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## **TERMS OF REFERENCE**

**Job Title:** National legal consultant to support the implementation of the crowdfunding pilot intervention for increased fresh fruits consumption in public schools and kindergartens in Moldova

**Type of Contract:** Individual Contract (IC)

**Duty Station:** Chisinau, Moldova

**Expected workload:** per deliverables

**Expected duration of assignment:** April-May 2016, with possibility of extension

## **BACKGROUND**

The United Nations Development Programme in Moldova intends to pilot a project for increasing fresh fruits intake in public schools and kindergartens and mobilize needed funds from all interested stakeholders. UNDP will be matching the cumulated funds with its own resources in same amount. The main challenge for UNDP is to find a suitable market oriented and SMEs driven solution that would allow reaching both commercial and social objectives. On a competitive basis UNDP will be selecting a collaborative group of companies able to find a technological solution to the challenge by producing, storing and processing fresh produce and delivering it to a closed list of selected schools. On the other hand, UNDP will conduct a selection of public schools and kindergartens with which to pilot the intervention. Schools interested and capable to co-finance the intervention from existing public funds will have the possibility to apply and be selected for this intervention. UNDP will conduct a crowdfunding campaign for the mobilization of funds and this implies specific legal aspects to be cleared in line with the national legislation in force and UNDP rules and procedures governing procurement and finance.

## **METHODOLOGY**

Against the mentioned background, UNDP is seeking a national legal expert to provide legal advisory services to ensure (a) functional legal mechanism for crowdfunding, (b) functional legal mechanism to collaborative group of companies to deliver results and (c) functional legal mechanism for selected public schools to get connected to the pilot intervention. This mainly implies rapid revision of the existing legislation, identification of possible bottlenecks that could impede smooth crowdfunding and functioning of the fresh fruit delivery mechanism, drafting of templates for the contractual agreements, consultation of the alignment of such templates with the UNDP corporate rules and regulations in procurement and finance.

## OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The main objective of the assignment is to design the legal foundations of the planned intervention, by identifying the legal mechanism and contractual arrangements to be used to pilot the project. Specific expected deliverables are listed below.

### Key deliverables:

Deliverables	Deadlines
1. Rapid review of the existing legislation and UNDP standards for procurement and contractual agreements and how this can be applied in order to ensure the functional crowdfunding mechanism and legal mechanism for the production/processing and distribution of fresh produce to selected schools and kindergartens (summary condensed report)	April 19, 2016
2. Revise standard UNDP templates for the development of the <b>contract for donation</b> , as part of the crowdfunding mechanism (for private and legal entities separately)	April 22, 2016
3. Revise/adapt standard UNDP templates for <b>contracting the collaborative group of companies and schools</b> , UNDP acting as Contractor	April 22, 2016
4. Develop the <b>Articles of association</b> for the crowdfunding platform in line with national legislation	April 29, 2016
5. Develop the <b>Legal Disclaimer</b> text for the crowdfunding platform, in line with the national legislation	April 29, 2016

## ORGANIZATION CONTEXT

Under the guidance of the Project Manager, the consultant will be responsible to provide the above listed deliverables. The Project will provide needed logistical support.

## SKILLS AND EXPERIENCE REQUIRED

### Education:

- University degree in Law, Economics or other relevant fields;

### Experience:

- At least 3 years of proven experience in delivering legal consultancy services to private sector companies
- At least 2 years of experience in drafting legal acts, various regulations and similar documents, oriented to private sector
- Experience in crowdfunding interventions in the region is a strong advantage

- Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO/think-tank or private sector / business consulting firm is a strong advantage;

**Competencies:**

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

**Language requirements**

- Fluency in Romanian, English and Russian.

**PERFORMANCE EVALUATION**

Contractor's performance will be evaluated against timeliness, responsibility, initiative, communication, accuracy, and overall quality of the delivered products.

**FINANCIAL ARRANGEMENTS**

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