



## 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 General Prosecutor's Office of the Republic of Moldova**

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

**Type of Contract: Individual Contract (International Consultancy)**

**Duration of the Contract: 4 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 General Prosecutor's Office on developing and implementing reform of the Prosecutor's Service, institutional and self-administration capacity building, ensuring the integrity and transparency of the institution, in order to enhance their ability to design and implement their Europe integration related reform agenda.

The Adviser will report primarily to the General Prosecutor of the Republic of Moldova, 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 EUHPAM Advisors.

#### Key Responsibilities:

- Raise stakeholders' awareness of the policy implications of the Government's reform agenda and the Association Agreement implementation processes in particular on implementation of the reform of the Prosecutor's Service and criminal procedure bodies; strengthening institutional and IT capacities thereof, the capacity of self-administration bodies; ensuring the transparency in Prosecutor's Service activity; personal data protection; ensuring the effectiveness of prosecution in fighting corruption, preventing and combating trafficking in human beings, torture prevention and combating;
- Acquaint national authorities with different policy options in the area of specialization of prosecutors; institutional building thereof; identification, implementation and participation in Projects to attract donors; as well as the area of management and leadership;





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- Provide the beneficiaries with examples of EU best practice in combating cross-border organized crime, corruption, cybercrime, financial, environmental crimes etc.;
- Assist in the identification of policy and legislative priorities to ensure institutional and functional independence of the Prosecutor's service, the efficiency and simplification of criminal proceeding;
- Support the national authorities to draft policy papers, including strategies and action plans for implementing the policies in international legal cooperation, combating corruption, organized crime, torture;
- Assist the national authorities during the policy consultation process;
- Strengthen the institutional capacities of the beneficiary institution to design, manage and monitor policy;
- Support the beneficiary to design and apply risk management principles and tools;
- Liaise with other projects / programmes / instruments in justice sector reform and criminal procedure area 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;
- Support the national authorities to network with EU institutions through the EU Delegation to Moldova;
- Provide sectorial advice and report to the EU Delegation whenever requested in the areas of responsibility;
- 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 to the institutions responsible for Government policies in developing and implementing reform of the Prosecutor's Service, institutional and self-administration capacity building, ensuring the integrity and transparency of the institution.

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

<b>Deliverable/milestone</b>	<b>Indicative timeframe</b>
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. Identification of policy and legislative priorities	June 2014
4. Examples of EU best practice	July 2014
5. Design and apply risk management	August 2014





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principles and tools	
6. Stakeholders' awareness of the policy implications of the Government's reform agenda and the Association Agreement implementation processes	April 2014 - onward
7. Draft policy papers, including strategies and action plans for implementing the policies	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 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 Master's Degree in Law or a 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 implementation of reforms (Prosecution, Justice or similar), in providing advice to policy makers on related reforms issues. Preference to 15 years of such experience will be given.
- At least 10 years of proven work experience in the prosecutor's bodies 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 law enforcement and justice, particularly the prosecutor's service
- 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:





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1. Proposal: explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

