



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 Head of the General Police Inspectorate (Ministry of Internal Affairs)

Duty Station: Chisinau, Republic of Moldova

Type of Contract: International IC contract (consultancy)

Duration of the Contract: 15 July 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 will provide policy advice to the Head of the General Police Inspectorate of the Ministry of Internal Affairs on complex police-related areas, implementation of Police reform, support consolidation of qualitative police services, including by promoting modern analytical and operational tools and solutions in the field of combating organized and cross-border crime, trafficking in human being, economic crime, cyber crime, property crime, operational mechanism for coordination and policy development of national and international detection and prevention of crime, special investigation measures, community policies, human resources management, monitoring and evaluation tools, external communication, project management, implementing Intelligence-led policing (ILP), drafting recommendation for capacity development response, the concept of Crime Prevention and implementation of Moldova's Association Agenda with EU.

The Adviser will report primarily to the Head of the General Police Inspectorate of the Ministry of Internal



United Nations Development Programme
is the implementing partner





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Affairs, 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, especially with the Advisor to the Ministry of Internal Affairs.

Key Responsibilities:

Raise stakeholders' awareness of the implications of the Government's reform agenda on justice and home affairs related policies in line with the Association Agreement with EU;

- Provide guidance and support for planning, implementation and monitoring of the Moldovan Police activity;
- Acquaint the beneficiary with different policy options and EU best practices on a wide-array of combating organized and cross-border crime areas, in particular trafficking in human being, fighting economic crime, cyber crime, property crime, operational mechanism for coordination and policy development of national and international detection and prevention of crime, special investigation measures;
- Acquaint the beneficiary with different policy options and EU best practices in the field of public order, with regard to prevention, maintenance and restoration;
- Facilitate the transfer of knowledge and best practices and contribute to the capacity of the General Police Inspectorate of the Ministry of Internal Affairs to access funds for implementation of the Association Agreement and Agenda and other policy documents;
- Provide strategic advice and expertise to the General Police Inspectorate of the Ministry of Internal Affairs on implementation of the Police reform, including at regional and local level;
- Support and advise in adjusting the institutional and legislative frameworks in line with the EU standards and principles;
- Provide advice and support to the implementation of the EU-RM Association Agreement and Agenda provisions and conditionalities concerning the Police mission;
- Assist the beneficiary in the identification and drafting of policy papers, including strategies and action plans in Police related issues, targeting compliance with anti-corruption, non-discriminatory, human rights and freedoms, and gender policies;
- Draft reports for assessing particular capacity needs, propose recommendations for capacity development responses, and advise on design of monitoring and evaluation tools;
- Support the beneficiary to design and apply risk management principles and tools;
- Assist the national authorities during the policy consultation processes;
- Advise on the development of efficient public communication strategies and tools to make the Police institution and its activity better known to the society, with a view to increase the public trust into the Police and the overall image of the institution;
- Assist in the development of the cooperation platform between the General Police Inspectorate and other law enforcement bodies;



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- Advise and assist the beneficiary to apply to relevant EU and other donors funding instruments and opportunities;
- Provide support and advise in the promotion and implementation of the Community Policing Concept and the Crime Prevention Strategy;
- Provide assistance and support in increasing the capacities and develop tools related to operational management and human resources management, including the initial and continuous professional training;
- Support and advise the beneficiary in the implementation of the Intelligence-led policing (ILP) concept;
- Liaise with other projects, programmes, instruments in area of responsibility to ensure synergy, to promote effective downstream implementation of the policies and to avoid overlapping and duplication, where appropriate and when requested by the beneficiary;
- Assist the beneficiary to prepare an exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed;
- Support the national authorities to network with EU institutions through the EU Delegation to Moldova;
- Provide relevant advice to the European Union Delegation whenever requested in the areas of expert's responsibility;
- 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 justice and home affairs area.

The preliminary enclosed table is to be used for general guidance:

Deliverables/milestones	Indicative timeframe
1. Inception period: draft and submit the Individual Action Plan for approval	August 2014
2.Exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed	September 2014
3.Planning and implementation of sectorial components of Moldova's Association Agenda	Throughout the assignment
4. Examples of EU best practice	Throughout the assignment





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5. Strategic advice and expertise to the Ministry of Internal Affairs on Police service reform implementation	July 2014 – June 2015
6. Stakeholders' awareness of the policy implications of the Government's reform	July 2014 – June 2015
7. Reports for assessing particular capacity needs	September 2014
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 prioritized work plan. The work plan will be agreed with their counterparts, the EU Delegation to Moldova, the Ministry of Foreign Affairs and European Integration, UNDP Moldova and the project manager.

Qualifications and skills:

- A Masters' Degree (Law, Public Administration, or similar) or a Bachelor Degree in the same areas combined with 15 years of professional experience linked to the areas of required expertise;
- Excellent communication skills
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- A working knowledge of the Romanian and/or Russian language would be an advantage
- Relevant international experience in the field (international missions or organizations)

General professional experience:

- Preferably 20 years of professional experience

Specific professional experience:

- At least 10 years of professional experience linked to the area of required expertise within Police; preference to 15 years of such experience will be given;
- At least 10 years of proven work experience in similar positions of advisory work for and/or implementation of reforms (legal and police authority) and/or different management positions, in providing advice to policy makers on related reforms issues, and/or in capacity building in current or former EU Candidate States/EaP countries;
- Previous working experience in a high ranking position (e.g. Chief, deputy Chief) in National Police forces is an advantage;
- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP



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- countries;
- A comprehensive knowledge of the EU *acquis* and policies in justice and home affairs area;
- Previous work experience in Moldova or with Moldovan Police 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**.