



## European Union High Level Policy Advice Mission to the Republic of Moldova

### Terms of Reference for the Mission Adviser

#### Background

The EU High Level Policy Advisory Mission (EU HLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its EU-integration related reform Agenda and in particular to assist the government in developing the capacities required for the implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, as well as the Visa Liberalisation Action Plan. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the implementation of the Association Agreement and Visa Liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the implementation of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

**Position Title: Adviser to the Minister of Internal Affairs of the Republic of Moldova**

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

**Type of Contract: International SSA contract (consultancy)**

**Duration of the Contract: 5 March 2014 – 30 June 2015**

**Reporting to: Principal beneficiary with a reporting line to the EU Delegation to Moldova and UNDP Moldova**

#### Description of Responsibilities:

The Adviser will provide policy advice to the Minister of Internal Affairs on implementation of institutional and legislative framework for the sector reform, support consolidation of qualitative police services including by promoting modern analytical and operational tools and solutions, building the capacities for other services within the internal affairs system, implementation of upgrading the Ministry of Internal Affairs capacity to ensure its role in the rule of law enforcement and implementation of Moldova's Association Agenda with EU.

The Adviser will report primarily to the Minister of Internal Affairs, with a reporting line to the EU Delegation to Moldova, UNDP Moldova and the project manager. The Advisor will work closely with the other members of the team of EUHLPAM Advisors.

#### Key Responsibilities:

- Raise stakeholders' awareness of the implications of the Government's reform agenda on justice and home affairs related policies in line with the Association Agreement with EU;
- Provide guidance and support for planning and implementation of sectorial components of Moldova's Association Agenda;
- Facilitate the transfer of knowledge and best practices and contribute to the capacity of the Ministry of Internal Affairs to access funds for implementation of the Association Agenda and other policy documents;





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- Provide strategic advice and expertise to the Ministry of Internal Affairs on Police service reform implementation, adjusting the institutional and legislative frameworks in line with the EU standards and principles;
- Acquaint the beneficiary with different policy options and provide with examples of EU best practices in the area;
- Strengthen the institutional capacities of the beneficiary institution to design, manage and monitor sector policies;
- Support the beneficiary to design and apply risk management principles and tools;
- Assist the national authorities during the policy consultation processes;
- Advise on the development of formal mechanisms to ensure that feedback from policy implementation is duly taken into consideration during the design phase of future policies;
- Advise and assist the beneficiary to apply to relevant EU and other donors funding instruments and opportunities;
- Liaise with other projects, programmes, instruments in area of responsibility to ensure synergy, to promote effective downstream implementation of the policies and to avoid overlap and duplication, where appropriate and when requested by the beneficiary;
- Draft reports for assessing particular capacity needs, propose recommendations for capacity development responses, and advise on design of monitoring and evaluation tools;
- Assist the beneficiary to prepare an exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed;
- Support the national authorities to network with EU institutions through the EU Delegation to Moldova;
- Provide relevant advice to the European Union Delegation whenever requested in the areas of expert's responsibility;
- Respect and promote EU visibility at all times.

The above responsibilities will be carried out through but not limited to: development of strategy documents, policy papers, advisory notes, methodologies, draft fiches and other relevant documentation as well as provision of technical on-the-job advice, support to networking to the institutions responsible for Government policies in justice and home affairs area.

Deliverable/milestone	Indicative timeframe
1. Inception period: draft and submit the Individual Action Plan for approval	April 2014
2. Exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed	April 2014
3. Planning and implementation of sectorial components of Moldova's Association Agenda	May 2014
4. Examples of EU best practice	July 2014
5. Strategic advice and expertise to the Ministry of Internal Affairs on Police service reform implementation	August 2014
6. Stakeholders' awareness of the policy implications of the Government's reform	April 2014 - onward





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agenda and the Association Agreement implementation processes	
7. Reports for assessing particular capacity needs	April 2014 - onward
8. Submission of progress activity reports	Monthly

The advisor is required to have a substantial minimum presence in Moldova according to the budget allocated and operate according to the Mission's Code of Conduct, which constitutes an integral part of the contract, and prioritised work plan. The work plan will be agreed with their counterparts, the EU Delegation to Moldova, the State Chancellery, UNDP Moldova and the project manager.

### Qualifications and skills:

- A Masters' Degree in Law, Public Administration, Economics, or similar or equivalent of professional experience relevant to the assignment. A bachelor degree in the same areas combined with 17 years of experience professional experience relevant to the area of required expertise will serve in lieu of a Master's Degree.
- Excellent communication skills
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- A working knowledge of the Romanian or the Russian language would be an advantage

### General professional experience:

- Preferably 15 years of professional experience

### Specific professional experience:

- At least 10 years professional experience linked to the provision of high level policy advice in the required area of expertise; preference to 15 years of such experience will be given.
- At least 10 years of proven work experience in similar positions of advisory work for and/or implementation of reforms (legal, police and public administration), in providing advice to policy makers on related reforms issues, and/or in capacity building in EU Member States, current or former EU Candidate States/EaP countries would be an asset;
- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries;
- A comprehensive knowledge of the EU *acquis* and policies in justice and home affairs area;
- Previous work experience in Moldova would be an advantage;

### **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;





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3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

