



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.

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 EU High Level Policy Advisers (EUHLPAs) are to provide policy advice to project beneficiaries in order to enhance their ability to design and implement their Europe Integration related reform agenda.

Use of modern ICT systems and services is a crucial productivity factor in public administration. The project is seeking to engage the services of a short-term local expert on assessing ICT needs of the Ministry of Economy (MoE), evaluate its current use of ICT systems and services and propose a roadmap for ICT modernisation, according to its tasks, objectives and processes, in line with overall plans on e-Governance and e-Transformation in Moldova. An important part of the assignment is to contribute to development of such ICT solutions at MoE, which are fully interoperable with other systems used or to be introduced in Moldova's public administration to enable economies of scale.

Position Title: Local expert to the Ministry of Economy

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract

Duration of the Contract: 5 March – 15 June (up to 30 days)

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

Description of Responsibilities:

The local expert on assessment of MoE Information and Communication Technology (ICT) needs will deliver a written report assessing ICT needs of the Ministry of Economy (MoE), evaluate its current use of ICT systems and services and propose a roadmap for ICT modernisation at the MoE ensuring full interoperability with other systems used or to be introduced in Moldova's public administration. The local expert will report primarily to the EUHLPAs to the MoE and the EUHLPAM project manager.





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

Key Responsibilities:

- Assess ICT needs of the MoE, taking into account:
 - Relevant legislation and regulations in the field of ICT
 - General and specific tasks, objectives and processes of the MoE
 - Existing and past ICT projects, legacy systems and investments in ICT at the MoE
 - Current use of ICT systems and services and their management at the MoE
 - Development plans and needs of the MoE, including its coordinating role in implementing the Deep and Comprehensive Free Trade Area (DCFTA)
 - Current and past ICT related plans and projects in the public administration of Moldova, including but not limited to e-governance and e-transformation projects
 - Need to ensure full interoperability of proposed systems and solutions with other systems used or to be introduced in Moldova's public administration to enable economies of scale (e.g. single document management solution across government)
- Propose a roadmap for modernisation of ICT use at the MoE, including description of administrative steps, description of desired functionality (technical requirements to form the basis of ToR for procurement) of ICT systems and services and where relevant proposing specific solutions that fit MoE needs and meet interoperability requirements.

It is desirable that the above mentioned analysis and roadmap are designed on the basis of proven methodology based on international standards and accepted by the industry and international development aid providers.

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

- 1) Analysis of publicly available information and previous aggregate materials provided by Moldovan state agencies (e.g. ministries) and development assistance providers (e.g. World Bank)
- 2) Interviews with relevant staff of MoE and other stakeholders – public officials, employees of development assistance providers
- 3) Consulting with relevant public administration bodies (e.g. Ministry of IT and Communication)
- 4) Coordination of activities with EUHLPA to MoE.

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

Deliverable/milestone	Indicative timeframe
1. Industry standard assessment methodology developed and presented	5 days, 1 week from start
2. Current use of ICT and needs of the MoE assessed and consulted	14 days, 4 weeks from start
3. ICT modernization roadmap developed	10 days, 6 weeks from start
4. Final Report drafted and presented	1 day

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.





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

Qualifications and skills:

I. Academic Qualifications:

- A Masters' Degree in computer science, IT system management, engineering or other area relevant to the assignment. 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
- At least 5 years of relevant professional experience in ICT area
- At least 5 years of professional experience linked to the provision of ICT advisory services to public administration in Moldova, e.g. ICT system management, ICT audit, ICT needs assessment, ICT systems integration, enterprise resource management solutions
- Experience working with internationally accepted industry standards of IT needs analysis would be an advantage
- Work experience on ICT management in an international business entity would be an advantage
- Experience with donor funded programs/projects UN, World Bank, USAID and similar procurement procedures and standard bidding documents would be an advantage

III. Competencies:

- Excellent communication skills
- Proven report writing skills
- Extensive knowledge of ICT management, familiarity with various ICT solutions and products available on the Moldovan and international market, knowledge of standards, internationally policies and legislation related to the ICT field in Republic of Moldova
- Excellent understanding of the regulatory documents in the ICT field
- Excellent understanding of system designing process, business analysis, UML, Rational Unified Process, OOP, OOA, Agile methodology (presentation of certificates and/or projects that confirms knowledge in these areas will be considered as proof)
- Familiarity with specifics of work processes in public administration bodies
- 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, including proven track record of similar assignments (Terms of References, ICT strategies, ICT Assessments)
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 High Level Policy Advice Mission to the Republic of Moldova



European Union



United Nations Development Programme
is the implementing partner