



TERMS OF REFERENCE

Job title:	National Consultant on policy development and strategic communication
Duty station:	Chisinau, Moldova
Reference to the project:	"Improving the quality of Moldovan democracy through parliamentary and electoral support"
Contract type:	Individual Contract (IC)
Duration of assignment:	6 months, with possible extension
Starting date:	September, 2013

I. Objective of the assignment

The expected output for the national consultant's assignment is to strengthen the capacities of the parliamentary Committee on Foreign Policy and European Integration (CFPEI) in analyzing and developing of relevant legislative proposals and public policies and communication to the public of the issues related to European Integration process. The national consultant will also help the CFPEI plan and implement different outreach activities in and outside Chisinau, by emphasizing and raising awareness about the benefits, opportunities and responsibilities brought by Committee's work.

The national consultant will ensure a high level of analytical support, facilitating the communication and cooperation with the Parliament and other stakeholders. The assignment shall be carried out in close cooperation with the Parliamentary Committee on Foreign Policy and European Integration and will aim to further strengthen the cooperation between the Parliament and the Government in European Integration issues, in line with the provisions of the Parliamentary Rules of Procedure and other relevant regulations.

II. Background

The EU-Moldova Association Agreement, currently in negotiation process, places a large emphasize on the approximation and harmonization of Moldovan legislation to European standards. This process significantly increases the amount of draft legislation and policy documents to be considered by the Parliament. In this context, it is important to ensure the parliamentary Committee on Foreign Policy and European Integration (CFPEI) has the sufficient capacity to be the lead parliamentary committee in advising the other committees and citizens about all EU related legislation and changes expected for national legal framework.

The UNDP Democracy Project focuses its activities to strength committees' capacities by providing support for specialized legal expertise and organization of outreach events. The role of the CFPEI in relation to draft legislation and policies is to monitor the progress of negotiations of the Government with EU, check that Republic of Moldova obligations to transpose EU law are adhered to, advise

Parliament and its committees on EU aspects and ensure that statements of compliance with EU law are obtained as appropriate.

In this context, UNDP is seeking to hire a national consultant to assist the CFPEI in analyzing and developing of relevant legislative proposals and public policies and also advice on, and where necessary develop effective communication instruments to the public on issues related to the European Integration process.

III. Scope of work and expected outputs

The activity of the national consultant will consist in providing technical assistance, expertise, guidance and day-to-day transfer of knowledge to the Parliamentary Committee on Foreign Policy and European Integration (CFPEI) members and staff, in order to strengthen their capacities and enhancing the awareness on the EU integration process.

In order to achieve the stated objectives, the Consultant will have the following responsibilities:

- Undertake a comprehensive desk review of the relevant national legal framework, relevant studies, researches, reports and EU/international best practices in the area of the role of Parliament and the parliamentary committee dealing with European Integration Issues, towards monitoring the Integration Process and legislative approximation and harmonization;
- Get acquainted with the Report on Legal Framework to Further Define the Cooperation between Parliament and Government in the field of European Integration (2012) and the Report on the Role of Parliament in European Integration process (2011), both developed by UNDP international consultants;
- Design a detailed work plan in close cooperation with the UNDP's counterpart at the Parliament of Moldova and Project staff;
- Develop a mechanism (regulation) for coordination of the Legislative program (developed by Parliament) and the National Plan for legal harmonization (developed by Government);
- Assess the effectiveness of existing communications means, procedures, etc. used by CFPEI and identify the gaps to ensure effective internal and external communication;
- Support the CFPEI in organizing outreach events on legal harmonization issues and European integration process; provide recommendations for strengthening the communication within and outside the Parliament, in particular between committees, CFPEI and civil society ;
- Develop a EU Communication Strategy and Action plan of the CFPEI to raise the awareness on the EU integration process;
- Support the CFPEI in monitoring of the progress of drafting and approval of domestic legislation, giving effect to EU law in compliance with Moldova's obligations to the EU;
- Support to the organization of public hearings on EU matters;
- Provide recommendations to increase the visibility of the advantages, opportunities and responsibilities that EU integration implies for Moldova;
- Develop monthly progress reports on the performed activities.

IV. Deliverables and Timeframe

Deliverable/milestone		Indicative timeframe
1.	A detailed work plan to be applied for respective assignment developed	By 14 September, 2013

2.	A EU Communication Strategy and Action plan of the CFPEI developed	By 25 October, 2013
3.	Reports on the activities developed (that will include but will not be limited to individual assessments, draft laws, amendments or regulations; Recommendations on legal harmonization issues; Public hearings or debates organized) drafted and submitted for approval	Monthly
4.	A final report on the assignment with mission findings and recommendations developed	By 28 February, 2014

V. Time frame and Institutional arrangements

The timeframe for the assignment of the National Consultant is planned tentatively through September 2013 – February 2014. The consultant will work 8 hours per day (40 hours per week) within the period of 6 months in total and will be located in the premises of the Parliament. The Parliament will provide consultant with working space, access to Internet, printer and telephone line.

VI. Management Arrangements

The national consultant will work in close collaboration with Parliament Committee on Foreign Policy and European Integration and with the Chief Technical Advisor – for substantive aspects of the assignment, and under the direct supervision of the Project Manager – for administrative aspects. The national consultant will report to the Committee appointed representative and the Project Manager. Monthly progress reports will be presented to the Project Manager and Parliament appointed representative.

VII. Financial arrangements

All candidates will be required to submit an aggregated financial offer (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task). Payment will be disbursed in six instalments upon submission and approval of deliverables and certification by the Project Manager that the services have been satisfactorily performed.

VIII. Qualifications and skills required

Qualifications:

- University degree in International or European affairs and/or in EU Law;
- At least 3 years of relevant professional experience in International and/or European affairs and/or Parliamentary field;

Experiences and knowledge:

- Knowledge of law making process, law drafting technique, legal approximation technique and the evaluation of compliance methods;
- Experience in organizing outreach events, roundtables, policy forums etc;
- Experience in working with international organizations (successful experience in working with UN agencies is an asset);
- Extensive knowledge of the functioning of Parliament and the legislative process;

Abilities:

- Strong analytical, drafting and research skills;
- Ability to design and deliver presentations;
- Excellent command of Romanian, fluency in English and Russian, knowledge of one more foreign language (German, French, Italian or Spanish) would be an advantage.

Skills:

Computer literacy and ability to effectively use office technology equipment, IT tools.

IX. Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal: explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 references.