



## **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.

EUHLPAM beneficiaries include: the Prime Minister's Office, the Ministry of Foreign Affairs and European Integration; Ministry of Justice, Ministry of Internal Affairs, Bureau for Migration and Asylum, Prosecutor General Office, National Anti-Corruption Centre, Ministry of Agriculture and Food Industry, Ministry of Transport and Road Infrastructure, Ministry of Economy, Ministry of Education, Ministry of Environment, Customs Service, Main State Tax Inspectorate. The main tasks of advisers are to provide policy advice to project beneficiaries in order to enhance their ability to design and implement their Europe Integration related reform agenda.

The project seeks to address the research and quantitative analysis needs of the Ministry of Environment in order to strengthen their intrinsic capacity to implement their related Association Agreement commitments.

The local expert will work with the EU High Level Policy Adviser/EUHLPA deployed at the Ministry of Environment of the Republic of Moldova.

**Proposed position Title: Local Expert to the Ministry of Environment of the Republic of Moldova**

**Duty Station: Chisinau, Republic of Moldova**

**Type of Contract: Individual Contract (IC) - local**

**Duration of the Contract: August - October 2014 (up to 50 work days)**

**Reporting to: EUHLPA to the Minister of Environment, with a reporting line to EUHLPAM project manager**

#### **Description of responsibilities:**

Specifically, the local expert will work with the EU High Level Policy Adviser/EUHLPA deployed at the Ministry of Environment of the Republic of Moldova to support the development of the Draft Institutional Reform Concept. The aim of the Draft Concept is to develop options for reform and modernization of the environmental institutions in Moldova in order to effectively implement new Environmental laws and policy according to Moldova's commitments in the Association Agreement. The Concept will provide options for the separation of functions in the environment sector, including the establishment of an Environment Protection Agency (EPA) along the lines in EU Member States. The Concept will deploy tools such as financial, cost benefit and SWOT analysis in the assessment. This analysis is pivotal for the institutional reform and modernisation required to implement the environmental commitments under the Association Agreement agenda.

The Local Expert will assist the EUHLPA to the Ministry of Environment with the following,

- Background analysis of macro fiscal framework, state budget, and other sources of finance for Environment;
- Analysis of Ministry financial and investment planning, budgeting, resource allocation, and capacity for cost benefit analysis;



- Develop methodology for cost estimation for institutional reform proposals and cost benefit analysis;
- Prepare costs for each of the options for the institutional reform of the environmental institutions;
- Prepare costs and outline budget, for the establishment, on a phased basis, of a National Environmental Protection Agency.

The local expert will report primarily to the EUHLPA to the Ministry of Environment and the EUHLPAM project manager.

### Key responsibilities

- Conduct research, develop cost methodology, analyse costs, develop budgets, and perform other necessary actions in connection with the reform and modernisation of environmental institutions in Moldova to meet the requirements of the Association Agreement. The rationale for cost evaluation will be based on research, cost methodology, systematic data collection, and quantitative analysis.
- Provide any other related support upon the request of the EUHLPA and/or project management.

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

Deliverable/milestone	Indicative Timeframe
1. Background analysis of macro fiscal framework, state budget, and other sources of finance for Environment	31 <sup>th</sup> August 2014
2. Analysis of Ministry of Environment financial and investment planning, budgeting, resource allocation, capacity for cost benefit analysis	5 <sup>th</sup> September 2014
3. Methodology developed for cost estimation of reform proposals for environmental institutions	10 <sup>th</sup> September 2014
4. Costs prepared for each of the options for reform of the MoE	25 <sup>th</sup> September 2014
5. Costs and outline budgets prepared and consulted, for the establishment, on a phased basis, of a National Environmental Protection Agency	5 <sup>th</sup> October 2014

Experience and Qualifications:

Academic Qualifications:

- Master's Degree in finance, economics, public administration, management, and /or areas relevant for the assignment or equivalent. A University degree in same areas combined with 7 years of relevant professional experience is considered equivalent.

Years of Experience:

- Preferably 7 years of relevant professional experience



- At least 5 years of relevant experience in collaboration with the government sector in areas relevant to the assignment.

**Competencies:**

- Previous participation in carrying out functional, budget, cost analysis, for governmental institutions and respective paper formulation.
- Good understanding of state budgetary and strategic framework of Government institutions and the public administration reform process of the Republic of Moldova;
- Excellent analytic, drafting and research skills and eye for detail;
- Positive attitude and ability to work in a team;
- Excellent command of written and verbal English,
- Fluency in written and verbal 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. Cover letter: explaining why they are the most suitable for the work and providing evidence of work relevant to the assignment
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.