



## **TERMS OF REFERENCE**

<b>Job Title:</b>	National expert to evaluate the applications to the GRANT SCHEME PROGRAMME (GSP-2013) under the Aid for Trade "Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers" Project, Moldova
<b>Duty Station:</b>	Chisinau, Moldova
<b>Project Reference:</b>	Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Duration of Assignment:</b>	<b>22-29 March, 2013</b>

### **Background:**

The "Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers" project is funded by the Aid for Trade regional initiative and implemented by the United Nations Development Programme in Moldova. The project helps fresh fruit producers and exporters to improve their international competitiveness and market access externally, both in the CIS and in the EU markets. The Project focuses on the promotion and pilot implementation of new technologies and practices that have the greatest potential to address the needs of the fresh fruits sector in terms of (1) improving product quality, (2) insuring product safety, (3) reducing unit costs and (4) increasing product shelf life.

In order to meet this goal the „Improving Trade and Productive Capacities of Moldovan Fresh Fruit Producers" announced an Expression of Interest for Grants and collected several proposals from producers and exporters in fresh fruits. Such project proposals will be evaluated and the selected projects will be implemented between March - November 2013.

### **Objective:**

The objective of this consultancy service is to independently evaluate the project proposals received under the Aid for Trade GRANT SCHEME PROGRAMME (GSP-2013) and submit a detailed evaluation report and selection recommendations to the Project Board. Based on such recommendations the

Board will decide on the allocation of grants to those projects that are most sensitive to the GSP-2013 objectives and that best reflect the needs of the producers and exporters.

**Scope of work and expected output:**

In order to achieve such objective the consultant shall:

- Examine in details all documentation afferent to the Expression of Interest for GRANT SCHEME PROGRAMME (GSP-2013), to include the Grants Announcement, submission guidelines, application form and the non-exhaustive list of technologies and equipment suggested to the potential applicants;
- Detailed review of each of the proposals to shortlist those project proposals that fully meet the requirements of the GSP-2013; verification of administrative compliance and eligibility shall be performed; the national consultant may be requested to undertake several site visits to inspect the site proposed for project implementation and verify technical feasibility of the project;
- Develop a list with project proposals that are recommended to be funded under the GSP-2013, to be accompanied by concise and solid justifications; conduct market research to validate the provided financial offers from national and foreign vendors;
- Present the best project proposals to the members of the Project Board during a separate meeting under the GSP-2013;
- Maintain communication with GSP-2013 successful applicants and coordinate the adjustment of the project proposals as per the recommendations of the Project Board (if any);
- Support the project team in preparation of contracting packs;
- Design the forms for the midterm/final narrative and financial reports on the implemented projects;
- Organize induction meeting with the grantees on contracting procedures and the reporting procedures;
- Participate and carry out other tasks within the scope of this assignment.

**Deliverables:**

	<b>Deliverable</b>	<b>Timetable</b>
<b>1.</b>	Short listing of the project proposals; verification of administrative compliance and eligibility performed	<b>by 25 March 2013</b>
<b>2.</b>	The list of project proposals that are recommended to receive funding under the GSP-2013 developed; conduct targeted market research to validate the best financial offers	<b>by 27 March 2013</b>
<b>3.</b>	Induction meeting with beneficiaries of grants organized; necessary support to the Project team in the design of forms for the midterm/final narrative and financial reports provided	<b>By 29 March 2013</b>

Please Note: Deliverables are subject to amendment based on consultation outcomes; further guidance and amendment of the deliverables may be undertaken during the assignment, as needed and discussed.

### **Organizational Setting:**

The national consultant will work under the supervision of the Project Manager. Needed support will be provided by the Regional Manager of the Aid for Trade Project. The Contractor will work outside the project office and will participate in all GSP-2013 related working meetings organized by the Project.

### **Inputs:**

The Project personnel will provide the consultant with the necessary information and materials for the fulfillment of tasks and will provide support in facilitation of the necessary meetings.

### **Conflict of Interest:**

Persons formally or informally affiliated with organizations or other entities seeking funding under the GSP-2013 are not eligible for this consultancy.

### **Confidentiality:**

Materials provided to the consultants and all proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

### **Qualifications:**

#### *Education:*

- University degree in Agronomy, Horticulture and/or other relevant fields. Graduates in other areas, with consistent knowledge of the agrifood and food processing industries, may also apply.

#### *Experience and Skills:*

- Extensive experience (at least 5 years) in the implementation/administration of projects focused on promotion of modern technologies in the fresh fruits segment;
- Extensive knowledge (at least 5 years) of the advanced technologies and equipments in fresh fruits production and export promotion;
- Skills in analyzing, generalizing, and systematizing information;
- Developed skills in communication with various stakeholders in public and private sectors;

- Excellent skills in organizing and coordinating diverse activities;
- Proficiency in written and spoken English, Romanian and Russian.