



Terms of Reference for the Mission Adviser

Background:

The EU High Level Policy Advisory Mission (EUHLPAM) is a project financed by the European Union and implemented by the UNDP. The objective of the project is to support the Government to implement its reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the EU-Moldova Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization. Specifically, the project aims at strengthening the policy-making, strategic planning and policy management capacities of selected line Ministries and Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization and at enhancing stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization.

The EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice ensuring that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation.

Position Title: Adviser on Energy Policy to the Office of the Prime Minister

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract (International Consultancy)

Duration of the Contract: February 1, 2013 – September 30, 2013 (with possibility of extension)

Description of Responsibilities:

The Advisor on Energy Policy will act within the EUHLPAM overall framework and provide policy advice to the Prime Minister's Office on issues related to energy policy and to support the beneficiary to undertake its strategic, regulatory and policy making roles as relates to formulation and implementation of the Government's agenda on energy, the provisions of the EU integration process and the Deep and Comprehensive Free Trade Area. The advisor will support the Office of the Prime Minister in management of international negotiations and relationships as relates to the energy sector. S/he will assist in coordinating between the various Moldovan institutions on energy policy issues and support in integration of energy considerations into sector policies. The Adviser will also contribute to the negotiations with external partners of the Republic of Moldova.

The Adviser will report primarily to the Prime Minister of Moldova and Secretary General of the Government, with a secondary reporting line to the EU Delegation and UNDP. The Advisor will work closely with the other members of the team of EUHLPAM advisors and the EU Delegation in Moldova. Together with other EUHLPAM advisors, s/he will represent the EUHLPAM in meetings with key officials, partner organisation and other institutions involved into implementation of the Project.

Key Responsibilities:

- Provide strategic advisory support to the Office of the Prime Minister to undertake its strategic, regulatory and policy making roles related to energy policy formulation and implementation;
- Assist the Office of the Prime Minister in its coordination role between Moldovan institutions with competence in the area of energy;
- Support the Office of the Prime Minister in management of international negotiations and relationships as relates to the energy sector;





- Draft policies aimed at diversifying energy market, ensuring access to different energy suppliers
- Provide assistance to the development of strategies for investments in the field of energy;
- Provide assistance to ensuring integration of energy considerations in other sector policies, such as environment, transport, and agriculture, among others.

The above responsibilities will be carried out through development of strategy documents, policy papers, advisory notes and other relevant documentation as well as provision of technical on-the-job advice to the institutions responsible for energy policy.

Deliverables, activities, and milestones shall follow this tentative schedule:

| Deliverable/milestone | Indicative timeframe |
|--|---------------------------|
| 1. Familiarisation with Moldovan Agenda in the energy sector through meetings with stakeholders, drafting and submission of the Individual Action Plan for approval | February 2013 |
| 2. Daily advisory support to the Office of the Prime Minister to undertake its strategic, regulatory and policy making roles related to energy policy formulation and implementation | March – September 2013 |
| 3. Assistance to the Office of the Prime Minister in its coordination role between Moldovan institutions with competence in the area of energy | March – September 2013 |
| 4. Daily advisory support to the Office of the Prime Minister in management of international negotiations and relationships as relates to the energy sector | February – September 2013 |
| 5. Presentation of the first quarterly Activity Report | May 2013 |
| 6. Policy papers that aims at diversifying energy market, ensuring access to different energy suppliers | April - May 2013 |
| 7. Assistance to the development of strategies for investments in the field of energy | May- July 2013 |
| 8. Presentation of the second quarterly Activity Report | August 2013 |
| 9. Assistance to ensuring integration of energy considerations in other sector policies, such as environment, transport, and agriculture, among others | August - September 2013 |
| 10. Presentation of the final Activity Report | September 2013 |

UNDP shall ensure that the Adviser works according to a prioritised work plan to be established in close consultation with the beneficiary, the EU and the UNDP.

The advisor is required to be present in Moldova at least 60% of the time. Full time commitment will be an advantage.





Qualifications required:

- Master's Degree in Law, Public Administration, Economics, Engineering or related field. A Bachelor's Degree combined with 15 years of experience in the energy sector will serve in lieu of a Master's Degree;
- Minimum 15 years of professional experience;
- Minimum 10 years of proven working experience in the energy field;
- Profound knowledge of EU legislation, standards and policy related to energy;
- Knowledge of the energy policy of Moldova's external energy partners (e.g. the Russian Federation) will be an asset;
- Proven experience in the energy sector of an EU Member State, preferably in one having joined the European Union after 2003. Experience in the gas and/or electricity sectors will be an asset;
- Knowledge of EU external assistance and policies regarding EaP countries will be an asset;
- Experience in international negotiations related to the energy sector will be an asset;
- Experience in providing advisory and technical assistance services to EU governments or to EU candidate countries will be an asset;
- Very good overall understanding of development trends and ability to present related issues clearly both to a general and a specialist audience;
- Excellent communication and proven drafting skills;
- Full PC literacy;
- Fluency in written and spoken English, knowledge of Romanian or Russian will be an asset.

Documents to be included when submitting the proposals:

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

1. Proposal: explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects, the duly filled Personal History Form (P11) and **at least 3 references.**

