

Terms of reference

Job title:	National Consultant in Environmental Fiscal Reform Capacity Building
Duty station:	Chisinau, Moldova
Reference to the project:	Strengthening capacities to undertake Environmental Fiscal Reform to meet national and global environmental priorities
Contract type:	Individual contract
Expected workload:	35 days
Duration:	January – April 2015

I. BACKGROUND

The GEF funded “Environmental Fiscal Reform Project” (EFRP) was launched in 2011 and sets out to build capacities for implementing environmental fiscal reforms (EFR) that will produce increased national and global environmental benefits through the adoption of selected subsidies, fees, fines, taxes and other appropriate fiscal instruments.

It will initiate and pilot EFR instruments targeted to meeting Rio Convention objectives and ensure their integration within national plans and policies, especially in national taxation and decentralization process in Moldova. The reforms will focus on creating conditions, financial incentives and disincentives, and decreased opportunity costs to undertake actions that deliver environmental outcomes. The expected outcome is that EFR will be adopted as an important element of Moldova’s development policy, whereby improved economic, financial and fiscal instruments and their use would strengthen regulatory and other approaches to environmentally sound and sustainable development, with a particular emphasis of meeting obligations under the three Rio Conventions (Climate Change, Biodiversity, and Desertification). The project will also contribute to and complement a broader national decentralization reform process, including policy planning at the national level, redesigning of competencies and responsibilities of local and sub-national governments and reforming local government revenue systems.

One of the objectives of the project is the improved management and performance of the National Ecological Fund (NEF) including project cycle management, which is the main financing source in the environment sector. With the support of the project, the Ministry of Environment initiated a comprehensive reform of the National Ecological Fund, in view of ensuring the sustainability and functionality of the Fund as an effective tool for financing the implementation of environmental policies and strategic priorities in Moldova. The new draft Regulation and Operational Manual for the National Ecological Fund brings best international practices for public environmental expenditure and project cycle management.

The project strategy of focusing in parallel on strengthened capacities of the Ministry of Environment and other governmental authorities involved in the implementation of the environmental fiscal reform. This will require significantly improved skills of the public servants from central and local authorities to ensure an adequate level of understanding and cooperation for fulfilling Moldova’s national and global environmental priorities. By providing necessary training to concerned stakeholders, practitioners, and decision makers regarding the technical and policy options needed for greening and reforming environmental subsidies and charges, analysis of financing markets, and costing exercises to meet global environmental objectives, it is possible to mobilize and engage policy-makers in responding to national

and global environmental priorities through the implementation of an EFR process in Moldova. Such an EFR process thus responds to Moldova's commitments to both national and global environmental goals.

II. OBJECTIVE OF THE ASSIGNMENT AND TASKS

GEF EFRP seeks National Consultant (hereinafter Consultant) in order to provide assistance to the international in EFR Capacity Building expert in designing and delivering a capacity building programme focusing on specific areas of environmental fiscal reform. Such tools as training programs, on-going coaching and mentoring, benchmarking, desk and peer review will be used.

More specifically, the assignment will require the completion of the following tasks:

1. Provide assistance to the international consultant in developing an EFR capacity building needs assessment and capacity building programme, including:
 - Mapping of the key stakeholders of the EFR (central and local governments, NGOs, private etc.) and identify main capacity gaps in the EFR implementation.
 - Developing capacity building needs assessment of relevant institutions in EFR implementation, including on cross-sectoral aspects
 - Preparing a comprehensive capacity building plan with concrete actions, target groups, responsible parties, timelines and resources
 - Designing a capacity building package (toolkit incorporating guidelines, case studies and best practices, agenda, hand-outs, PPP, supporting materials, etc.) in the defined areas
 - Ensure the quality of translation of all deliverables into Romanian language.
2. Provide assistance in implementation capacity building activities on specific EFR areas:
 - Organize at least 3 training sessions on specified EFR areas for specified target group
 - Ensure continuous communication with the representatives of Ministry of Environment, Ministry of Finance etc, and EFR project for performing the tasks under this assignment
 - Communicate and cooperate with others international organizations and projects which support EFR implementation in order to ensure synergy and coordination
 - Participate in discussions and meetings related capacity building programme activities and develop minutes
 - Provide any other kind of assistance to the EFR project related to this assignment as necessary.

III. DELIVERABLES, ESTIMATED WORKLOAD AND TIMEFRAME:

The assignment should be carried out within a period of 4 months, not exceeding 35 working days.

	Deliverables	Deadline and workload
1	Inception report which includes Detailed work plan	January 15, 2015 1 days
2	Romanian version of the Capacity building needs assessment and capacity building plan developed	February 10, 2015, 9 days
3	Romanian version of the capacity building materials and capacity building intervention package developed and approved.	March 10, 2015, 9 days
4	Training programs conducted and coaching/mentoring provided. Minutes/ summary of discussions developed.	March – April 2015, 15 days
5	Final Activity report	April 30, 2015, 1 day

Management and Institutional Arrangements:

The tentative time-frame for this assignment is tentatively planned for January – April 2015. The Consultant will report directly to the GEF/UNDP EFR Project Manager. All deliverables will be developed in Romanian. The deliverables shall be endorsed by GEF/UNDP EFR Project Manager and representatives of the Ministry of Environment of Moldova.

Financial arrangements:

Payment will be disbursed in four instalments upon submission and approval of the final documents as specified under 'Deliverables and Timeframe' section and certification by the Project Manager, and UNDP Portfolio Manager, that the services have been satisfactorily performed.

IV. QUALIFICATIONS REQUIRED

- Master's degree in education, environmental management, public finance, economics, or a closely related field
- At least 5 years of experience in training and capacity building in environmental sector
- Good knowledge in the legal, policy and institutional framework of the environment sector of Moldova.
- Knowledge of the environmental fiscal reform and financial instruments
- Leadership skills and ability to work in team
- Experience in working and collaborating with governments
- Previous experience with international organization/companies
- Good oral communication skills, organizational, time management and facilitation skills.