



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 National Anticorruption Center

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract (International Consultancy)

Duration of the Contract: 3 March 2014-30 June 2015

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

Description of Responsibilities:

The Adviser will provide policy advice to the **National Anticorruption Center (NAC)** in order to enhance their ability to design and implement their Europe integration related reform agenda.

The Adviser will report primarily to the NAC Director, 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 and the Association Agreement implementation processes related to the corruption prevention and combating, as well as prevention and combating of money laundering;
- Acquaint the national authorities with different policy options on corruption prevention and combating, as well as prevention and combating of money laundering;
- Provide the beneficiaries with examples of EU best practice in corruption prevention and combating, as well as prevention and combating of money laundering;
- Assist in the identification of policy and legislative priorities in the above mentioned area;
- Assist the beneficiary in identification and drafting of policy papers, including strategies and action plans in the above mentioned areas;
- Assist the national authorities during the policy consultation processes towards the assignment's objective;
- Strengthen the institutional capacities of the beneficiary institution to design, manage and monitor policies in its mandate;





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

- Advise on efficient utilization of appropriate judiciary and administrative systems to support the NAC core functions;
- Provide inputs and advice on NAC institutional building;
- Support the beneficiary to design and apply risk management principles and tools;
- Assist NAC in building capacities to negotiate and attract EU and other donors assistance for NAC institutional, functional and operational capacities' building;
- Liaise with other projects / programmes / instruments in corruption prevention and combating, as well as prevention and combating of money laundering 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;
- 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 in the his areas of responsibilities;
- Support the beneficiary to network with EU institutions through the EU Delegation to Moldova;
- Provide sectorial advice and report to the EU Delegation whenever requested in corruption prevention and combating, as well as prevention and combating of money laundering;
- Assist the beneficiary to prepare an exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed;
- Advise and assist the beneficiary to apply to relevant EU and other donors funding instruments and opportunities;
- 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 of the institutions responsible for Government policies in corruption prevention and combating, as well as prevention and combating of money laundering.

Deliverables, activities, and milestones shall follow this tentative schedule:

| 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. Utilization of appropriate judiciary and administrative systems to support the NAC core functions | June 2014 |
| 4. Advice on NAC institutional building | July 2014 |
| 5. Stakeholders' awareness of the policy implications of the Government's reform agenda and the AA negotiation and implementation processes | April 2014 - onward |
| 6. Building capacities to negotiate and attract EU and other donors assistance | April 2014 - onward |
| 7. Support the beneficiary to design and | April 2014 - onward |





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

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| apply risk management principles and tools | |
| 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 a 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 Policy and Management, or relevant discipline 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 of professional experience linked to the provision of high level policy advice in corruption prevention and combating, as well as prevention and combating of money laundering. Preference to 15 years of such experience will be given
- At least 10 years of proven work experience in corruption prevention and combating, as well as prevention and combating of money laundering 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 corruption prevention and combating, as well as prevention and combating of money laundering
- 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;





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

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

