



## 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 Customs Service of the Republic of Moldova**

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

**Type of Contract: Individual Contract (International 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 Moldova**

#### Description of Responsibilities:

The Adviser on Customs issues will provide policy advice to the Customs Service of the Republic of Moldova on building stable and comprehensive customs control procedures at the border and inland that will ensure proper and uniform application of national and international customs-related legislation, as well as its harmonisation to the EU customs legislation, in order to enhance their ability to design and implement their Europe integration related reform agenda.

The Adviser will report primarily to the Director General of the Customs Service 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 EUHLPAM Advisors.

#### Key Responsibilities:

- Raise stakeholders' awareness of the policy implications of the Government's reform agenda and the AA negotiation and implementation processes in customs area, including the Deep and Comprehensive Free Trade Area (DCFTA) between the Republic of Moldova and the European Union, particularly in aligning the legal framework and institutional capacities of the Customs Service with those of the EU;
- Acquaint the national authorities with different policy options for the implementation of the New Computerised Transit System (NCTS);
- Provide the beneficiaries with examples of EU best practice in introducing the Single Window and Authorised Economic Operator (AEO) Concepts;





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- Assist in the identification of policy and legislative priorities in implementation of the Strategic Framework in customs co-operation between EU and Moldova;
- Support the national authorities to draft policy papers, together with strategies and Action Plans for implementing the policies in the field of customs;
- 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 facilitating trade 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 including in facilitation of legitimate trade as a means of achieving a balanced approach to security measures;
- Facilitate dialogue between Moldovan Customs Service and customs authorities of the EU member states, including administrative and technical assistance, by promoting cooperation through bilateral agreements;
- 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 customs and trade related fields.

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. policies aimed at diversifying energy market, ensuring access to different energy suppliers, promote renewable energy sources and energy efficiency	June 2014
4. assistance to the development of strategies for investments in the field of energy	July 2014





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5. stakeholders' awareness of the policy implications of the Government's reform agenda and the AA negotiation and implementation processes	April 2014 - onward
6. management of international negotiations and relationships related to the energy sector	April 2014 - onward
7. strategic advisory support to the Office of the Prime Minister to undertake its strategic, regulatory and policy making roles related to energy policy formulation and implementation	April 2014 - onward
8. Submission of progress activity reports	Monthly

The advisor is required to have a substantial minimum presence in Moldova according to available budget 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, Finance, 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

### Specific professional experience:

- At least 10 years of professional experience linked to the provision of high level policy advice in the field of Customs. Preference to 15 years of such experience will be given.
- At least 10 years proven work experience in Customs in EU member states, current or former EU Candidate States/EaP 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 the Customs area
- Previous work experience in Moldova would be an advantage





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### **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.

