



## Support to Confidence Building Measures Programme

This Programme is financed by the European Union,  
and implemented by United Nations Development Programme



*Empowered lives.  
Resilient nations.*

### TERMS OF REFERENCE

|                           |  |
|---------------------------|--|
| <b>Job title:</b>         | <b>National Consultant on Business Cooperation</b>             |
| <b>Duty station:</b>      | Chisinau   |
| <b>Reference to:</b>      | Support to Confidence Building Measures Programme              |
| <b>Contract type:</b>     | Individual Contract (IC)                                       |
| <b>Contract Duration:</b> | July 2015 - December 2015, estimated workload: 30 working days |
| <b>Job content</b>        |  |

### 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 the **National Consultant on Business Cooperation in the Transnistrian Region of Moldova** (hereinafter Consultant) assignment is to provide substantive expertise and logistical support in developing and implementing a series of initiatives that would support economic development and cooperation between businesses and business associations on both banks of the Nistru river. The Consultant will work under the direct supervision of the SCBM Consultant on Cross-river Business Cooperation and Economic Development (hereinafter Lead Consultant), and provide all the necessary support to ensure a better understanding of the needs of the businesses and business associations in the Transnistria region.

More specifically, the Consultant will work under close cooperation with the Lead Consultant and provide her/him all the necessary support through the following

- Inputs to the analysis of the state of cross-river B2B activity and business cooperation, including at the level of associations and chambers of commerce, and assessing of the needs of the business community in the Transnistria region;
- Recommendations on targeted institutional development support to business associations in Transnistria region to strengthen cross-river cooperation, as well as on promoting a permanent cross-river economic dialogue via support to business cooperation networks and platforms;
- Support the implementation of initiatives targeting economic development and cross-river business cooperation. The Consultant will be asked to contribute with substantial recommendations to the formulation of terms of reference, and the implementation of concrete activities in the field;
- Provide logistical support and advice to the SCBM Consultant on Cross-river Business Cooperation and Economic Development with organizing meetings and activities with stakeholders in the Transnistria region;
- Provide 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 <b>detailed Work Plan</b> , including the proposed methodology for the implementation of the assignment, list of documents to be reviewed, interviewees, time schedule etc., developed and discussed in close cooperation with the Lead Consultant, and submitted for approval ( <i>3 working days</i> )   | By 6 July, 2015     |
| 2.  | Inputs and logistical support in preparing the <b>Needs Assessment Report</b> comprising a detailed analysis of the state of cross-river B2B activity and business cooperation, including at the level of associations and Chambers of Commerce, an assessment of business cooperation and economic development needs in Transnistria region, and a set of relevant recommendations provided ( <i>8 working days</i> )<br><br>The inputs should be based, among others, on: <ul style="list-style-type: none"><li>- A desk review of relevant documents, policies and strategies, analytical materials and statistical data on business activity in the Transnistria region;</li><li>- Interviews with business actors and business associations, as well as other</li></ul> | By 30 July 2015     |

|           |  |                      |
|-----------|--|----------------------|
|           | stakeholders in the Transnistria region, including previous and current SCBM partners/beneficiaries.   |                      |
| <b>2.</b> | <p>Inputs to the <b>Roadmap on targeted institutional development support to business associations to strengthen cross-river cooperation and ensure a permanent cross-river economic dialogue</b> provided in close cooperation with the Lead Consultant (<i>4 working days</i>). The Roadmap should be based, inter alia, on:</p> <ul style="list-style-type: none"> <li>• Selected areas of priority and recommendations established by the Needs Assessment;</li> <li>• Follow-up meetings and interviews with stakeholders and identified potential partners to further refine and concretize the proposed activities;</li> <li>• Other aspects as identified in the needs assessment exercise.</li> </ul> | By 1 August, 2015    |
| <b>3.</b> | <b>Substantial inputs for at least 5 activities</b> based on the request of the Lead Consultant on providing targeted institutional development and support to business cooperation networks and platforms drafted and submitted for approval ( <i>6 working days</i> )  | By 15 August, 2015   |
| <b>4.</b> | <b>Consultancy on the implementation of initiatives targeting economic development and cross-river business cooperation</b> provided to the SCBM Programme and its partners upon request, in line with the provisions of the approved Roadmap ( <i>6 working days</i> ).   | By 5 December, 2015  |
| <b>5.</b> | Contribute, in close cooperation with the Lead Consultant, to the <b>final assignment report</b> containing a description of the activities carried out, results achieved and future recommendations for the area of assignment ( <i>3 working days</i> ).   | By 10 December, 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.

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 Consultant on Cross-river Business Cooperation and Economic Development in close cooperation with 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 July 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 to Chisinau, other administrative costs, and logistical aspects should be arranged for by the Consultant and budgeted correspondingly in the financial offer.

## **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 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, local economic development, development of analytical reports in the socio-economic field, including programmes and projects, preferably in the Transnistria region;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is an advantage;
- Proven familiarity with the Moldova-Transnistria setting; demonstrated knowledge and in-depth understanding of the working environment, its sensitivities, economic and political challenges, ability to build solid ground for cross-river joint work are strongly desirable;
- Proven understanding or experience in working with DCFTA-related issues and business associations would constitute an advantage;
- Previous experience in working with UN agencies 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:*

- Fluency in Russian. Knowledge of Romanian and English will constitute a strong advantage.

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.