



## Terms of Reference for the Mission Adviser

### Background

The overall objective of the project is to support the Government to implement its wider 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 Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

The specific objectives are to: Strengthen the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization; Enhance 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. The EUHLPAM will ensure 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 to the Prosecutor General of the Republic of Moldova

**Duty Station:** Chisinau, Republic of Moldova

**Type of Contract:** Individual Contract (International)

**Duration of the Contract:** March 01, 2013 – September 30, 2013

**Reporting to:** principal beneficiary, with a reporting line to UNDP

### Description of Responsibilities:

The adviser to the Prosecutor General will act within the institution's overall framework of the Mission. He/she will provide strategic advice on alignment of the legal framework with that of the EU, improving the administration of justice, transparency and capacity in line with the objectives and activities as foreseen in the Justice Sector Reform Strategy and the Action Plan. He/she will report to the Prosecutor General with a reporting line to UNDP, and will be the lead sector expert and coordinate short term and local experts' work within the Mission on this particular component. Adviser will cooperate closely with the other Advisers in the team, in particular with the Adviser to the Minister of Justice, Adviser to the Ministry of Interior, and Adviser to the National Anticorruption Centre. All activities performed in the scope of this assignment will be closely coordinated with on-going and planned EU-funded activities and other Donors' programmes in the sector.

The Adviser will also provide strategic recommendations on ad-hoc basis, participate in policy debates, keep abreast of developments and inform UNDP and EUD on trends, problems and needs, as well as response strategies.

### Key Responsibilities:

- Provide strategic advice on: aligning the legal framework on prosecutors function with European standards; adoption and implementation of the legislation on the selection, training, recruitment, appointment and promotion of prosecutors; improvement of administration of the Prosecutor General office; increasing transparency of the work of the prosecutors; internal reform of the General Prosecutor's Office;



- Provide advice on the implementation of the parts of the Justice Sector Reform Strategy and the Action Plan in parts related to the reform of the prosecution system;
- Work closely with the Ministry of Justice and other Advisers to ensure that enforcement of judicial decisions is improved and citizens' confidence in the justice system is strengthened;
- Provide inputs and advice on institutional building;
- Support the Prosecutor General Office in Donor coordination activities;
- Provide general advice in his/her sector in view of negotiations on the EU-Republic of Moldova Association Agreement and the EU-Moldova Visa Dialogue.

The above responsibilities will be carried out through development of strategic policy papers, advisory notes and other relevant documentation as well as technical on the job advice to the Governmental institutions.

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

<b>Deliverable/milestone</b>	<b>Indicative timeframe</b>
1. Familiarisation with Moldovan Prosecution Service, drafting and submission of the Individual Action Plan for approval	March 2013
2. Provide strategic advice on: aligning the legal framework on prosecutors function with European standards; adoption and implementation of the legislation on the selection, training, recruitment, appointment and promotion of prosecutors	April – September 2013
3. Provide strategic advice on: improvement of administration of the Prosecutor General office; increasing transparency of the work of the prosecutors; internal reform of the General Prosecutor's Office	May – September 2013
4. Presentation of the first quarterly Activity Report	May 2013
5. Provide advice on the implementation of the parts of the Justice Sector Reform Strategy and the Action Plan in parts related to the reform of the prosecution system	May – September 2013
6. Work closely with the Ministry of Justice and other Advisers to ensure that enforcement of judicial decisions is improved and citizens' confidence in the justice system is strengthened	April – September 2013
7. Provide inputs and advice on institutional building;	May – September 2013
8. Support the Prosecutor General Office in Donor coordination activities	April – September 2013
9. Presentation of the second quarterly Activity Report	August 2013



10. Provide general advice in his/her sector in view of negotiations on the EU-Republic of Moldova Association Agreement and the EU-Moldova Visa Dialogue	April – September 2013
11. Presentation of the final Activity Report	September 2013

Adviser will also be responsible for provision of relevant advice to the European Union Delegation. He/she will maintain regular communications and represent the Mission (in conjunction with other Advisors) in meetings with the key officials, partner organizations, and other institutions involved into implementation of the Project.

The international policy advisors are required to have a substantial presence in Moldova (at least 60% of the time) and operate according to a prioritized work plan, which will be established in close consultation with their counterparts and agreed upon by the European Union, the Beneficiary and the UNDP. These work plans will contain specific objectives, a detailed description of the activities, expected outputs and results, supported by objectively verifiable indicators of achievement.

### Qualifications required:

- Master's Degree in Law, Public Policy and Management, or related field. A Bachelor's Degree combined with 20 years of experience in the prosecution sector will serve in lieu of a Master's Degree;
- Minimum 15 years of professional experience;
- Minimum 10 years of experience in similar positions of advisory for and/or implementation of reforms (Prosecutor, Justice or similar), in providing advice to policy makers on related reforms issues, or in capacity building in EU or ENP and candidate countries;
- High level experience of working within the government on similar issues will be an advantage;
- Experience in national negotiations on EU integration will be an asset;
- Previous knowledge of the EU-Moldova relations and of Moldovan state institutions will be an advantage;
- PC literacy, excellent writing and communication skills;
- Knowledge of EU programs and policies;
- Fluency in English. Knowledge of other EU languages will be an asset;
- Sound 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**.



**European Union High Level Policy Advice Mission to the Republic of Moldova**  
**Misiunea Uniunii Europene de Consiliere în Politici Publice pentru Republica Moldova**

