



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 Ministry of Economy of the Republic of Moldova

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract (International Consultancy)

Duration of the Contract: 17 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 Economy on economy and trade. The Adviser will review relevant strategic policy documents, provide policy recommendation and guidance to the Ministry's leadership on the implementation of the EU-Moldova Association Agreement and the related Deep and Comprehensive Free Trade Agreement (DCFTA) with the EU, as well as on policies and strategies aimed at capturing the opportunities opened by the DCFTA, including the Competitiveness Roadmap, the Strategy for reform of the regulatory framework of entrepreneur activity (2013-2020) and the Strategy of development of small and medium enterprises (2012-2020), 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 Economy, 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 related to the DCFTA and the economy-related provisions of the Association Agreement focusing especially on assisting the Ministry of Economy in (a) designing, overseeing and adjusting the necessary policies and sequencing the necessary actions into an action plan, (b) overseeing and, where appropriate, coordinating the implementation





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actions taken by line ministries and other agencies, and (c) directing the work of any EU-funded (or donor-funded) technical assistance providers in the above field;

- Provide policy advice and guidance to the Ministry's leadership the implementation of the Competitiveness Roadmap, focussing especially on assisting the Ministry of Economy in (a) sequencing, monitoring and adjusting the necessary implementing actions, (b) coordinating the implementation efforts taken by line ministries and other agencies, and (c) assisting the Ministry in its cooperation and contacts with the future competitiveness council, as well as with Moldova's development partners and with private sector and civil society representatives, on the efforts to improve the competitiveness of Moldova's economy;
- Acquaint the national authorities with different policy options in export diversification / elimination of technical barriers on third markets; development of market economy;
- Provide the beneficiaries with examples of EU best practice in above mentioned areas;
- Assist in the identification of policy and legislative priorities in above mentioned areas;
- Support the national authorities to draft policy papers, together with strategies and Action Plans for implementing the policies mentioned above;
- 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 the area, especially with the Comprehensive Institution Building Programme efforts, 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;
- Analyze constraints in the business climate in Moldova, in consultation with relevant business organizations, and advise the national authorities on measures and policies to remove constraints in the business climate;
- Provide relevant policy advice and contributions to the national authorities for economic and sectoral policy dialogue between the EU and Moldova;
- Advise the national authorities on measures and policies to strengthen transparency in economic policy making and implementation, with special relevance to the privatization program;
- Advise the national authorities on measures and policies to promote and encourage economic integration and interaction of Transnistria with the rest of Moldova, including by developing options for a viable mechanism for applying DCFTA to Transnistria;
- Provide input, at the request of EU Delegation, to the annual ENP Progress Report;
- 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;
- Assist the beneficiary to prepare an exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed, including by training and building up local capacity;
- 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.





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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 economy and trade 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. Analyse constraints in the business climate in Moldova	June 2014
4. Measures and policies to strengthen transparency in economic policy making and implementation	July 2014
5. Policy advice and guidance to the Ministry's leadership the implementation of the Competitiveness Roadmap	August 2014
6. Measures and policies to promote and encourage economic integration and interaction of Transnistria with the rest of Moldova	April 2014 - onward
7. Stakeholders' awareness of the policy implications	April 2014 - onward
8. Examples of EU best practice	April 2014 - onward
9. Submission of progress activity reports	Monthly
10. 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.

Qualifications and skills:

- A Masters' Degree in Economics, Trade and Management, or similar or equivalent professional experience relevant to the assignment. A Bachelor degree combined with 17 years of professional experience relevant to the assignment is considered equivalent
- Excellent communication skills
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English





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- 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 on trade and economic policies. Preference to 15 years of such experience will be given.
- At least 10 years proven work experience in legal, economic, public policy and management areas 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 market economy and trade
- 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.

