



# European Union High Level Policy Advice Mission to the Republic of Moldova

## Terms of Reference for the Mission Local Expert

### 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 support will be given to the Advisers in their efforts of designing, implementing and monitoring relevant policies and measures.

**Title: Local Expert to the Customs Service of the Republic of Moldova**

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

**Duty Station: Chisinau, Moldova**

**Duration of Contract: 27 May -30 September 2013**

### Description of responsibilities:

The Local Expert to the Customs Service of the Republic of Moldova will support the Advisers in their activities within the Mission's overall framework with specific focus on reform of processes and procedures to ensure that they align to EU best practice.

He/she will assist in reviewing policy documents and conduct independent research for needs assessments. Guidance, policy papers, reviews and recommendations will be provided to the Customs Service of the Republic of Moldova in the field of Customs policy/administration and reform for the purpose of supporting the implementation of 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.

### Key responsibilities are assisting the Adviser in the following tasks:

- Assisting the Advisers in their mission, with specific focus on the areas of Customs policy/administration and reform;
- Conducting research, collecting relevant data, documents and preparing background and policy papers, as well as draft legislative amendments together with the Advisers;
- Regular communication with Customs and staff of other related projects, participation in policy discussion meetings, staying aware of recent developments in the field of responsibility.



**Key deliverables / Specific outputs:**

Assist and support the Advisers as directed in the following tasks:

- Provide general advice in view of negotiations on and implementation of the EU-Republic of Moldova Association Agreement, a Deep and Comprehensive Free Trade Area (DCFTA) and on the EU-Moldova Visa Dialogue;
- Assist in implementation of the Strategic Framework in customs co-operation between EU and Moldova;
- Support development of customs cooperation related to the EU external borders including exchange of information and joint control;
- Ensure that national customs-related legislation, including provisions related to the supply chain security based on international standards, is applicable and can be implemented;
- Support the development of border and inland control strategy to have the relevant controls with all the necessary resources;
- Support delivery of the system to monitor and reduce waiting times at the border;
- Ensure that a comprehensive intelligence setup is in place and regularly updated, in support of investigation and enforcement systems and procedures;
- Advice on the capacities and institutional requirements for preventing and combating customs fraud, risk analysis, and for the operation of mobile customs teams;
- Support facilitation of legitimate trade as a matter of principle and balanced approach to security measures;
- Facilitate dialogue between the Moldovan Customs Service and other customs authorities in EU-member states including administrative assistance on customs matters and support formalising cooperation through bilateral agreements;
- Facilitate the exchange of experience and mutual assistance with other customs administrations/authorities to promote confidence and cooperation with other national enforcement agencies and ensure learning of the best practices process;
- Facilitate coordination and synergies between various donor-funded initiatives in the sector, including the EU Border Assistance Mission to Moldova and Ukraine.

**Deliverables and timeframes**

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

**Experience and Qualifications:****Academic Qualifications:**

- University or Master Degree in (Law, Economics, Public Policy and Management, or similar);

**Years of Experience:**

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- Minimum 5 years of relevant professional experience in customs policy and/or administration and reform;

**Competencies:**

- Clear understanding of customs policy and legislation in Moldova;
- Understanding of the functioning of customs administration procedures;
- Knowledge of EU programs and policies;
- PC literacy, excellent writing and communication skills;
- Knowledge of European integration process is an asset.

**Languages:**

- Fluency in English, and Romanian;
- Good working knowledge of Russian is an asset.

**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;
- Relationship with the beneficiaries and external parties shall be governed by EUHLPAM Description of Action, Terms of Reference and its Code of Conduct.



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