

Joint Integrated Local Development Programme

Terms of Reference

Job Title:	National Consultant to provide secretarial and logistic services to the Parity Commission on Decentralization
Duty Station:	Chisinau Moldova
Reference to the project:	Joint Integrated Local Development Programme
Type of Contract:	Individual contract
Starting Date:	20 June, 2013
Duration of Assignment:	12 months, estimated workload up to 240 days.

Job Content

I. BACKGROUND

The Government of Moldova (State Chancellery) in partnership with the UNDP and UN Women are implementing the Joint Integrated Local Development Programme (JILDP) funded by the Government of Sweden. The JILDP was designed to improve the policy framework, as well as to support the administrative systems and procedures focused on efficient transfer of competencies to Local Public Administrations (LPAs), decentralization and promotion of LPAs' role in decision making. It also helps in building the capacity of LPAs to plan, implement and monitor their strategic plans and improve local public service delivery, involving civil society and community efforts and participation. Actions in the project seek to secure positive change in areas of human rights, tackling social exclusion and ensuring gender equality.

Since 2010 the programme is implemented with human rights based approach and gender equality as the core elements in each of four key components: (1) Policy Advisory and Advocacy, (2) Local Self-Governance and Participation, (3) Community Empowerment, (4) Transnistria and Security zone.

The main results achieved in the programme activities:

- The Parity Commission on Decentralization (PCD) was established to coordinate the Decentralization reform
- Ten thematic Working Groups of the PCD were created under line ministries, including in the Ministry of Finance, and are comprised of the representatives of Central Government, LPAs and civil society
- The Parliamentary Special Commission on Decentralization was established by the Parliament of Moldova at the meeting from 29 July 2011 in order to amend and supplement the legal framework for decentralization and strengthening local autonomy
- The National Decentralization Strategy was designed through a participatory process and was approved by the Parliament at the meeting from April 5, 2012.

JILDP/UNDP will assist the Parity Commission on Decentralization and State Chancellery in development of the legal and regulatory framework in order to create a favourable environment for the implementation of the decentralization reform.

II. SCOPE OF WORK AND EXPECTED OUTPUTS

The objective of this assignment is to assist the State Chancellery in ensuring the qualified secretarial support for the smooth and efficient activity of the Parity Commission on Decentralisation and its Working Groups according to functional responsibilities and obligations set up within the State Chancellery and regulations approved by the Government.

The National Consultant will provide secretarial support for the efficient activity of the Working Groups of the Parity Commission and the State Chancellery.

The National Consultant's duties include, but are not limited to:

1. Provide substantive support for the activity of the Parity Commission by working with documents and papers relevant to its activity under guidance of supervisors and upon their request
2. Provide secretarial services in order to ensure efficient business process of the Parity Commission activity, specifically:
 - Drafting agenda, minutes and briefing notes
 - Organization of paper flow (circulation, clearance etc),
 - Organization of meetings;
 - Documents archiving,
 - Logistic support for the sessions;
3. Provide inputs in organization of public debates, forums with the participation of national/regional/local government/authorities, civil society and private sector with a view to tackle issues related to the decentralization reform
4. To perform translation/interpretation to/from Romanian and English of the documentation, correspondence, as well as any other information related to Parity Commission and its Working Groups as follows: consecutive/simultaneous oral translation; written translation, including editing;
5. Cooperate efficiently with the communications consultant towards ensuring quality information on the activity of the Parity Commission for the regular updating of the content on the web site on decentralization;
6. Communicate efficiently with the governmental public servants, JILDP programme team and partner agencies (UN Women, SIDA etc.) in order to ensure cooperation and synergy towards achievement of planned results.
7. Other related responsibilities as required.

The National Consultant is expected to deliver monthly electronic copies of the performance reports and one annual report on the achieved results. The reports shall be carefully reviewed by the supervisor.

III. INSTITUTIONAL ARRANGEMENTS

The National Consultant will work under direct supervision of the Head of Division for Decentralisation Policies of the State Chancellery and JILDP Programme Manager in close cooperation the Parity Commission members and its Working Groups, as well as JILDP team towards efficient implementation of the programme tasks.

IV. DELIVERABLE

- Perform translation/interpretation to/from Romanian, Russian and English of the documentation, correspondence, as well as any other information related to activities of State Chancellery and Parity Commission (estimated workload 600 pages for translation and 600 pages for editing);
- Draft minutes of project related meetings on ad-hoc basis(minimum 60 minutes);
- Provide logistic support for organization of conferences, workshops, retreats, meetings related to Programme and State Chancellery activity. (minimum 60 events);

V. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- University degree in Public Administration/ International Relations/ Mass Media Communications or related fields;

II. Years of experience:

- At least three years of experience in administrative work, or other substantive area is required;
- At least three years of progressively responsible experience in interpretation/ translation with a national/international organization;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory. Previous experience with UNDP is a very strong advantage;
- Experience in the usage of computers and office software packages (MS Word, Excel, Outlook etc) and advance knowledge of spreadsheet and database packages

III. Competencies:

- Demonstrated capacity of team-orientation work, excellent planning and organizational skills;
- Strong communication and inter-personal skills; including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to achieve results and deadlines in a timely manner, maintaining a high standard throughout.
- Fluency in both oral and written English, Romanian and Russian is a must;

The UNDP 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.