



## TERMS OF REFERENCE

<b>Job title:</b>	<b>National Consultant on Trade and Regulatory Framework</b>
<b>Reference to:</b>	Advanced Cross-river Capacities for Trade
<b>Contract type:</b>	Individual Contract (IC)
<b>Duty station:</b>	Chisinau
<b>Language requirement:</b>	Russian and Romanian, English will be an asset
<b>Contract Duration:</b>	April – September 2019, estimated workload: 27 workdays

### A. BACKGROUND

The “frozen conflict” situation in Transnistria, a region that accounts for one third of the country’s total industrial production and almost the entire energy production, has led to a decrease in living standard and its economy has not been able to fully benefit from the opportunities provided by the assistance offered to Moldova. For instance, the development opportunities offered by the Association Agreement, signed by Moldova with the EU, as well as the DCFTA arrangements, are significantly out of reach for the region’s economy. The Transnistria’s SME community, be it in traditional agricultural sector or in other emerging industries (IT, tourism, crafts), has the potential to grow, launch new products and services and export once they are ready. For the moment, most small and medium enterprises on the left bank are not ready to trade and so their share in the external regional trade is negligible.

The Project will facilitate cross-river cooperation and integration of exporters, will expand access of Transnistria enterprises (particularly SMEs), to export promotion mechanisms on the right bank, as well as provide tailored support and build necessary skills, taking into account specific needs of current and future exporters from the region.

The focus of the proposed initiative will be given to the SMEs as the development in the region is inseparably linked to this sector. As such it requires targeted investments in human capital development, lower costs for capital in the entire region, market intelligence aid and a support in marketing and promotion activities.

The project is financed by Government of Sweden and implemented by UNDP Moldova.

### B. OBJECTIVES AND EXPECTED DELIVERABLES OF THE ASSIGNMENT:

The overall objective of this assignment is to produce a guidebook for exporters from the Transnistrian region of the Republic of Moldova to the EU by providing detailed necessary information regarding relevant legal and regulatory requirements to current and potential exporters from the left bank.

More specifically, The National Consultant will assess existing legal and regulatory framework related to exports to the European Union under Moldova-EU DCFTA as they apply to companies

based in the Transnistrian region. This will be done by analyzing existing information and conducting relevant interviews. The National Consultant will also assess availability of such information in Russian and based on the findings will draft a detailed guide in Russian for Transnistria-based exporters.

**Job Summary / Responsibilities:**

- Conduct comprehensive research of the following (1) existing legal and regulatory framework related to exports to the European Union under Moldova-EU DCFTA; (2) specific requirements and/or benefits concerning Transnistria-based companies;
- Assess availability of above information open source and in Russian, including, if needed, by interviewing relevant actors in Transnistria;
- Produce Exporter’s Guide: draft a user-friendly detailed guide in Russian describing step-by-step procedure of exporting from Transnistria to the EU, including registration of company, certification of products and customs clearance procedures.

**Key deliverables:**

No.	Deliverables	Indicative timeframe
1.	Research existing legal and regulatory framework related to exports to the European Union under Moldova-EU DCFTA. Research specific requirements and/or benefits concerning Transnistria-based companies. <b>Narrative report</b> up to 5 pages. (up to 5 w/d).	By 15 June 2019
2.	Assess availability of above information open source and in Russian, including by interviewing relevant actors in Transnistria (1 interview with business association, 2 SMEs, 2 farming companies). <b>Narrative report</b> up to 3 pages. (up to 5 w/d).	By 30 June 2019
3.	Produce Exporter’s Guide (up to 15 w/d). <b>Final report</b> of the findings incorporating all comments and suggestions.	By 31 July 2019
4.	Attend <b>One final event</b> to present the Exporter’s Guide (up to 2 w/d).	By 30 September 2019

**NOTE:**

1. Narrative reports and final report must be provided in English, in a succinct and user-friendly language, hard and electronic copies. The deliverables require the endorsement by the Project Manager.
2. Payment will be made in several instalments upon the successful completion of the tasks assigned.

**C. ORGANIZATIONAL SETTING**

This is a part-time consultancy. The National Consultant will work under the direct supervision of and in cooperation with the Project Manager and project staff. The Consultant will work

remotely, and the communication will be conducted via email, SKYPE and phone. The Consultant will provide short weekly progress reports via email.

The Consultant is expected to carry out field research that involves extensive travel into the Transnistrian region and should budget the travel accordingly.

### **Performance evaluation**

The Consultant's performance will be evaluated against timeliness, responsibility, initiative, creativity, communication, accuracy, and overall quality of the delivered products.

### **Travel and other logistic arrangements**

Travel outside duty station (Chisinau), other administrative costs and logistical aspects should be arranged by the Consultant and budgeted accordingly in the financial offer of the Consultant.

### **Financial arrangements**

Payments will be disbursed in two tranches, first 30% tranche upon submission of deliverable 3 and second tranche upon submission of final product approval by UNDP Project Manager that the services have been satisfactorily performed.

## **D. INPUTS**

The UNDP will provide the Consultant with the available information and materials for the fulfilment of tasks and will provide support with the facilitation of meetings where possible.

## **E. CONFIDENTIALITY**

Materials provided to the Consultant and all the proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

## **F. SKILLS AND EXPERIENCE REQUIRED**

### **I. Education:**

- Master's degree (or equivalent) or Bachelor's degree with 5 years of experience in Economics, Business Administration, Public Administration, Law or related areas. Additional training and certification in trade/DCFTA application is an asset.

### **II. Experience:**

- Minimum 8 years of demonstrated experience in working in academic, research or public administration in the areas relevant to the assignment;
- Proven experience in conducting researches and drafting analytical reports.

### **III. Competencies:**

- Good knowledge of Moldovan trade legal and regulatory framework;
- Understanding of Transnistria-specific aspects of operation of businesses;
- Good knowledge of the benefits of Moldova-EU DCFTA;
- Professional command of Russian, including excellent writing skills; fluency in Romanian; knowledge of English will be an asset;
- Ability to think creatively, and to draft in concise and comprehensive manner.

***Personal qualities:***

- Proven commitment to the core values of the United Nations; in particular, is respectful of differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Responsibility;
- Flexibility;
- Punctuality.

All the costs related to carrying out the **field research, interviews, travel (for interviews and research) and organization of focus group meetings**, shall be borne by the National Consultant and shall be included in his/her financial proposal.

**Documents to be included when submitting the proposals:**

This call is for individual applications only.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications (in separate files):

1. Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment;
2. Proposal: explaining why they are the most suitable for the work and providing a list of relevant publications and a brief methodology on how they will approach and conduct the work;
3. The duly filled Personal History Form (P11 – template attached to the announcement) including past experience in similar assignments and the contact details of at least 3 reference persons.

The United Nations Country Team in the Republic of Moldova 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.