



Terms of Reference for the Mission Local Staff

Background

The overall objective of the project “European Union High Level Policy Advice Mission to the Republic of Moldova” (EUHLPAM) is to support the Government to implement its wider 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 Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

The specific objectives are to: Strengthen the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization; Enhance 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 EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice. The EUHLPAM will ensure that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation. The Mission is supported by nine local experts/assistants.

Proposed position Title: Local Expert to the Ministry of Environment of the Republic of Moldova

Duty Station: Chisinau, Republic of Moldova

Type of Contract: Individual Contract (IC) - local

Duration of the Contract: 18 November -15 December 2013

Reporting to: the High-Level Adviser to the Minister of Environment, with a reporting line to EUHLPAM project manager

Description of responsibilities:

The Local Expert to the Ministry of Environment of the Republic of Moldova will support the Advisers in the 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 Ministry of Environment of the Republic of Moldova in the field of Environment /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 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 Advisors with the mission, with specific focus on the areas of Environment policy/administration and reform;
- Conducting research, providing verbal and written translations, collecting relevant data, documents and preparing background and policy papers, as well as draft legislative amendments together with the Advisors;



- Regular communication with the Ministry of Environment and subordinate institutions and staff of other related projects, participation in policy discussion meetings, staying aware of recent developments in the field of responsibility.

Key responsibilities

- Work with High-Level Adviser to assist the Ministry of Environment with the finalisation of the draft National Environmental Strategy and its Action Plan in particular by:
 - providing general advice and support furthering the modernization of environmental policy and management in Moldova;
 - assisting with provision of advice on institutional development of the Ministry aimed at better implementation of competencies in the environment field;
 - contributing to coordination between Moldovan institutions with competence in the area of environment protection and European integration agenda and furthering the EU approximation agenda within the Ministry of Environment.
- Assist the Ministry with the finalisation of the Draft Law on Environment Protection.
- Provide advice on the environment relevant chapters in view of implementation of the EU-Republic of Moldova Association Agreement and a Deep and Comprehensive Free Trade Area (DCFTA) Agreement in particular as far as the development, effective implementation and legal enforcement of the approximation of the environment legislation is concerned.
- Provide translations at advisers' meetings and assist with written translations.
- Provide any other related support upon the request of the adviser, the beneficiary and/or project management.

Deliverables, activities, and milestones shall follow this tentative schedule:

Deliverables and timeframes

Deliverable/milestone	Indicative Timeframe
1. Provide advice on and contribute to the finalisation of the draft National Environmental Strategy and its Action Plan	15 December 2013
2. Assist with the finalisation of the Draft Law on Environment Protection	15 December 2013
3. Provide any other related strategic advisory support upon the request of the beneficiary and/or project management	15 December 2013
4. Provide advice on the environment relevant chapters in view of implementation of the EU-Republic of Moldova Association Agreement and a Deep and Comprehensive Free Trade Area (DCFTA)	15 December 2013



Experience and Qualifications:

Academic Qualifications:

- University degree in Environmental Law, Environmental Science/Protection, Environmental and Natural Resource Economics/Management. A Master's Degree in the same areas will be an asset.

Years of Experience (*if applicable*):

- Minimum 10 years of general professional experience;
- Minimum 5 years of relevant professional experience, preferably with experience working on European Union or International donor agency funded environment projects and national public administration in the Environment sector.

Competencies:

- Good understanding of environmental policy strategies and laws of Moldova;
- Working experience of the environmental sector of the Republic of Moldova would be an advantage;
- Working experience and comprehensive knowledge of EU acquis and policies in environment;
- Strong organizational and inter-personal skills;
- Excellent drafting skills and eye for detail;
- Positive attitude and ability to work in a team.

Languages:

- Excellent command of English, Romanian and Russian languages, including excellent drafting/editing skills in Romanian and English.

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;
- Requests for fee payments and working arrangements shall be governed by EUHLPAM's Standard Operating Procedures;
- Relationship with the beneficiaries and external parties shall be governed by EUHLPAM Description of Action, Terms of Reference and its Code of Conduct.