



TERMS OF REFERENCE

Job Title:	Local consultant to provide logistic, administrative and procurement support for Policy Analysis Projects' Implementing Unit (PIU) initiatives
Type of Contract:	Individual Contract (IC)
Duty Station:	Chisinau
Expected duration of assignment:	May - December 2016, up to 15 days per month
Start date:	10 May, 2016

BACKGROUND

Over the last decade or so, the Republic of Moldova has made significant positive progress towards poverty alleviation. However, the progress is far from being uniform, with growing disparities between rural and urban settlements. Recent developments indicate that the country will be meeting some of its MDG commitments, particularly in terms of poverty reduction, while will have to make additional efforts for meeting its targets in other areas, in particular health, environment, among others.

The Government of the Republic of Moldova, under its Moldova 2020 Strategy, committed to further promote economic development, support infrastructure improvements, support education sector, and improve access to finance, among others.

Under the current UNPF (2013-2017), the United Nations committed to support the Government and people of the Republic of Moldova in the set priority areas, also pillars of the partnership framework: (a) Democratic Governance, Justice, Equality and Human Rights; (b) Human Development and Social Inclusion and (c) Environment, Climate Change and Disaster Risk Management. Support is directed towards tackling major development challenges currently affecting the development of the country. However, how to prioritize such challenges? How to address such challenges in an effective and efficient manner, given the existing developmental constraints? What innovative policy and programmatic responses are there available to generate new sustainable jobs, promote employability and entrepreneurship, re-channel remittances towards productive sectors?

To provide evidence-based answers to the above and pilot interventions addressing sustainable human development and inclusive growth, UNDP Moldova has a dedicated Projects Implementing Unit that focusing on: (a) policy analysis, (b) implementation of various joint interventions that would promote entrepreneurship and

employability at local level, and (c) promotion of innovations throughout joint interventions for poverty reduction and inclusive growth.

The Implementing Unit is structured on three interlinked components, i.e. policy analysis, employability and innovative entrepreneurship. Each component has specific interventions and sub-components that may be activated or deactivated depending on the corporate decision and needs of the national counterpart(s).

The **policy analysis component** is in charge of: producing regular policy briefs on critical areas where evidence-based analysis is needed to identify options and policy alternatives; development of the National Human Development Reports and related analytical background papers or summaries of in-depth interviews of FG interviews; coordination of the development of other analytical tasks for other components in the Unit;

The **employability component** contains interventions that target skilled unemployed in search for relevant employment of local market and improvement of their soft skills to search for a decent job. Such component is also dealing with promotion of new jobs created in the entrepreneurship component and work with LPAs willing to start-up small-scale career advisory centers or connect to the existing ones.

The **innovative entrepreneurship component** contains interventions for the creation of Business Innovations Lab, of an Innovations fund to support business start-up and business development, financial support instruments to be managed based on UNDP rules and regulations, creation of a Innovations Matching Forum, support to selected LPAs for the revision of the local economic development plans and scaling-up of a seed-money fund to support innovative start-ups at local level.

OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT

The objective of the assignment is to assist the project team in the effective and efficient implementation of the PIU initiatives, through provision of logistic, administrative and procurement support of the highest quality and standards.

The consultant will provide logistic, administrative and procurement assistance to the PIU project team in implementation of the following initiatives:

- Moldova Innovation Challenge Scheme (MICS) 2015
- Moldova Innovation Challenge Scheme (MICS) 2016
- Moldova Innovation Challenge Scheme (MICS) 2016 for the collaborative projects under Business Innovation Lab (BIL)
- Innovative Entrepreneurship Training Program 2016
- Crowdfunding initiative “Fruit for schools”
- Business idea competition for young entrepreneurs – Balti SYSLAB Center

The consultant will work in close collaboration and coordination with PIU team as well as the Programme, Operations and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex project-related issues and information delivery. The consultant is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems. All work

will be based on an appreciation of human rights and gender equality. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The consultant under the guidance and supervision of the Project Manager and in close cooperation with all members of the project team, will ensure the provision of high quality procurement services and products, as outlined in the PIU Procurement plan.

In particular, the assignment will require the completion of the following tasks:

- Ensure monitoring and follow up of the awarded projects under Moldova Innovation Challenge Scheme (MICS) 2015; review the accuracy and compliance of the presented by SMEs final financial reports;
- Ensure effective coordination of the evaluation process for Moldova Innovation Challenge Scheme (MICS) 2016, Moldova Innovation Challenge Scheme (MICS) 2016 for the collaborative projects under Business Innovation Lab (BIL), including coordination of the dates and times of evaluation meetings, preparing all necessary materials for the evaluation and provision of support and assistance to evaluators upon request.
- Compile the applicants files and assist the project in drafting and issuance of the MICS 2016 and MICS-2016 collaborative contracts;
- Organize and facilitate at least 10 workshops or trainings under Innovative Entrepreneurship Training Program 2016, MICS collaborative projects and workshops for Moldovan fruit producing companies, including preparing invitations and performing follow-up to invitations, as well as other administrative tasks;
- Prepare all necessary materials and assist the PIU team in logistic and financial planning for the launching and implementation of the crowdfunding intervention “Fruit for schools”
- Ensure monitoring and follow up of the awarded SYSLAB seed-money funds to promote innovative entrepreneurship projects in 2015, review the performance of the contracts as well as accuracy and compliance of the final financial reports.
- Assist the project in launching the Business idea competition for young entrepreneurs in Balti SYSLAB Center;
- Provide logistical and administrative support in ensuring the participation of Moldovan fruit producing companies at International Fair Exhibitions.
- Provide any other kind of assistance to the Policy Analysis Projects’ Implementing Unit related to this assignment, as necessary.

Key deliverables:

The assignment should be carried out within a period of 8 months, not exceeding 120 working days.

Deliverables	Deadlines
64 financial reports for MICS-2015 reviewed and checked;	by end of September 2016
Support in the selection processes for MICS-2016 and MICS collaborative projects - 2016 provided;	By end of August 2016
Logistics and financial planning assistance for the implementation on the crowdfunding intervention provided;	by July 2016

At least 30 contracts for MICS-2016, MICS 2016 collaborative projects drafted and issued;	by end of September 2016
At least 10 workshops under Innovative Entrepreneurship Training Program 2016, MICS collaborative projects and workshops for Moldovan fruit producing companies organised and facilitated;	by end of December 2016
5 financial reports for SYSLAB seed-money fund reviewed and checked;	by end of December 2016
Logistical support for at least 3 International Fair Exhibitions provided;	by end of December 2016
Support provided to PIU in procurement and financial administration processes.	continuous
Monthly activity report developed*.	Monthly

**The report will have to be approved by Project Manager*

ORGANIZATIONAL SETTING

The consultant will work under direct supervision of Projects Implementing Unit (PIU) Project Manager and in close cooperation with the other staff of PIU, including Coordinators of SYSLAB Centres and Business Innovation Lab (BIL).

Timeframe

The timeframe for the work of consultant is planned for May - December 2016.

Language

All communications and documentation related to the assignment will be in English and Romanian. The Project will provide consultant with working space, access to Internet, printer and telephone line.

Financial proposal

The financial proposal should specify the daily fee. Payments are made to the Individual Consultant based on the number of days worked.

SKILLS AND EXPERIENCE REQUIRED

Education:

- University Degree in economics, finance, accounting, law, public administration or other related field.

Experience and competencies:

- At least 2 (two) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO/ private sector, or previous experience with UNDP is a strong advantage.

Competencies:

- Knowledge of procurement principles/ requirements, accounting and financial statements;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.), advance knowledge of spreadsheet and database packages;
- Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high quality standard throughout;

- Fluency in oral and written English, Romanian and Russian. Working knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

UNDP 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 equally encouraged to apply.

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) Proposal: explaining why they are the most suitable for this position;
- b) Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, travel, phone calls etc.);
- c) Duly completed P 11 form, personal CV and at least 3 references.