
TERMS OF REFERENCE

Job title:	National Consultant on providing consultancy and evaluation of financial information presented by grant and financial support beneficiaries
Duty Station:	Chişinău
Section/Unit:	EU4Moldova: Focal Regions Programme (EU-funded)
Type of Contract:	Individual Contract
Starting Date:	September 2020
Duration of Assignment:	September 2020 – December 2021, up to 150 working days with possibility of extension

Job Content

I. BACKGROUND

The EU4Moldova: Focal Regions Programme is based on the European Commission Implementing Decision on the Annual Action Programme 2018 in favor of the Republic of Moldova and is funded by the European Union and implemented by the United Nations Development Programme and United Nations Children's Fund. The overall objective of the five-year Programme is to strengthen the economic, territorial and social cohesion in the Republic of Moldova through facilitating smart, inclusive, sustainable and integrated socio-economic development as well as by improving the standards of living of the citizens in the focal regions: Cahul and Ungheni.

To this end, this Programme will address the urban-rural divide as well as regional disparities, stimulate economic growth and job creation, refurbish and upgrade some social and technical infrastructure in selected focal regions (smaller towns and villages) while taking into account a climate change and a gender perspective in the activities of the Programme.

Specific objectives:

1. To strengthen transparency, accountability of local public authorities and people's participation in local governance processes in the focal regions.
2. To improve citizens' access to quality public services and utilities in the focal regions.
3. To create employment opportunities for men and women in the focal regions and improve the attractiveness of the pilot regions for investors and entrepreneurs,
4. To promote the smart specialization of the economy of the focal regions through the development of the clustering and value chain approach in key economic sectors.

The Programme objectives will be achieved through measures targeted at: (i) capacity building to support the implementation and monitoring of local economic development plans; (ii) civil society engagement in local planning, governance processes and basic social service delivery; (iii) provision of investment funding in support of the creation and/or development of social and technical infrastructure which, combined with the outcomes from interventions (i) and (ii) above, will have an immediate, visible and tangible impact on employment creation, the standard of living of the population in the focal regions.

II. SCOPE OF WORK

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to provide financial consultancy support while ensuring adequate financial implementation and use of funds granted under the EU4Moldova: Focal Regions Programme (EU-funded) and assisting the programme team in providing information to external auditors, if the case, and performing other tasks related to finances, if required.

More specifically, the Consultant will:

1. Analyze relevant documentation from financial point of view;
2. Provide monthly reports on the reports checked, including observation regarding the status of reports checked and recommendations on their improvement etc. (if the case), submitted to the Programme Manager;
3. Support programme team with identifying the most suitable financial mechanisms to ensure effective and adequate use of funds granted under EU4Moldova: Focal Regions Programme, in line with UNDP Finance and Procurement Rules and Regulations;
4. Assist the Programme team in providing information to auditors, if necessary;
5. Perform other tasks related to finances as may be required by Programme Manager.

III. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

No.	Deliverables	Tentative timeframe
1.	Providing financial assistance before signing the relevant agreements with the beneficiaries;	September 2020 – December, 2021
2.	Verification/Checking of intermediary and final financial reports submitted by <i>EU4Moldova: Focal Regions Programme</i> grantees, beneficiaries and contractors, regarding their compliance with the UNDP Finance and Procurement Rules and Regulations. <i>(estimated at up to a maximum of 100 working days. 1 working day for checking intermediary reports and up to 2-3 working days for final reports)</i>	October 2020 – December, 2021
3.	The grantees, beneficiaries and contractors are assisted with compiling and submitting financial reports. <i>(estimated at up to a maximum of 30 working days)</i>	October 2020 – December, 2021
4.	Consultancy on application of fiscal facilities according to the legislation in force and UNDP rules and regulations;	September 2020 – December, 2021
5.	Guide on financial reporting and financial management of funds under grant agreements/ other agreements is provided. <i>(estimated at up to a maximum of 10 working days)</i>	October 2020 - December, 2021

No.	Deliverables	Tentative timeframe
6.	Assist the <i>EU4Moldova: Focal Regions Programme</i> team in providing information to external auditors, if the case, and other tasks related to finances, if required. <i>(estimated at up to a maximum of 10 working days)</i>	January 2020 – December, 2021

Note:

The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot and shall not be used as unique criteria for completion of work/assignment. The provision of the envisaged deliverables approved by the *EU4Moldova: Focal Regions Programme* shall be the only criteria for Consultant's work being completed and eligible for payment/s.

All deliverables shall be provided in English, in a brief and user-friendly language and require the endorsement by the Programme Manager.

All activities under this assignment shall be performed in a gender-sensitive manner and applying human rights-based approach.

IV. INSTITUTIONAL ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the EU4Moldova: Focal Regions Programme Manager and in close consultation with EU4Moldova: Focal Regions Finance Coordinator; occasional field visits outside Chisinau may be required. The Consultant will be provided with the necessary information, materials and logistics for the fulfilment of his/her tasks, including the transportation means for the field visits.

It is expected that the Consultant begins the assignment in September 2020 and completes the assignment in December 2021.

Performance evaluation

The Consultant's performance will be evaluated against such criteria as timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

Travel and other logistic arrangements

Travel outside duty station (Chisinau) [if required], other administrative costs, and logistical aspects will be arranged with the support of the EU4Moldova: Focal Regions Programme team.

Financial arrangements

Payments will be made post factum on a lump-sum basis, upon submission and approval of progress reports, and certification by the Programme Manager that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported during the reporting period.

V. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- Master's degree in finance, Accounting, Economy or other relevant fields;

- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage;

Experience:

- At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- At least two (2) years of experience in the area of Finance, Accounting, Auditing and verification of budgets and finance reports working in/with companies/NGOs.
- Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management;
- Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage;

Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy - competent user of Microsoft Office programs, databases, financial and accounting software;

Language requirements:

- Fluency in Romanian and Russian, as well as working knowledge of English, are required.

The United Nations in 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 particularly encouraged to apply.