



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

Terms of Reference Local Expert on PFM

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.

The project is seeking to engage the services of a short-term local expert on Public Finance Management (PFM).

Position Title: Local Expert on Public Finance Management

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract

Duration of the Contract: 15 October - 10 December 2015 (up to 30 workdays)

Reporting to: Adviser to the Ministry of Finance and EUHLPAM Project Manager

Description of Responsibilities:

Local expert on PFM will assist the Adviser to the Ministry of Finance of the Republic of Moldova (Adviser) in his activities to strengthen the policy-making, and strategic planning of the Ministry of Finance and enhance their ability to design and coordinate actions and policies in the area of Public Finance Management and Macro-Finance related matters within the framework of Moldova's European integration agenda.

The local expert will report primarily to the Adviser and the EUHLPAM project manager.

Key Responsibilities:

- Analysis of Government's Reform agenda and monitoring of AA implementation in the field of PFM and Macro-Finance;



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- Identification and elaboration of existing Strategic Planning framework in the Ministry of Finance and subordinated bodies
- Assistance to the Adviser through the process of scrutiny of relevant normative and methodological base related to PFM reforms and AA implementation agenda
- Identification of gaps and weaknesses in the current PFM methodological base and instruments
- Assistance to the Adviser in raising awareness and organisation of meetings with stakeholders in the respective field

The above responsibilities will be carried out through, but not limited to: development of policy papers, action plans, notes, methodologies, and other relevant documentation, as well as provision of technical on-the-job advice and support.

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

Deliverable/milestone	Indicative timeframe
1. Prioritized work plan drafted and submitted for approval	2 working days
2. Analysis of Government Reform agenda in relation to AA implementation in the field of PFM and Macro-Finance conducted	7 working days
3. Report on Strategic Planning within Ministry of Finance delivered	6 working days
4. Gap report on PFM instruments	10 working days
5. Final report	5 working days

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 prioritized work plan agreed with the Adviser and the project manager.

Qualifications and skills:

I. Academic Qualifications:

- A Masters' Degree in finance or other economics disciplines. A Bachelor's Degree in the same areas combined with at least 7 years of experience in the sector will serve in lieu of a Master's Degree.

II. Years of experience:

- At least 7 years of proven general professional experience in the field of Public Finance Management and Macro-Finance. Preference to 10 years of such experience will be given;



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- At least 5 years of proven experience of working in the public administration within respective field;
- At least 3 years of proven experience in the area of macro-fiscal analysis;
- Previous experience with the Moldovan Government Strategic Planning process would be an asset;
- At least 1 month of full time/or equivalent professional experience in the field gained abroad would be an asset.

III. Competencies:

- Excellent communication skills;
- Proven report writing skills;
- Computer literacy;
- Fluency in Romanian and Russian languages;
- Fluency in written and spoken English;
- Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

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.



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