



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

Terms of Reference

Short term local expert

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.

The project is seeking to engage the services of a short term local expert on agriculture and food safety.

Position Title: Local Expert on Agriculture and Food Safety

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract

Duration of the Contract: 4 August 2014 – 30 June 2015 (up to 70 working days)

Reporting to: EUHLPAs to Ministry of Agriculture and Food Industry and the National Food Safety Agency, with a reporting line to EUHLPAM project manager

Description of Responsibilities:

The local expert on agriculture and food safety will deliver/provide/support in the design and implementation procedures for the Polish tied aid Programme for agriculture, revision of the support measures in field of agriculture in line with the newly adopted Agriculture and Rural Development Strategy and, budgeting and cost estimations for official controls in food safety performed by the National Food Safety Agency (ANSA).

The local expert will report primarily to the High Level Adviser to the Ministry of Agriculture, the High Level Adviser to the National Food Safety Agency and the EUHLPAM project manager.

Key Responsibilities:

- Assist MAFI in design and formulation of the primary documentation for launching the Polish tied aid Programme;
- Assist MAFI in drafting the Project Implementation Manual (PIM) for the Polish tied aid Programme;
- Assist the EUHLPAM High Level Adviser to National Food Safety Agency (ANSA) in preparation of budget estimations for official controls performed by ANSA;





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

- Assist the EUHLPAM High Level Adviser to MAFI in formulation of the support measures in agriculture in line with the new Agriculture and Rural Development Strategy;
- Perform other tasks as assigned by the EUHLPAs and the project manager .

The above responsibilities will be carried out through but not limited to: *(e.g. development of strategy documents, policy papers, notes, methodologies, draft fiches and other relevant documentation as well as provision of technical on-the-job advice and support)*.

Deliverables, activities, and milestones shall follow this tentative schedule:

Deliverable/milestone	Indicative timeframe
1. Drafting the implementation scheme and Government Decision for the Polish tied aid Programme;	10 working days
2. Elaboration of Project Implementation Manual (PIM) for Polish tied aid Programme;	20 working days
3. Budget estimations for official controls in food safety implemented by ANSA;	30 working days
4. Revision of policy support measures in agriculture in line with the new Agriculture and Rural Development Strategy and upcoming EU funded ENPARD Programme;	10 working days

The local expert is required to operate according to the Mission's Code of Conduct, which constitutes an integral part of the contract, and a prioritised work plan agreed with the advisers to the MAFI and ANSA and the project *manager*.

Qualifications and skills

I. Academic Qualifications:

- A Masters' Degree in Agriculture, Economics or similar, or equivalent. A Bachelor's Degree in the same areas combined with 10 years of experience in the sector will serve in lieu of a Master's Degree.

II. Years of experience:

- Preferably 10 years of professional experience
- At least 5 years of professional experience linked to the provision of policy advice in the areas relevant to the assignment.
- At least 5 years of proven experience of working with the public administration in Moldova

III. Competencies:



European Union



United Nations Development Programme
is the implementing partner



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

- Excellent communication skills;
- Extensive experience in policy and project formulation in the field of agriculture;
- Extensive experience in programming, elaboration of project implementation manuals and budgeting for large scale projects and programmes;
- Good knowledge of the agricultural and food safety sector in Moldova;
- Computer literacy;
- Fluency in written and spoken English;
- Fluency in Romanian and Russian languages;
- Proven knowledge of EU external assistance programmes and policies targeted at EaP countries.

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 and providing a brief methodology on how they will approach and conduct the work;
2. Financial proposal;
3. Personal CV including past experience in similar assignments, the duly filled Personal History Form (P11) and at least 3 names for a reference check.



European Union



United Nations Development Programme
is the implementing partner