



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

Terms of Reference for the Mission Local Expert

Background:

The overall objective of the project is to provide high level policy advice to the Republic of Moldova in the overall implementation of the Government Programme "European Integration: Freedom, Democracy, Welfare" 2009-2013 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 liberalisation.

EUHLPAM advisers (EUHLPAs) provide support to the Prime Minister's Office, Prosecutor General's Office, the Ministries of Justice, Economy, Interior, Agriculture and Food Industry, Transport and Road Infrastructure the Tax Inspectorate, Customs Service, Bureau for Migration and Asylum, National Anti-Corruption Centre, in their efforts of designing, implementing and monitoring relevant policies and measures. EUHLPAM advisers are assisted by a team of nine local experts.

Title: Local Expert to the General Prosecutor's Office

Type of Contract: Individual Contract (IC) - local

Duty Station: Chisinau, Moldova

Duration of Contract: 27 May - 30 September 2013

Description of responsibilities:

Through the EUHLPAM, an international high-level adviser (EUHLPA) has been attached to the Prosecutor General's Office (PGO). The main objective of this assignment is to support EUHLPA in providing policy advice on aligning the PGOs legal framework and practices to European standards and the practical implementation thereof. The task of the incumbent will be to assist the high-level policy adviser in his day-to-day activities.

Key responsibilities:

The local expert shall work under coordination of the EUHLPA in all of the areas outlined in the General scope of work section. In particular, the local expert shall:

- Conduct research, collect relevant documents and prepare background papers under the direction of the EUHLPA;
- Perform research and analysis of relevant national legislation and policies;
- Provide translations of relevant documents and legal texts from Romanian/Russian into English and vice versa
- Assist and translate in meetings with local counterparts;
- Contribute to the drafting of policy and legal texts and recommendations for policy changes or legal amendments;
- Provide input and assistance on the development of relevant projects, activities and initiatives;
- Prepare debriefing and policy papers together with the EUHLPA and edit them in the Romanian / Russian language;
- Advance the work of the project during the EUHLPA absence in Chisinau and make sure all emerging issues are dealt with promptly and accurately;
- Participate together with the EUHLPA in regular and ad-hoc meetings with beneficiaries and the project;
- Produce monthly activities and deliverable reports;
- Perform other tasks as assigned by the EUHLPA and project management.

Deliverables and timeframes

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



Experience and Qualifications:**Academic Qualifications:**

- University or Master degree in Law;

Years of Experience:

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

Competencies:

- Sound knowledge of the legal framework regarding criminal investigation and prosecution, the co-operation between prosecutors and investigating officers and criminal procedure;
- Good knowledge of the PGO, law enforcement and judiciary;
- Good knowledge of international and European human rights standards applicable to criminal investigations and criminal procedures;
- Practical experience related to criminal investigation/prosecution (e.g. as a prosecutor) would be a significant asset;
- Experience with working in international assistance projects;
- Previous experience in government administration or law enforcement of the Republic of Moldova will be an asset;
- Excellent writing and communication skills.

Languages:

- Fluent in English, Romanian and Russian

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.



European Union



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