



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 mapping enterprise support instruments in Moldova.

Position Title: Local expert to the Ministry of Economy

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract

Duration of the Contract: August – October 2014 (up to 40 work days)

Reporting to: EUHLPAM to the Ministry of Economy and EUHLPAM Project Manager

Description of Responsibilities:

The local expert on enterprise support mechanisms will deliver/provide/support on mapping existing and planned support instruments aiming at providing support to enterprises of Moldova.

The local expert will report primarily to the High Level Adviser to the Ministry of Economy and the EUHLPAM project manager.

Key Responsibilities:

- Developing a universally applicable template (electronic form) of enterprise support mechanisms, covering:
 - key available types of support mechanisms (direct grants and subsidies, financial instruments (loans, guarantees) and mixed instruments, services (e.g. training, consultation, space))
 - stages in entrepreneurship development (pre-establishment, startup, growth, mature, internationally competitive)





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

- enterprise needs: start-up support / company development (access to finance, technology, skills) / innovation and R&D / trade facilitation, export and internationalisation
- Mapping existing and proposed (known) enterprise support mechanisms provided both by the Government of Moldova and by international development assistance (EU, World Bank, IMF, USAID, SIDA, UN etc.), according to template, providing essential information on the scale and mode of operation of the mapped mechanisms.
- Creating a compact electronic database of enterprise support mechanisms in Moldova.
- Other tasks assigned by EUHLPA and /or the project manager.

The above responsibilities will be carried out through but not limited to:

- 1) Analysis of publicly available information provided by Moldovan state agencies and development assistance providers
- 2) Previous aggregate materials produced by Moldovan state agencies and development assistance providers
- 3) Interviews with stakeholders – public officials, employees of development assistance providers, business bodies etc.
- 4) Coordination of activities with EUHLPAM Adviser to Ministry of Economy

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

Deliverable/milestone	Indicative timeframe
1. Developing template	5 days, 1 week from start
2. Information harvesting on support mechanisms and mapping	20 days, 4 weeks from start
3. Information input and sorting in database file	13 days, 6 weeks from start
4. Final report	2 days. End of assignment

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 adviser to Ministry of Economy and the project manager.

Qualifications and skills:

I. Academic Qualifications:

- A Masters' Degree in Economics, Business, public administration or other relevant area or equivalent. A Bachelor's Degree in the same areas combined with 7 years of experience in the sector will serve in lieu of a Master's Degree.

II. Years of experience:

- Preferably 7 years of professional experience



European Union



United Nations Development Programme
is the implementing partner



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

- At least 5 years of professional experience linked to the provision of policy advice and development assistance project management in areas relevant to the assignment.
- At least 5 years of proven experience of working with the public administration in Moldova.

III. Competencies:

- Proven knowledge of development assistance in the area
- Excellent communication skills
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- Fluency in Romanian and Russian languages

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.

