



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.

The project is seeking to engage the services of a transport (road, maritime, railway and civil aviation) and transport infrastructure policy Adviser.

Position Title: Adviser to the Ministry of Transport and Road Infrastructure of the Republic of Moldova

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract (International 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

Description of Responsibilities:

The Adviser on transport and transport infrastructure will provide policy advice to the Ministry of Transport and Road Infrastructure of Republic of Moldova (hereinafter, Beneficiary) on its strategic, regulatory and policy making roles to ensure that the transport network and infrastructure in Moldova satisfies future demand for the public and private sectors, is environmentally sound, safe, sustainable and serves to enhance trade facilitation, in order to enhance its ability to design and implement the European integration related reform agenda.

The Adviser will report primarily to the Minister of Transport and Road Infrastructure, 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 policy implications of the Government's reform agenda and the AA implementation processes in transport sectors (road, railway, maritime and civil aviation);
- Provide advice on institutional development of the Beneficiary aimed at better implementation of respective competencies in the transport sectors;
- Acquaint the Ministry with different policy options in transport area;





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- Provide the Beneficiary with examples of EU best practice regarding transport policies and regulation;
- Assist in the identification of policy and legislative priorities in transport sectors;
- Provide advice on implementation of the EU legislation on transport;
- Support the Beneficiary to draft policy papers, together with strategies and Action Plans for implementing the policies in transport sectors;
- Assist the Beneficiary during the policy consultation process;
- Strengthen the institutional capacities of the Ministry of Transport and Road Infrastructure 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 transport 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 Beneficiary to network with EU institutions through the EU Delegation to Moldova;
- Provide sectorial advice and report to the EU Delegation whenever requested in transport area;
- Assist the Beneficiary to prepare an exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed;
- Advise the Beneficiary to prepare the formal applications/fiches/Terms of Reference for policy implementation support from other EU instruments or any on-going/planned TA project;
- 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, support in drafting legal documents 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 transport 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 on institutional development of the Beneficiary	May 2014
4. Stakeholders' awareness of the policy implications of the Government's reform agenda and the AA implementation processes	April 2014 - onward
5. Policy options in transport area	April 2014 - onward
6. EU best practice regarding transport policies and regulation	April 2014 - onward
7. Draft policy papers, together with	April 2014 - onward





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strategies and Action Plans	
8. Submission of progress activity reports	Monthly
9. Final report	End of assignment

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 beneficiary, the EU Delegation to Moldova, the State Chancellery, UNDP Moldova and the project manager.

Qualifications and skills:

- A Masters' Degree in Public Administration 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 Romanian or Russian 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 transport area in EU Member States, current or former EU Candidates States;
- At least 12 years of proven relevant professional experience, preferably for a national or international public institution of an EU Member State or a current or former EU Candidate State. Preference to 15 years of such experience will be given;
- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries;
- A comprehensive knowledge of the EU *acquis* and policies in transport area;
- Experience in legal drafting would be an advantage;
- Good knowledge of local transport structure and network would be an advantage;
- 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.

