



## 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 Advice Mission (EUHLPAM) is a project financed by the European Union and implemented by UNDP Moldova. 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.

According with the Strategy for Food Safety for period 2011-2015 approved by Government Decision no 747/2011, to implement the legislation in the area of food safety the Government created the National Food Safety Agency (NFSA). NFSA is one of EUHLPAM beneficiaries benefiting from an EU High Level Policy Advisor/EUHLPAM. Article 4 of Law no 50/2013, which transposes into national legislation the EC Regulation 882/2004, establishes the necessity of internal audit in NFSA, in order to verify the efficiency and effectiveness of official controls performed.

Due to the fact that the opening of the export to European Union of poultry meat and eggs is one of NFSA priorities, in 2013 NFSA benefited from TAIEX assistance in the area of poultry and table eggs. One of recommendations of the mission performed by TAIEX experts (ref no. AGR IND/EXP 5495-1) is the implementation of internal audit in order to verify the efficiency and effectiveness of official controls performed. In July 2014 NFSA was reorganised and the department for internal audit was created in accordance with the Law 50/2013.

This project is important for strengthening the institutional capacities of the NFSA, in accordance with Law 50/2013 which transpose into national legislation the EC Regulation 882/2004, allowing to NFSA to use its own system for verification of efficiency and effectiveness of official controls implemented.

The project is seeking to engage the services of a short term local expert on developing the procedures for implementation of the internal audit system at the NFSA, in accordance with the





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requirements of art. 4 of Law no 50/2013 for the verification of efficiency and effectiveness of official controls performed by NFSA.

The activities foreseen to be performed in this project are not included in any other external assistance projects.

**Position Title:** Short Term Local Expert on developing the procedures for implementation of the internal audit system at NFSA

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

**Type of Contract:** Individual Contract

**Duration of the Contract:** 5 November 2014 - 30 January 2015 (40 working days)

**Reporting to:** EUHLPA to National Food Safety Agency and the EUHLPAM project manager

### Description of Responsibilities:

The local expert will support the development of procedures for implementation of the internal audit system, in accordance with the requirements of art. 4 of Law no 50/2013, for the verification of efficiency and effectiveness of official controls performed by NFSA

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

### Key Responsibilities:

- Preparatory phase: Carry out, in close coordination with NFSA, a comprehensive critical analysis of the existing legal framework in the area of verification of efficiency and effectiveness of official controls performed by NFSA.
- Develop the procedures for implementation of the internal audit system in accordance with the requirements of art. 4 of Law no 50/2013, for the verification of efficiency and effectiveness of official controls performed by NFSA.
- Develop the multiannual internal audit program (at least 2 years).
- Prepare and deliver training for staff involved in internal audit in order to implement the procedures prepared. Follow-up on training conclusions and report to NFSA management on next steps.
- Present final report.





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

Deliverable/milestone	Indicative timeframe
1. Inception review	3 day
2. Report on existing legal framework, practices and official statistics in the area of verification of efficiency and effectiveness of official controls performed by NFSA	5 days
3. Develop the procedures for implementation of the internal audit system in accordance with the requirements of art. 4 of Law no 50/2013	15 days
4. Develop the multiannual internal audit program (at least 2 years) and submit them to the NFSA management for approval	10 days
5. Training of the staff involved in internal audit to implement the procedures prepared	5 days
6. Prepare the final report	2 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 adviser to National Food Safety Agency and the project manager.

### Qualifications and skills:

#### I. Academic Qualifications:

- A Masters' Degree degree in agriculture, agronomy, food safety, or similar. A Bachelor's Degree in the same areas combined with 6 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
- At least 5 years of professional experience linked to the policy advice and/or capacity building in the food safety and/or public administration.
- Proven experience of working with implementation of audit procedures in the public and/or private sector.

#### III. Competencies:

- Excellent communication skills
- Proven report writing skills
- Computer literacy



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- Fluency in written and spoken English
- Fluency in Romanian language

### 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.



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