



TERMS OF REFERENCE

International Consultant on official control of quality and safety of water

Job title:	International Consultant
Duty station:	Chisinau, Moldova
Reference to the project:	Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration
Contract type:	Individual Contract (IC)
Expected workload:	Up to 30 working days
Starting date:	March 2014

BACKGROUND:

Relations between the Republic of Moldova (RM) and the European Union (EU) formally started with the signing of the Partnership and Cooperation Agreement (PCA) in 1994 that entered into force in 1998. The PCA established the basic principles of cooperation between RM and EU and was designed for a 10 year period.

The Partnership and Cooperation Agreement will soon be replaced by an Association Agreement which includes a Deep and Comprehensive Free Trade Area (DCFTA). The documents provide for political association and economic integration and have been initialed in Vilnius in November 2013.

For the Republic of Moldova the AA represents a reform agenda which is based on a comprehensive program of legal harmonization with EU norms.

Exceeding the classical arrangements of free trade, DCFTA provides not only a mutual opening of markets for most goods and services but requires a gradual rapprochement of norms and standards such as quality standards and rules, sanitary rules, intellectual property rights, trade facilitation, public procurement and competition, energy trade and other.

Except for European Economic Area and EU candidate states, never before has the EU opened its internal market to such an extent to a third country. This reality is possible due to the commitment of the Republic of Moldova to take over the *acquis communautaire*.

In exchange to effective implementation of EU legislation Moldova will gradually become part of the EU internal market.

A deeper economic integration through DCFTA will boost the country's economic growth, will create business opportunities and promote real economic modernization and integration into the EU. The direct result of establishing free trade area with EU is that citizens will benefit from higher quality and safer goods and services while manufacturers will be supported to access international markets.

UNDP and its international partners are committed to assist Moldova, through technical and financial assistance, in promoting costly legal and institutional reforms that DCFTA entails.

The Project “Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration (MFAEI)” aims at strengthening the institutional capacity of the MFAEI as lead institution in the AA negotiation process. In the same context, the Project seeks to contribute to developing EU integration capacities of key line ministries through aligning relevant policies, administrative and institutional arrangements, legislation, procedures and best practices to EU standards and requirements.

Objective

The Project will contract an International Consultant to consult and raise capacity of both the Ministry of Agriculture and Food Industry (MAFI) and the National Agency for Food Safety (ANSA) in upgrading and EU approximating national legislation, institutional arrangements, procedures and best practices in the area of official control of quality and safety of water used in food industry and water intended for human consumption.

This objective should be met through the following activities and through the following deliverables:

Key activities:

- Assess and report on current legislation, institutional arrangements, national procedures and documentation in the area of official control of quality and safety of water used in food industry and water intended for human consumption.
- Develop, jointly with beneficiaries, a mission action plan for remedying gaps and lacks.
- Support MAFI in drafting legislation/legislative amendments (including regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis).
- Support ANSA in drafting a package of operational documentation for implementing official control of compliance with EU requirements and EU best practices in control of quality and safety of water used in food industry and water intended for human consumption.
- Consult feed production business operators and support ANSA in preparing guidelines in line with EU best practice (e.g. European Feed Manufacturers' Guide – EFMC)
- Present the final mission report during a workshop with beneficiaries.

Deliverables

- Report on current legislation, institutional arrangements, national procedures and documentation in the area of official control of compliance with EU requirements in official control of quality and safety of water used in food industry and water intended for human consumption.
- Mission action plan
- Draft legislation/legislative amendments (including regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis)
- Package of operational documentation for implementing official control of compliance with EU requirements in official control of quality and safety of water used in food industry and water intended for human consumption.
- Consultation meetings with the feed production business operators and guidelines in line with EU best practice (e.g. European Feed Manufacturers' Guide – EFMC)
- Workshop with beneficiaries including presentation of final mission report.

Result

MAFI and ANSA capable of defining and implementing an official control of quality and safety of water used in food industry and intended for human consumption that meets EU requirements.

Resources

Up to 30 working days (with a minimum of 20 days in Moldova) are envisaged under this assignment with maximum two travel missions.

Mission Schedule:

The mission shall be undertaken in the period March - April 2014 with detailed timetable to be agreed with the Beneficiaries.

The 30 working days allocated for this task should be used approximately as follows:

Deliverable/milestone	Indicative timeframe
Report on current legislation, institutional arrangements, national procedures and documentation in the area of official control of quality and safety of water used in food industry and water intended for human consumption	3 days,
Mission action plan	1 day
Draft legislation / legislative amendments (including regulating institutional arrangements) and supporting documentation (e.g. legislative impact analysis)	11 days
Package of operational documentation for implementing official control of compliance with EU requirements in official control of quality and safety of water used in food industry and water intended for human consumption	10 days
Consultation meeting with the feed production business operators and drafting guidelines in line with EU best practice (e.g. European Feed Manufacturers' Guide – EFMC)	3 days
Workshop with both beneficiaries including presentation of final mission report.	1 day
Reporting	1 day
Total	30

All deliverables should be agreed with the UNDP and MAFI, and be provided in English, in hard and electronic copy. Payments shall be made upon certification of deliverables by UNDP representative.

Institutional arrangements:

The International Consultant will work in close collaboration with the UNDP, MAFI and ANSA – for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative aspects.

The International Consultant will be located in the premises of the Ministry / Agency and will work closely with the Ministry / Agency staff. The Ministry / Agency will provide the Consultant working space, access to Internet, printer and telephone line.

Qualifications Required:

Academic Qualification

- Relevant Bachelor degree. Relevant Master's Degree or PhD would be an asset.

Experience

- Minimum 5 years of work experience in the area of EU compliant systems of official control of quality and safety of water.
- Experience in transposing EU requirements in the area of official control of quality and safety of water.
- Specific experience in implementing official control systems and/or producing guidelines in the quality and safety of water sector in a EU member state would be an advantage;
- Knowledge of and experience in assisting government institutions within projects funded by international organizations in the region of Central and Eastern Europe (experience in countries with economies in transition would be an asset)

Competencies

- Strong interpersonal skills
- Communication and diplomatic skills
- Ability to work in a team
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

Language requirements

- Fluency in written and spoken English. Knowledge of Romanian or Russian would be an asset.

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 specifying a total lump sum amount;
3. Personal CV including past experience in similar projects and **at least 3 references.**