



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 (EUHLPAM) 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.

As one of the selected beneficiaries, the Ministry of Internal Affairs (MIA) is receiving support and policy advice from the EUHLPAM on implementation of institutional and legislative framework for the sector reform, support consolidation of qualitative police services including by promoting modern analytical and operational tools and solutions, building the capacities for other services within the internal affairs system, implementing the upgrading of MIA capacity to ensure its role in the rule of law enforcement and implementation of Moldova's Association Agenda with EU.

Ensuring public order, consolidating the rule of law and strengthening the human rights protection in accordance with EU standards are key objectives of MIA. Alignment and harmonization with the EU standards and best practices is ensured within the framework of the EU-Moldova Association Agreement, signed on 27 June 2014 and ratified by the Parliament on 2 July 2014. A "National Action Plan for the implementation of the EU-Moldova Association Agreement" was approved by the Government on 25 June 2014.

Also a Strategic Development Plan (SDP) of the MIA for 2014-2016 was approved in March 2014 and is currently under implementation. The SDP includes concrete objectives and tasks such as: independent and effective HR and training system, modern and efficient standard operating procedures, preventing and combating corruption, protection of personal data, attraction of European funds, reducing the time for response to the complaints of citizens, ensuring qualitative police services offered to citizens, enhancing interoperability, development of an efficient management of migration flows, strengthening integrated border management. Every subordinated department (General Police Inspectorate/GPI, Border Police, the Bureau for Migration and Asylum etc.) developed their own strategic plan derived from the ministerial SDP.

In this framework, one of the issues to be addressed by EUHLPAM is whether the present organization of the ministry and of the GPI at central, but more important at territorial level, is suitable for high performance, ensuring equally qualitative services all over the country.





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Therefore, the project is seeking to engage a local short-term expert who will work, in coordination with high level advisers, to identify and propose the most efficient approach to this reform required in order to increase efficiency of MIA and GPI management, regionalisation of service and improve the transparency and exchange of communication (according to bottom-up and top-down approach).

Position Title: Local short-term expert to the Ministry of Internal Affairs on territorial re-organization of the institution

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract

Duration of the Contract: 1 April 2015 - 15 June 2015 (up to 45 work days)

Reporting to: High level advisers to MIA and GPI and the project manager.

Description of Responsibilities:

Local short-term expert to the Ministry of Internal Affairs on territorial re-organization of the institution will provide support to the MIA in the development of report assessment of the functionality of MIA and GPI in their present central and territorial organization/structures, and elaboration of a proposal for re-organization options at regional and local level.

The local STE will report primarily to the EU High Level Advisers to MIA and GPI and to the EUHLPAM project manager.

Key Responsibilities:

- assess of the local, territorial layout of the MIA and IGP from the point of view of functionality, efficiency and effectiveness, including a SWOT analysis ;
- identify and share EU good practices and models pertaining to the issue;
- prepare a report with concrete findings and recommendations, including a concrete proposal for the re-organization options of the local structures of MIA and IGP and establishment of regional structures and units;
- prepare a structured presentation to decision makers from MIA central apparatus and IGP on the proposal for the establishment of regional MIA/IGP structures and units;
- other related tasks assigned by the EU High Level Advisers and/or the project manager;
- respect and promote EU visibility at all times.

The above responsibilities will be carried out through but not limited to: draft proposals, researched options, presentations and other relevant documentation as well as provision of technical on-the-job support required for the fulfilment of ToR.





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

Deliverable/milestone	Indicative timeframe
1. Assessment of the local, territorial layout of the MIA and IGP from the point of view of functionality, efficiency and effectiveness, followed by a SWOT analysis prepared	April 2015
2. EU good practices and models pertaining to the issue identified and shared	Throughout the assignment
3. Report with the findings and recommendations, including proposal on options for the re-organization of the local structures of MIA and IGP and establishment of regional structures and units prepared;	May 2015
4. Structured presentation to decision makers from MIA central apparatus and IGP on the project proposal for the establishment of regional MIA/IGP structures and units prepared and delivered.	May 2015
5. Final report prepared and presented	June 2015

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 EU High Level Advisers to the Ministry of Internal Affairs and the General Police Inspectorate and the project manager.

Qualifications and skills:

I. Academic Qualifications:

- A Masters' Degree in Public Administration, International Relations, European Integration, Law or relevant. 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 professional experience linked to the provision of policy advice on law enforcement reforms;
- At least 5 years of proven experience working with the public administration in Moldova. Working experience related to international agreements in the home affairs sector is an advantage;
- At least 2 years of relevant experience in analysis and implementation of EU acquis on home affairs.



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III. Competencies:

- Very good overall understanding of development trends in the internal affairs reforms;
- Working knowledge of aspects related to international agreements in the home affairs sector;
- Good knowledge of local home affairs development trends and structures;
- Good networking skills are an advantage;
- Good drafting and analytical skills;
- Good communication skills; Ability to present related issues clearly both to a general and a specialist audience;
- Fluency in written and spoken English;
- Fluency in Romanian or Russian;
- Familiarity with relevant IT software tools.

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.

