



## TERMS OF REFERENCE

<b>Job Title:</b>	<b>Project assistant to provide logistic, administrative and procurement support for Policy Analysis Projects' Implementing Unit (PIU) initiatives</b>
<b>Type of Contract:</b>	<b>Individual Contract (IC)</b>
<b>Duty Station:</b>	<b>Chisinau</b>
<b>Expected duration of assignment:</b>	<b>October 2016 – December 2017, with possibility of extension</b>
<b>Start date:</b>	<b>13 October, 2016</b>

## 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, and similar.

## **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:

- Follow-up Moldova Innovation Challenge Scheme (MICS) 2015
- Follow-up with Moldova Innovation Challenge Scheme (MICS) 2016
- Follow-up with Moldova Innovation Challenge Scheme (MICS) 2016 for the collaborative projects in the fresh fruits sector under Business Innovation Lab (BIL)
- Support in the implementation of the Crowdfunding initiative “Coolege vitamine”
- Support in the re-launching of the MICS for collaborative projects by innovative SMEs
- Support with the implementation of the ‘Promotion of innovations in the fresh fruits sector in Moldova’ Project
- Support with collection of micronarratives on unemployment;
- Support with data collection for the purposes of the Randomized Controlled Trial in unemployment
- Logistical support in the running of the youth-centered Skills Observatory and experimentation lab
- Support in the implementation experiments under the skills observatory.

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:

- Review the accuracy and compliance of the presented by SMEs final financial and narrative reports under Moldova Innovation Challenge Scheme (MICS) 2015;
- Ensure monitoring and follow up of the awarded projects under Moldova Innovation Challenge Scheme (MICS) 2016; review the accuracy and compliance of the presented by SMEs final financial and narrative reports;
- Ensure monitoring and follow up of the awarded projects under Moldova Innovation Challenge Scheme (MICS) 2016 for collaborative projects in the fresh fruits sector; review the accuracy and compliance of the presented by SMEs final financial reports;
- Organize or facilitate the organization of at least 5 trainings per year, provide full support on the logistical aspects;
- Assist the PIU team in implementation of the intervention “Coolege Vitamine”; ensure monitoring and follow up of at least 5 schools and/or kindergartens;
- Provide logistical and administrative support for the organization of at least one crowdfunding campaign focused on promoting innovation into private sector, on the platform of the Business Innovation Lab;
- Provide logistical, procurement and other support for the running of the Business Innovation Lab and support to the development of the network of mentors for the BIL;
- Provide logistical and administrative support in ensuring the participation of Moldovan fruit producing companies at International Fair Exhibitions;
- Provide support with collection of micronarratives on unemployment;
- Provide support with data collection for the purposes of the Randomized Controlled Trial in unemployment
- Provide logistical support in the running of the youth-centered Skills Observatory and experimentation lab
- Provide support in planning and organizing experiments under the skills observatory;
- 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 14 months, not exceeding 210 working days.

<b>Deliverables</b>	<b>Deadlines</b>
50 financial and narrative reports for MICS-2015 general projects reviewed and checked;	By 06 December 2016
Up to 14 financial and narrative reports for MICS-2016 general projects reviewed and checked;	By 01 December 2017
Monitoring of the MICS collaborative projects in fresh fruits sector	continuous
Logistics and financial planning assistance for the implementation on the crowdfunding intervention provided;	October – December 2017
At least 10 trainings organized or support provided with logistical and administrative issues	continuous
5 financial reports for SYSLAB seed-money fund reviewed and checked;	By 06 December 2016
Logistical support for at least 2 International Fair Exhibitions provided (Interpoma, Fruitlogistica);	By June 2017
Assistance in implementation of the Grant Agreement with Moldova Fruct	continuous
Assistance in implementation of the MOU between UNDP and 5 public schools/kindergarten	By 15 December 2017
Support provided to PIU in the implementation of at least 3 experiments as part of the skills observatory;	By 15 August 2017
Support provided to PIU in procurement and financial administration processes.	Monthly
Provide logistical and administrative support for the organization of at least one crowdfunding campaign focused on promoting innovation into private sector, on the platform of the Business Innovation Lab.	By 15 December 2017
Provide support with collection of at least 200 micronarratives on unemployment;	By November 2017
Provide support with data collection for the purposes of the Randomized Controlled Trial in unemployment;	By 15 December 2017
Provide logistical support in the running of the youth-centered Skills Observatory and experimentation lab; Provide support in planning and organizing of at least 5 experiments under the skills observatory;	By 15 December 2017
Provide logistical, procurement and other support for the running of the Business Innovation Lab and support to the development of the network of mentors for the BIL	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.

### *Timeframe*

The timeframe for the work of consultant is planned for October 2016 – 15 December 2017.

### *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, and peripherals.

#### *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 3 (three) years of experience in administrative work, accounting/finance, economics, or other substantive area is required;
- Good understanding of the innovation applied to business/private sector, alternative financing mechanisms and similar;
- 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.
- 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

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.