of legislation, institutional arrangements, national procedures, methodologies and documentation on official control of certain contaminants in food of non-animal origin, including drinks. Appropriate legislation, procedures and systems for EU compliant control of contaminants in food will facilitate access of Moldovan food products to high value markets.

This objective should be met through the following activities and through the following deliverables:

### Key activities:

- Assess and report on current state of Moldovan and certain selected EU member states' legislation, institutional arrangements, national procedures and documentation including laboratory methodologies in the area of official control of certain contaminants in food of non-animal origin including drinks.
- On the basis of activity 1 produce, jointly with beneficiaries, a mission action plan for remedying the gaps and lacks.
- Support MAFI in drafting legislation / legislative amendments (including regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis).

- Support ANSA and the relevant laboratories in drafting operational documentation including appropriate laboratory methodologies for implementing official control of certain contaminants in non-animal origin food.
- Present the final mission report during a workshop with beneficiaries.

### **Deliverables**

- Report on current state of Moldovan and certain selected EU member states' legislation, institutional arrangements, national procedures and documentation including laboratory methodologies in the area of official control of certain contaminants in non-animal origin food, including drinks.
- Mission action plan
- Draft legislation / legislative amendments (including regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis)
- Package of operational documentation including appropriate laboratory methodologies for implementing official control of certain contaminants in food of non-animal origin including drinks
- Workshop with both beneficiaries.

### **Result**

MAFI and ANSA and relevant laboratories capable of defining and implementing a EU compliant system of official control of certain contaminants in food of non-animal origin, including drinks.

### **Resources**

25 working days (a minimum 20 of which in Moldova) in a maximum of two missions.

### **Mission Schedule:**

The mission shall be undertaken in the period October - December 2013 with detailed timetable to be agreed with the Beneficiaries

The 25 working days allocated for this task should be used approximately as follows:

<b>Deliverable/milestone</b>	<b>Indicative timeframe</b>
Report on current and certain selected EU member states' legislation, institutional arrangements, national procedures and documentation including laboratory methodologies in the area of official control of certain contaminants in food of non-animal origin including drinks	6 days,
Mission action plan	1 day
Draft legislation / legislative amendments (including regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis)	6 days
Package of operational documentation including laboratory methodologies for implementing official control of certain contaminants in food of non-animal origin including drinks	10 days
Workshop with both beneficiaries and laboratories including presentation	1 day

of final mission report.	
Reporting	1 day
<b>Total</b>	<b>25</b>

All deliverables should be agreed with the UNDP and MAFI, and be provided in English, in hard and electronic copy.

### **Institutional arrangements:**

The International Consultant will work in close collaboration with the UNDP, MAFI and ANSA – for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative aspects.

The International Consultant will be located in the premises of the Ministry / Agency and will work closely with the Ministry / Agency staff. The Ministry / Agency will provide the Consultant working space, access to Internet, printer and telephone line.

### **Qualifications Required:**

#### Academic Qualification

- Relevant University degree. Relevant Master's Degree or PhD would be an asset.

#### Experience

- Minimum 7 years of work experience in the area of EU compliant systems of certain contaminants in food of non-animal origin including drinks
- Experience in implementing EU requirements in the area of official control of certain contaminants in food of non-animal origin including drinks
- Experience in transposing EU requirements in the area of official control of certain contaminants in food of non-animal origin including drinks
- Experience in assisting government institutions within projects funded by international organizations in the region of Central and Eastern Europe (experience in countries with economies in transition would be an asset).

#### Competencies

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team

#### Language requirements

- Fluency in written and spoken English, knowledge of Romanian or Russian would be an asset.

### **Documents to be included when submitting the proposals:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: explaining why they are the most suitable for the work;
2. Financial proposal specifying a total lump sum amount;
3. Personal CV including past experience in similar projects and **at least 3 references.**