



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

Terms of References for the Mission Advisers

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 Ministry of Agriculture and Food Industry of the Republic of Moldova

Duty Station: Chisinau, Republic of Moldova

Type of Contract: International SSA contract (consultancy)

Duration of the Contract: 10 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 Ministry of Agriculture and Food Industry (MAFI), in order to enhance their ability to design and implement their Europe integration related reform agenda.

The Adviser will report primarily to the Minister of Agriculture and Food Industry, 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 include:

- Raise stakeholders' awareness of the policy implications of the Government's reform agenda and the AA negotiation and implementation processes on Agriculture and Rural Development Chapter of the Association Agreement, including the Deep and Comprehensive Free Trade Area;
- Inform MAFI with different policy options in agriculture and rural development national policies in line with EU policies;
- Provide the beneficiaries with examples of EU best practices in agriculture and rural development area;
- Assist in the identification of policy and legislative priorities agriculture and rural development area;
- Support the national authorities to draft policy papers, together with strategies and Action Plans for implementing the policies in agriculture and rural development, including sub-sectoral/product policy;
- Assist the national authorities during the policy consultation process;
- Support in the prioritisation and harmonisation of agri-food legislation;
- Provide advice on the development of the legal framework, functioning and financing of market infrastructure



- Advise on and liaise with other projects / programmes / instruments in agriculture and rural development 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 agriculture and rural development 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 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 agriculture and rural development.

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. Identification of policy and legislative priorities	June 2014
4. Prioritisation and harmonisation of agri-food legislation	July 2014
5. Stakeholders' awareness of the policy implications	April 2014 - onward
6. Examples of EU best practices in agriculture and rural development area	April 2014 - onward
7. Advice on the development of the legal framework	April 2014 - onward
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 available 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.



Requested Profile:**Qualification and skills**

- Master Degree in Agriculture, Agronomy, Public Administration, Economics, or relevant discipline or equivalent of professional experience relevant to the assignment. A bachelor degree in the same areas combined with 17 years of professional experience relevant to the assignment is considered as equivalent;
- 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 in agriculture and rural development

Specific professional experience

- At least 10 years of professional experience linked to the provision of high level policy advice in agriculture and rural development
- At least 10 years of proven work experience in the area of agriculture and rural development in EU Member States, current or former EU Candidate Countries
- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries
- A comprehensive knowledge of the EU *acquis* and policies in agriculture and rural development area and related approximation processes
- Broad experience of setting up and operationalization of implementation bodies in agriculture and rural development
- Experience in implementation of bilateral trade and cooperation agreements with the European Union, in particular the Association Agreement and DCFTA is an asset
- 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.

