



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 Director of Bureau for Migration and Asylum (Ministry 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 to the Director of Bureau for Migration and Asylum will provide policy advice on a number of complex migration-related areas including promoting well-managed legal migration and mobility; fighting irregular migration; facilitating the return, readmission and reintegration of migrants; protecting migrants against exploitation and exclusion; promoting asylum and protection of the stateless persons; promoting the integration of all categories of foreigners and their social inclusion; strengthening the capacities to design and implement European integration related reform agenda.

The Adviser will report primarily to the Director of Bureau for Migration and Asylum (of the Ministry of Internal Affairs), with a reporting line to the EU Delegation to Moldova, UNDP Moldova and the project manager. The Adviser will work closely with the other members of the team of EUHLPAM Advisors, especially the Adviser to the Minister of Internal Affairs.

Key Responsibilities:

- Raise stakeholders' awareness of the implications of the Government's reform agenda on migration policies in line with the Association Agreement with EU;
- Acquaint the beneficiary with different policy options and EU best practices on a wide-array of migration-linked areas, in particular in the area of fight against irregular migration and inland detection - including the newly established regional offices; registration of migrants - including the regional one-stop-shop offices; integration of foreigners and refugees; detention and





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

reception conditions; support to the development of the one-stop-shop offices at central and regional level; support reduction of statelessness and policy development in the area of naturalization; promotion of human rights of migrants; return and re-integration of migrants, in close cooperation with national key stakeholders;

- Assist the beneficiary in identification and drafting of policy papers, including strategies and action plans in the above mentioned areas;
- Draft reports for assessing particular capacity needs, propose recommendations for capacity development responses, and advise on design of monitoring and evaluation tools;
- Provide advice and support to the implementation of the migration and asylum actions of the EU-Republic of Moldova Association Agenda;
- Provide advice and support for the consolidation of the achievements of the EU-MD Visa Liberalisation Dialogue, in particular through strategic advice, capacity building activities and support to the migration-related component of the Budget Support for the Government on implementation of EU VLAP;
- Support the development of regional offices on fighting against irregular migration and migration registration points and support policy development in this area with other key partners (in particular Border Police Department, General Police Inspectorate, Office for Reintegration, MTIC etc.)
- Support the development of efficient public information strategies and tools to make the phenomenon of migration and the rights and obligation of all categories of migrants better known to the general population and civil society and to ensure that migrants are aware of their rights and procedures applicable to them and transparency is increased;
- Support the development of efficient systems of monitoring and analysis of migration trend and flows - including in relations to the new registration offices for foreigners arriving through eastern border of Republic of Moldova;
- Support the update process of the Extended Migration Profile Report, in particular through advice on data collection and analysis;
- Provide input and advice on institutional building and the consolidation of inter-agency coordination activities in all areas of migration and citizenship, as well as coordination with main actors/donors at multilateral and bilateral levels;
- Support the gender mainstreaming policy in all areas of migration, in particular through capacity building and advice on data collection and analysis.
- Provide advice and support to the national legislative approximation process with EU *acquis* on migration and asylum and to its implementation, in particular through support to the approximation process of the Law on citizenship and Law on legal status of foreigners.
- Advise the Bureau for Migration and Asylum on enhanced cooperation possibilities in the scope of the EU-MD Mobility Partnership.
- 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; Closely liaise and co-operate with the European Union Border Assistance Mission for Moldova and Ukraine;
- 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;





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

- Advise and assist the beneficiary to apply to relevant EU and other donors funding instruments and opportunities;
- 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 with the institutions responsible for Government policies in justice and home affairs area.

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. Advice and support to the implementation of the migration and asylum actions of the EU-Republic of Moldova Association Agenda	May-June 2014
4. Reports for assessing particular capacity needs	May – June 2014
5. Input and advice on institutional building and the consolidation of inter-agency coordination	July 2014
6. Support the development of efficient systems of monitoring and analysis of migration trend and flows	August 2014
7. Stakeholders' awareness of the implications of the Government's reform agenda on migration 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 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





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

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

Professional experience:

- At least 10 years of professional experience linked to the provision of high level policy advice in areas of required 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;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

