



TERMS OF REFERENCE

Job title:	National consultant to provide support to the Moldova National GOPAC Chapter
Duty station:	Chisinau, Moldova
Reference to the project:	Strengthening Parliamentary Governance in Moldova Project
Contract type:	Individual Contract (IC)
Contract duration:	September 2016 – September 2017 (up to 120 working days)
Starting date:	9 September, 2016

1. BACKGROUND

The goal of the UNDP “Strengthening Parliamentary Governance in Moldova” Project, further on referred to as the SPGM project, is designed to address the main needs of the Parliament of Moldova in the areas of legislation making, oversight and representation during the on-going process of domestic reform spurred by closer relations with the EU. The project is also assisting in making the Parliament’s legislative activity more open, transparent and participatory through establishing tools and mechanisms for the engagement with the Civil Society, professional associations and general public. Project interventions will offer and encourage equal opportunity for male and female participation.

To support the Members of the Parliament of the Republic of Moldova in its role to curb corruption and with a view to join the Global Organization of Parliamentarians against Corruption (GOPAC), a group of Members of the Parliament of Moldova have established on 12th July 2016 the Moldova National Chapter of the Global Organization of Parliamentarians Against Corruption (Moldova National Chapter). The objective of the National Chapter is to strengthen the role of the Parliament of the Republic of Moldova in curbing corruption and promoting transparency and accountability in order to ensure high standards of integrity in the Republic of Moldova. Both current and former Members of the Parliament (MPs) can join the Moldova GOPAC National Chapter. The executive body of the chapter is the Coordinating Council composed of two co-chairs and four additional Members.

To enhance the efficiency of the activity of the Moldova National Chapter and increase its visibility in terms of cooperation with the CSOs, other national GOPAC chapters, and other relevant stakeholders and to facilitate the overall coordination of the activity of the Moldova GOPAC National Chapter, the provision of the administrative and substantive support by means of a Secretariat of the National Chapter is imperative.

In this regard, the SPGM project is seeking to hire a part-time national consultant for a period of 12 months, who will offer support in coordination and implementation of the Moldova GOPAC National Chapter activities.

2. SCOPE OF WORK AND EXPECTED OUTPUTS

The expected output for the national consultant is to provide administrative, substantial (activities related to the goal and mission of the chapter) and analytical support to the Moldova National Chapter of GOPAC, being responsible for supporting day-to-day functioning of the Moldova National Chapter. The national consultant shall liaise with CSOs, other GOPAC national chapters and undertake other responsibilities relevant for the overall functioning of the Moldova National Chapter under the guidance and in close cooperation with the Co-Chairs of the Moldova National Chapter and members of the Coordinating Council.

To achieve the stated objectives, the national consultant shall provide administrative, substantial and analytical support in relation to various aspects of enhancing the capacities of the Moldova National Chapter and implementation of its Plan of Activities, including, but not limited to:

1. Administrative tasks:
 - 1.1 Support to the day-to-day functioning of the Moldova National Chapter;
 - 1.2 Organisation, facilitation and follow-up activities related to the Moldova National Chapter;

- 1.3 Organisation, facilitation and follow-up of meetings of the Moldova National Chapter Coordinating Council:
 - drafting the agenda, coordinating the logistics, keeping the records of the meetings and reporting back to the members of the Coordinating Council of the Moldova National Chapter about the outcomes of the meetings,
 - follow-up on the decisions' implementation and other activities, as requested by the Moldova National Chapter Coordinating Council.
- 1.4 Coordinate and organise study visits of the members of GOPAC National Chapter to foreign parliaments in the context of the activity of the GOPAC National Chapter;
- 1.5 Coordinate and organise peer-to-peer visits of GOPAC National Chapters delegates from other parliaments to the Parliament of Moldova;
- 1.6 Organise meetings of Moldova National Chapter members with the international and national experts, as relevant;
- 1.7 Organise workshops, roundtables and working group meetings, including drafting of invitations and ensuring follow-up on the confirmations of attendance, as well as other administrative tasks;
- 1.8 Draft minutes of various meetings and workshops.
2. Substantial support:
 - 2.1 Act as a liaison with the GOPAC headquarters;
 - 2.2 Ensure communication and facilitate cooperation with other GOPAC National Chapters and CSOs from Moldova and abroad;
 - 2.3 Ensure external communication activities of the Moldova National Chapter (including but not limited to: drafting and publication of press releases using agreed communication platforms, closely monitor online, video-, audio- and paper mass media, news portals, social media and relevant websites and report accordingly, ensure communication through social media);
 - 2.4 Participate in and facilitate the process of annual planning of activities of the Moldova National Chapter;
 - 2.5 In close cooperation with the Co-Chairs of the Moldova National Chapter draft the 2017 Annual Activity Plan;
 - 2.6 Draft 2016 annual activity report of the Moldova National Chapter;
3. Analytical support:
 - 3.1 Upon the request of the Moldova National Chapter carry out relevant research, identify emerging issues, draft information notes as required, and draft reports and answers to questions as they arise.
 4. Perform other tasks to ensure successful and efficient results towards functioning of the Moldova National Chapter.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Key deliverables/Outputs	Estimated Duration to Complete	Target Due Dates
1	Administrative support to the Moldova National Chapter of the Global Organization of Parliamentarians Against Corruption provided (but not limited to): <ul style="list-style-type: none"> - support to the day-to-day functioning of the Moldova National Chapter provided; - meetings of the Moldova National Chapter Coordinating Council, organised, facilitated and follow-up provided; - follow-up on the decisions' implementation and other activities as requested by the Moldova National Chapter Coordinating Council provided; - study visits of the members of and inward and outward peer-to-peer visits related to the GOPAC National Chapter coordinated and organised; - meetings of Moldova National Chapter members with the international and national experts organised; - workshops, roundtables and working group meetings organised; - minutes of various meetings, workshops and working group meetings prepared and coordinated; 	120 WDs	Between 9 September 2016 – 08 September, 2017

	- other secretarial and administrative tasks relevant to the functioning of the chapter carried out		
2	Substantial support to the Moldova National Chapter of the Global Organization of Parliamentarians Against Corruption provided (but not limited to): <ul style="list-style-type: none"> - communication with Canada GOPAC headquarters facilitated and ensured; - communication and cooperation with other GOPAC National Chapters and CSOs from Moldova and abroad ensured; - external communication activities of the Moldova National Chapter ensured; - annual planning of activities of the Moldova National Chapter for the current and next year facilitated and supported; - annual activity report of the Moldova National Chapter for the current year prepared. 		
3	Analytical support to the Moldova National Chapter of the Global Organization of Parliamentarians Against Corruption provided (but not limited to): <ul style="list-style-type: none"> - relevant research carried out upon request, emerging issues identified, information notes drafted as required, reports and answers to questions developed. 		
4	Perform other tasks		

All deliverables shall be provided in Romanian and English languages in hard copy and in electronic version.

The timeframe for this assignment is planned tentatively through September 2016 – September 2017. This is a part-time assignment. The Parliament will provide consultant with working space and access to Parliament's premises, access to Internet, printer and a telephone line.

4. INSTITUTIONAL ARRANGEMENTS

The national consultant will work under the guidance of UNDP Parliament Specialist and in close coordination with the Coordinating Council of the Moldova National GOPAC Chapter – for substantive aspects of the assignment, and under the direct supervision of Senior Project Officer – for administrative aspects. The consultant will report monthly to the Co-Chairs of the Moldova National Chapter and to the UNDP Parliament Specialist.

5. FINANCIAL ARRANGEMENTS

The consultant will fill-in a monthly timesheet, specifying the number of the days worked and tasks performed, and shall be paid based on the number of days actually worked. The timesheet will be certified by UNDP and will attest that the services relate to the Deliverables, as described in the Terms of Reference.

6. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- University degree (BA level or equivalent) in law, public administration, communications or any other related field. MA would be an advantage;

Knowledge and Experience:

- At least 5 years of relevant professional experience of working for central public administration authorities or non-governmental sector dealing with coordination, analytical and research tasks;
- Previous work experience with technical assistance projects involving international development partners will be considered as an asset.
- Experience in the administrative work (organization of workshops, round-tables, public hearings and consultations, conferences and other public events);
- Experience in conducting research and analyses on political, parliamentary, social or economic issues;

- Previous working experience in areas related to anti-corruption, integrity and ethics will be a strong asset;
- Prior experience in working with the Parliament will be considered an asset;

Competencies:

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate with all stakeholders and to present ideas clearly and effectively;
- Ability to analyse, plan, draft reports, solve problems, manage PR projects/ events, meet expected results, adapt to different environments (cultural, economic, political and social);
- Fluency in English and Romanian. Knowledge of Russian is an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.

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.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

- a. Cover letter with the description of relevant previous experience;
- b. Financial proposal (LUMP SUM) in USD, specifying requested amount per day (fee) and all related costs (e.g. transportation related cost, phone calls etc.);
- c. Dully filled Personal History Form (P11) containing at least 3 references.