



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

Terms of Reference

Adviser on Anti-Corruption Policies to the Prime Minister's Office

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.

Position Title: Adviser on Anti-Corruption Policies to the Prime Minister's Office

Duty Station: Chisinau, Republic of Moldova

Duration of the Contract: 1 July - 31 December 2015 (up to 100 workdays), with a possibility of extension

Reporting to: Principal beneficiary with a reporting line to the EU Delegation to Moldova and UNDP

Description of Responsibilities:

The Adviser provides policy advice to the Prime Minister's Office (PM's Office) in order to enhance its ability to design and coordinate actions and policies in the area of combating corruption in the framework of Moldova's European integration agenda.

The Adviser reports primarily to the Head of Prime Minister's Office, with a reporting line to the EU Delegation to Moldova, UNDP Moldova and the project manager. The Advisor works closely with the other members of the team of EUHLPAM Advisors.

Key Responsibilities:

- Raise stakeholder's awareness of the implications of the Government's reform agenda and the Association Agreement implementation processes related to the corruption prevention and combating, as well as prevention and combating of money laundering;
- Acquaint the national authorities with different policy options on corruption prevention and combating, as well as prevention and combating of money laundering;
- Provide the beneficiary with examples of EU best practice in corruption prevention and combating, as well as prevention and combating of money laundering;



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- Assist in the identification of policy and legislative priorities in the above-mentioned areas;
- Assist the beneficiary in identification and drafting of policy papers, including strategies and action plans, as well as coordinate the actions of the state institutions involved (i.e. NAC, MoJ, NIC, GPO etc.) in the above-mentioned areas ensuring “whole of Government” approach to anti-corruption;
- Assist the national authorities during the policy consultation processes towards the assignment’s objective;
- Strengthen the institutional capacities of the beneficiary institution to design, manage and monitor policies in the above-mentioned areas;
- Advise on efficient utilization of appropriate judiciary and administrative systems to support the implementation of anti-corruption policies and programmes;
- Provide inputs and advice on institutional building of relevant state institutions involved in the corruption prevention and combating, as well as prevention and combating of money laundering;
- Support the beneficiary to design and apply risk management principles and tools;
- Assist PM’s Office in building capacities to negotiate and attract and apply EU and other donors funding instruments and opportunities, as well as technical assistance, for addressing challenges related to corruption prevention and combating;
- Liaise with other projects / programmes / instruments in corruption prevention and combating, as well as prevention and combating of money laundering to ensure synergy, to promote effective downstream implementation of the policies and to avoid overlap and duplication, where appropriate and when requested by the beneficiary;
- Advise on the development of formal mechanisms to ensure that feedback from policy implementation is duly taken into consideration during the design phase of future policies in the his areas of responsibilities;
- Support the beneficiary to network with EU institutions through the EU Delegation to Moldova;
- Provide sectorial advice and report to the EU Delegation whenever requested in corruption prevention and combating, as well as prevention and combating of money laundering;
- Respect and promote EU visibility at all times.

The above responsibilities are carried out through but not limited to: development of strategy documents, policy papers, advisory notes, methodologies, draft fiches and other relevant documentation as well as provision of technical on-the-job advice, support to networking of the institutions responsible for Government policies in corruption prevention and combating, as well as prevention and combating of money laundering.





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

Deliverables / milestones	Indicative timeframe
1. Inception period: Individual Action Plan drafted and submitted for approval	July 2015
2. Inputs and advice on institutional building of relevant state institutions involved in the corruption prevention and combating, as well as prevention and combating of money laundering, provided	August 2015
3. Assistance to the beneficiary in coordination of the actions of the state institutions involved in the corruption prevention and combating, as well as prevention and combating of money laundering provided	July 2015 - onward
4. Stakeholder's awareness of the policy implications of the Government's reform agenda and the AA negotiation and implementation processes raised	July 2015 - onward
5. Capacities of PM's Office to negotiate and attract EU and other donors assistance for addressing challenges related to corruption prevention and combating strengthened	July 2015 - onward
6. Support to the beneficiary to design and apply risk management principles and tools provided	July 2015 - onward
7. Monthly progress activity reports submitted	Monthly
8. Final Report submitted	December 2015

The advisor is required to have a substantial minimum presence (100 workdays) in Moldova, according to the budget allocated, and operate according to the Mission's Code of Conduct, which constitutes an integral part of the contract, and a prioritised work plan. The work plan will be agreed with their counterparts, the EU Delegation to Moldova, the PM's Office, UNDP Moldova and the project manager.

Qualifications and skills:

- A Masters' Degree in Law, Public Policy and Management, or relevant discipline. A bachelor degree in the same areas combined with 10 years of professional experience relevant to the area of required expertise will serve in lieu of a Master's Degree.
- Excellent communication skills
- Proven report writing skills
- Computer literacy
- Fluency in written and spoken English
- A working knowledge of the Romanian or the Russian language would be an advantage



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General professional experience:

- Preferably 10 years of professional experience in the area of corruption prevention and combating.

Specific professional experience:

- At least 7 years of professional experience linked to the provision of high-level policy advice in corruption prevention and combating, as well as prevention and combating of money laundering. Preference to 10 years of such experience will be given
- At least 10 years of proven work experience in corruption prevention and combating, as well as prevention and combating of money laundering in EU Member States, current or former EU Candidate States/EaP countries would be an asset
- A comprehensive knowledge of EU external assistance programmes and policies targeted at EaP countries
- A comprehensive knowledge of the EU acquis and policies in corruption prevention and combating, as well as prevention and combating of money laundering
- Previous work experience in Moldova would be an advantage

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;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and at least 3 references.

