



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

Terms of Reference

Adviser to the Ministry of Finance of the Republic of Moldova

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 to the Ministry of Finance of the Republic of Moldova

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 will provide policy advice to the Ministry of Finance (MoF) of the Republic of Moldova, in order to enhance their ability to design and coordinate actions and policies in the area of Public Finance Management (PFM) and Macro-Finance related matters in the framework of Moldova's European integration agenda.

The Adviser will report primarily to the Minister of Finance and/or to the assigned Deputy Minister, with a reporting line to the EU Delegation to Moldova, UNDP Moldova and the project manager. The Advisor will work closely with the other members of the team of EU HLPAM Advisors.

Key Responsibilities:

The Adviser will be responsible for maintaining the continuity of the results achieved during the previous mission period and building upon these results in terms of:

- Raise stakeholders' awareness of the policy implications of the Government's reform agenda and the AA negotiation and implementation processes.
- Acquaint the Ministry of Finance with different policy options in the competent fields of actions.



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- Provide the Ministry of Finance with examples of EU best practice in the domains of public finance management, macro-finance etc.
- Provide the Ministry of Finance with examples of EU best practice in the development of Treasury-bills (T-bills) markets.
- Assist in the identification of policy and legislative priorities.
- Support the Ministry of Finance to draft policy papers, together with strategies and Action Plans for implementing the policies.
- Advise on institutional building of relevant state institutions (MoF, MSTI etc.) involved in the PFM and macro-financial processes.
- Assist the Ministry of Finance during the policy consultation process.
- Support the Ministry of Finance in achieving all the actions in order to implement the Public Finance Management Strategy 2013-2020.
- Assist the Ministry of Finance in the process of development of MTBF 2016-2018.
- Assist the Ministry of Finance in the process of development of Fiscal-Budgetary Policy for 2016.
- Strengthen the institutional capacities of the Ministry of Finance to design, manage and monitor policy.
- Support the Ministry of Finance in achieving, improving and developing the Government's policy in the public finance management through all the Treasury operations.
- Raise stakeholders' awareness of the EU financial crisis management framework and support the beneficiary to design and apply risk management principles and tools.
- Liaise with other projects / programs / instruments 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.
- Support and assist the Ministry of Finance in all the actions and activities related to its fields of competence.
- Support the Ministry of Finance to network with EU institutions through the EU Delegation to Moldova.
- Provide sectorial advice and report to the EU Delegation whenever requested.
- Assist the Ministry of Finance to prepare an exit strategy on how the advice will be mainstreamed and consolidated once this phase has elapsed.
- Advise the Ministry of Finance to prepare the formal applications/fiches/Terms of Reference for policy implementation support from other EU instruments or any on-going/planned TA project.
- Respect and promote EU visibility at all times.

The above responsibilities will be carried out through, but not limited to: development of strategy documents, policy papers, action plans, advisory notes, methodologies, draft fiches and other relevant documentation as well as provision of technical on-the-job advice, support to networking to the institutions responsible for Government policies in fiscal, macro-finance, public finance management area.





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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 PFM and macro-financial and fiscal processes provided	August 2015
3. Assistance to the beneficiary in coordination of the actions of the state institutions involved in the PFM and macro-financial and fiscal processes 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 MoF to negotiate and attract EU and other donors assistance for addressing challenges involved in the PFM and macro-financial processes 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 in Moldova (100 workdays) 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 prioritized work plan. The work plan will be agreed with MoF, the EU Delegation to Moldova, UNDP Moldova and the project manager.

Qualifications and skills:

- A Masters' Degree in finance, other economic disciplines or relevant discipline. A bachelor degree in the same areas combined with 17 years of professional experience relevant to the assignment is considered as equivalent
- 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

General professional experience:

- At least 15 years of professional experience in the area of PFM and Macro-Finance



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Specific professional experience:

- At least 10 years of professional experience linked to the provision of high-level policy advice in the area of PFM and Macro-Finance
- At least 10 years of proven work experience in the area of PFM and Macro-Finance in EU Member States, current or former Instrument for Pre-Accession Assistance beneficiaries and/or EaP countries
- A comprehensive knowledge of EU external assistance programs and policies targeted at EaP countries
- A comprehensive knowledge of the EU acquis and policies in the area of PFM and Macro-Finance
- 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.



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