



## Terms of Reference for the Mission Local Staff

### Background

The overall objective of the project “European Union High Level Policy Advice Mission to the Republic of Moldova” (EUHLPAM) 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. The Mission is supported by nine local experts/assistants.

**Position Title:** Assistant to the High-Level Adviser to the Prime Minister’s Office on Strategic Communications and Policy Planning

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

**Type of Contract:** Individual Contract (IC) - local

**Duration of the Contract:** March 1 – September 30, 2013

**Reporting to:** The High-Level Adviser to the Prime Minister’s Office on Strategic Communications and Policy Planning, with a reporting line to UNDP

### Description of responsibilities:

Through the EUHLPAM, an international high-level adviser has been attached to the Prime Minister’s office to advise on strategic communications. The main task of the EU High Level Policy Adviser (EUHLPA) is to advise on internal and external communications and policy planning with specific focus on implementation and communication of the Government Programme, the National Development Strategy Moldova 2020, European integration process and other strategic issues. The successful applicant for this role will assist the high-level policy adviser in his day-to-day activities as outlined below.

### Key responsibilities

- Work with High-Level Adviser to address systematic and capacity gaps in effective government communication, including: contribution to the elaboration of government communication materials ensuring consistency of communication messages; support and coordinate capacity building and training activities for government communicators initiated by the EU High Level Policy Adviser;
- Use local knowledge and experience to provide regular media and political analysis;
- Support application of the innovative communication tools and instruments suggested by the EU High Level Policy Adviser, in preparing individual communication activities, including in relations with media, organization of events and use of social media;
- Prepare briefing and policy papers together with the EUHLPA and edit them in Romanian language;
- Facilitate contacts with counterparts;
- Assist and interpret in meetings with local counterparts;
- Take notes/draft minutes of conferences, seminars and round-tables, as required;



- Advance the work of the project during the senior high-level adviser's absence and make sure all emerging issues are dealt with promptly and accurately;
- Produce quarterly activity reports, as required by the project internal rules;
- Perform other tasks as assigned by the EUHLPA.

#### **Deliverables and timeframes**

<b>Deliverable/milestone</b>	<b>Indicative Timeframe</b>
1. Presentation of the first quarterly Activity Report	<b>31 May 2013</b>
2. Presentation of the second quarterly Activity Report	<b>31 August 2013</b>
3. Presentation of the final Activity Report	<b>30 September 2013</b>

The work plans of the assistant will contain specific objectives, a detailed description of the activities, expected outputs and results, supported by objectively verifiable indicators of achievement.

#### **Experience and Qualifications:**

##### **Academic Qualifications:**

- University Degree in Communications/Journalism/Public Policy/Social Sciences or related fields

##### **Years of Experience:**

- Minimum 5 years of relevant experience in one or more of the following fields: Public Relations/Media/Policy Advocacy

##### **Competencies:**

- Good understanding of Moldovan media landscape and of the Government systems of communication and relations with the public;
- Knowledge of the Government of Moldova's EU integration agenda and of its current implementation status; familiarity with the EU institutions and instruments is a strong advantage;
- Experience of utilizing communications in public policy campaigns, through media, events and social media;
- Strong organizational and inter-personal skills;
- Excellent drafting skills and eye for detail;
- Positive attitude and ability to work in a team;
- Ability to work under tight deadlines and communicate effectively at all levels, with sensitivity and discretion;

##### **Languages:**

- Excellent command of English, Romanian and Russian languages, including excellent drafting/editing skills in Romanian.

#### **Contractual Arrangements**



- Contractual arrangements shall be primarily governed by UNDP's Individual Contract Terms and Conditions, which will along with these Terms of Reference, constitute an integral part of the Contract;
- Amount of effort required (number of work-days) shall be governed by minimum presence requirements and the needs of the beneficiary, subject to available budget;
- Requests for fee payments and working arrangements shall be governed by EUHLPAM's Standard Operating Procedures;
- Relationship with the beneficiaries and external parties shall be governed by EUHLPAM Description of Action, Terms of Reference and its Code of Conduct.