

TERMS OF REFERENCE

Job title:	National Consultant on human resources management
Duty station:	Chisinau, Moldova
Reference to the project:	Improving the quality of Moldovan democracy through parliamentary and electoral support+
Contract type:	Individual Contract (IC)
Expected workload:	40 days
Starting date:	October, 2012

Job content

I. Background

The Republic of Moldova is undergoing major transformation in almost all spheres of its activity. A large number of reforms have been underway to promote modern, effective and transparent state institutions. The Parliament of Moldova, as an important chain in the system of state governance, has been a particular target of reforms and donor assistance.

The reform of the Parliament is a very broad and comprehensive process encompassing a variety of activities and stakeholders. Effective performance of representation, law-making and oversight functions is certainly largely dependent on the composition of the Parliament, presence of active political parties and capacities of its Members. However, success is not achieved without having efficient management system in place and the highly qualified staff who carry institutional memory of the organization in the naturally changing political environment.

Recently the Parliament of Moldova approved a new institutional structure for the Secretariat. A draft regulation on functioning of the Secretariat was developed. The regulations for separate departments will be finalized soon. By the end of the year every employee will have a job description.

In order to ensure effectiveness, coherence, timeliness and transparency of the recruitment process of parliamentary staffers, the parliament intends to develop and apply clear rules and procedures. Besides the recruitment, there is also need to establish a comprehensive and fair performance evaluation system, which will develop and retain the best workforce. Both recruitment and performance evaluation regulations will be developed within the framework of relevant Moldovan legal provisions.

In this context, the UNDP Parliament Project is seeking to hire a national consultant who will support the Parliament of Moldova Secretariat in developing special regulations for recruitment of staff and performance evaluation process.

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consultant's assignment is to develop, within the framework of regulations for recruitment of staff and performance evaluation

In order to achieve the stated objective, the Consultant will have the following responsibilities:

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports, EU/international best practices in the area of human resources management;
- Analyze similar experiences of other national European Parliaments;
- Get acquainted with the Report on Functional Review and Institutional Capacities Assessment of the Parliament Secretariat (2010) and Parliament Strategic Development Plan 2012-2014;
- Prepare a detailed work plan to be applied for respective assignment;
- Develop a policy on career planning and human resources management;
- Review (and/or) design criteria for fairness of recruitment and employment system, ensuring equal opportunities for everyone (e.g. gender, disability, race and religion). Based on the criteria, develop a Standard Operating Procedure (SOP)/regulation on recruitment of staff;
- Assess the current performance management policy documents and employee appraisal systems. Together with the executive management develop key performance indicators;
- Develop an SOP/regulation on performance evaluation of staff;
- Provide four day training on recruitment process and on the new appraisal systems and procedures;
- Actively participate in the discussion of the delivered results with Parliament and advocate for them;
- Organize a Roundtable discussion with Parliament of Moldova Secretariat staff;
- Other relevant tasks, as agreed with the counterparts.

III. Deliverables and Timeframe

Nr	Deliverables	Tentative timeframe/deadline
1.	A detailed Work Plan developed	By 26 October, 2012
2.	A policy on career planning and human resources management developed	By 8 November, 2012
3.	A regulation on recruitment of staff developed	By 16 November, 2012
3.	A detailed Performance management policy developed	By 29 November, 2012
4.	Four day training on recruitment process and performance evaluation of staff provided	By 7 December, 2012

All the deliverables should be agreed with the UNDP's counterpart at the Parliament and UNDP and be provided in English hard and electronic copy.

The timeframe for the work of national consultant is tentatively planned through October-December 2012.

Management Arrangements: The national consultant will work under the guidance of UNDP's counterpart at the Parliament of Moldova and in close cooperation with the International Consultant and Chief Technical Advisor . for substantive aspects of the assignment, and under the direct supervision of the Project Manager . for administrative aspects. The national consultant will report to the Parliament appointed representative and the Project Manager.

Financial arrangements: Each candidate will be required to submit an aggregated financial offer (aggregated financial offer+ is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be disbursed in two installments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

Qualifications and skills required:

Qualifications:

- University or Master degree in Human Resources Management, Public Administration or similar disciplines;
- At least 5 years experience in developing and establishing modern human resources management policies;

Experience:

- Extensive knowledge of Moldovan civil service system/specifics with emphasis on human resource management;
- Experience in conducting instructional and participatory trainings, workshops, and presentations;
- Experience of advisory work on parliamentary development is a strong advantage;

Abilities:

- Strong analytical and drafting skills;
- Ability to analyze, plan, communicate effectively orally and in writing, draft report, organize and meet expected results, adapt to different environments (cultural, economic, political and social);
- Availability to work with UNDP and Parliament during the indicated /approved period;
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Fluency in Romanian. Knowledge of English or Russian will be an asset.

Skills:

Computer literacy and ability to effectively use office technology equipment, IT tools.