



Support to Confidence Building Measures Programme
This Programme is financed by the European Union,
and implemented by United Nations Development Programme



TERMS OF REFERENCE

National Consultant on Export Support Services

Job title:	National Consultant on Export Support Services
Duty station:	Chisinau and field trips to the Transnistria region
Reference to:	Support to Confidence Building Measures Programme
Contract type:	Individual Contract (IC)
Contract Duration:	June 2015 – December 2015, estimated workload: 40 working days

Job content

A. BACKGROUND

SCBM Programme

The Support to Confidence Building Measures Programme (SCBM Programme) is funded by the European Union and implemented by the UNDP Moldova. The overall objective of the Programme is to contribute to an environment of trust and cooperation across the Nistru/Dniestr River generating new perspectives on shared interests and a shared future by people from both banks of the river while responding to their pressing development needs.

The current phase of the Programme (2015-2018) represents a framework for engaging in development interventions across the security zone on both sides of the Nistru/Dniestr River, comprising a series of activities that will strengthen, regularize and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm. It looks to deal strategically with barriers to cooperation by building the trust towards such actions and broadening opportunities for engagement for a wide range of actors. Additionally, it provides support for improving critical community infrastructure.

Through its **Business Development and Employment Opportunities component**, the SCBM Programme aims **to support the common interests of business actors from both banks**, by facilitating their cross-river cooperation and their to the possibilities offered by Moldova's deepening relationship with the EU. This component **addresses comprehensively some of the key constraints faced by business** and **focuses heavily on creating sustainable cross-river partnerships**.

Business to business interaction will be sustained through the facilitation of cooperation between business associations, supporting business cooperation networks, and building local capacities for export. Continuing the successful experience of previous phases of the programme, the business development services market will be further consolidated, by bolstering the capacities of local private actors, business associations and consultants to provide certified services enabling the local business to capitalize on the existing opportunities, including those offered by the DCFTA. Additionally, a culture of entrepreneurship will be promoted energetically in the region, focused mainly on enabling youth on both banks to become successful entrepreneurs.

B. SCOPE OF WORK, DUTIES AND RESPONSIBILITIES

The overall objective of this assignment for the **National Consultant on Export Support Services** (hereinafter Consultant) is to conduct an assessment of export support services available to SMEs on both banks of the Nistru river, identifying specific needs and providing recommendations on how to address them.

More specifically, the Consultant will:

- **Analyse the current use** of both private and public export support services by SMEs on both banks of the Nistru river;
- **Identify the main issues** affecting the business communities (especially problems encountered by SMEs from the Transnistrian region) and their needs related to export services, taking into consideration the changing landscape of trade conditions due to the entry into force of DCFTA provisions.
- **Develop a set of recommendations** responding to the identified needs, that should include specific suggestions for technical assistance to service providers, aiming to improve access to exporting information and services provided on the right bank to left-bank companies, and to enhance cross-river cooperation in carrying out export promotion work, among others.
- Provide advice on the implementation of the proposed initiatives, as well as any other relevant support as required by the SCBM team.

C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

Nr.	Deliverables	Tentative timeframe
1.	A detailed Work Plan including the proposed methodology for the implementation of the assignment, list of documents to be reviewed, interviewees, time schedule etc., developed and submitted for approval (2 working days)	By 25 June, 2015
2.	A Needs Assessment Report comprising a detailed analysis of the state of export support services, both public and private on both banks, including an assessment of needs of business communities developed and submitted for approval. (15 working days) The Report should be based, among others, on: <ul style="list-style-type: none">- A desk review of relevant documents, policies and strategies, analytical materials and statistical data, as well as international experience in the field;- Interviews with business actors and business associations, as well as with export support services providers on both banks, including previous and current SCBM partners/beneficiaries.- A mapping of key partners and projects, to identify existing interaction patterns, partnership opportunities, as well as cross-cutting constraints and bottlenecks in promoting cross-river cooperation in the field of export promotion.	By 30 July 2015
3.	An Action Plan based on the recommendations of the Needs Assessment Report, containing a list of proposed activities and timeframe for implementation, submitted for approval. The Action Plan should be presented	By 15 September, 2015

	to stakeholders, and their comments be included in the final version (10 working days).	
4.	Substantial inputs for further detailing of at least 3 activities on providing targeted technical assistance and improve SMEs' access to export services drafted and submitted for approval. (5 working days)	By 5 October, 2015
5.	Advice on the implementation of initiatives to improve SMEs' access to export services provided to the SCBM Programme and its partners upon request, in line with the provisions of the approved Action Plan. (5 working days)	By 27 October, 2015
6.	A final report comprising situational economic analysis on both banks and further steps on improvement of export promotion services on both banks. (3 working days)	By 15 November, 2015

Note:

1. The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as unique criteria for completion of work/assignment. The provision of the envisaged deliverables approved by the SCBM shall be the only criteria for Consultant's work being completed and eligible for payment/s.

2. All reports shall include fact-sheets on disaggregated data fact-sheet by sex, age, ethnicity, type of business, etc.

All deliverables require the endorsement by the SCBM Business Development Project Manager and shall be provided in English, in a succinct and user-friendly language.

D. MANAGEMENT ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the SCBM Business Development Project Manager. The consultant will be responsible to plan and organize/conduct analytical work and consultative process in line with key project documents. The national consultant will support the SCBM Business Development team with required local expertise, connections to private sector, public entities and other complementary interventions.

It is expected that the Consultant begins work in June 2015 and completes the assignment in December 2015.

Performance evaluation

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Travel and other logistic arrangements

Travel outside duty station (Chisinau), other administrative costs, and logistical aspects will be arranged for with the support of the SCBM team.

Financial arrangements

Payments will be disbursed in instalments, upon submission and approval of deliverables, and certification by SCBM Project Manager that the services have been satisfactorily performed.

E. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- Advanced University degree or Bachelor's degree with 5 years of experience in Business Administration, Economy, Public Administration, or other relevant fields;

Experience:

- At least 3 years of professional working experience in the field of business development, export promotion, development of analytical reports in the socio-economic field, including programmes and projects;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO;
- Proven familiarity with the Transnistrian region setting; knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for joint work between the two sides are strongly desirable;
- Proven understanding or experience in working with foreign trade and DCFTA-related issues would constitute an advantage;
- Previous experience in working with export support service providers is an asset.

Competencies:

- Ability to analyze, plan, communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal, communication, teamwork and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of Microsoft Office programs.

Language requirements:

- Knowledge of Romanian, Russian and English is required.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.