

TERMS OF REFERENCE

Job title:	National Consultant to provide administrative, finance and logistics support
Duty station:	Chisinau
Reference to the:	Study on social and environmental impacts of Dniester HPC
Contract type:	Individual Contract (IC)
Contract Duration:	June - December 2020 (up to 18 days per month/ up to 126 working days per assignment)

Job content

A. Background

The project aims to support the Moldovan Government's efforts to avoid further environmental degradation and likely negative socio-economic impacts resulting from functioning the Dnestrovsk HPC, through provision of support in the course of the negotiation of inter Government Agreement between Moldova and Ukraine on functioning of Dnestrovsk Hydro Power Complex in Ukraine

The Overall Objective of the project is to protect and effectively manage the water resources of Dniester River in a sustainable and transboundary collaborative manner.

The Specific Objectives are:

- To ensure that Government of the Republic of Moldova is fully prepared for negotiations on the Agreement on functioning of the Dniester HPC.
- To contribute to public awareness raising and involvement in protection of the Dniester River.

Three outputs shall be produced under the Dniester Project. These are:

- Output 1. Detailed Study on current and potential environmental and socio-economic impacts on the territory of Moldova resulting from operation of the hydro power generation facilities on the Dniester River elaborated, and the findings widely distributed
- Output 2. Capacities of the Moldovan negotiation team enhanced
- Output 3. Public awareness raised, and transparency of the transboundary management of the Dniester River increased

Along above-mentioned objectives to be achieved, implementation of the Project shall also contribute to improvement of the Moldo-Ukrainian transboundary cooperation by providing at both parties better understanding of the management objectives for the large scale hydro power infrastructure based on the improved knowledge of long-term negative environmental and socio-economic impacts on the downstream region, water resources management in a transboundary context, and state of the art requirement and proper due diligence.

B. Duties and Responsibilities

Under the guidance and direct supervision of the Project Manager the incumbent assists in the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of project activities. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Project Assistant works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

Administrative management and logistic support:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Maintain records on all project national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of Project Board, meetings with international and national consultants and other project related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings (including the meetings of the Project Board, Technical level, trainings, study trips as well as other relevant meetings etc.).
- Providing efficient general receptionist and information services;
- Organize missions, including arranging travel and hotel reservations, prepare travel authorizations, process requests for visas, identity cards and other documents.
- Work within the Project team to scan the Procurement and Finance records within the period specified under the project life.
- Package in archive boxes or files and arrange Procurement and Finance records according to the UNDP Moldova archiving guidelines and archiving plan;
- Prepare an inventory/assets list of the Procurement office records; retrieve all files earmarked for archiving storage.

Financial management:

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the beneficiary, donors and UNDP with respect to financial aspects of the project;
- Prepare recurring reports as scheduled and special reports as required for budget preparations;
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis;
- Ensure the appropriate **archiving of the Financial related documents** and transfer them to the Country Office archive focal point.

Procurement:

- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Ensure that contractual processes follow the stipulated UNDP procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the various project sites;
- Maintain an equipment and spare inventory including verification and transfer when required;
- Ensure the appropriate **archiving of the Procurement related documents** and transfer them to the Country Office archive focal point;
- Other duties as assigned.

C. EXPECTED DELIVERABLES, TENTATIVE TIMEFRAME AND OTHER ARRANGEMENTS

The assignment will require the completion of the following tasks:

Deliverables	Duration/days	Tentative timeframe
<ul style="list-style-type: none"> • Minutes of project related meetings drafted; • Administrative and logistic support for organization of Board meetings, working group meetings, launching events, conferences, workshops, interviews, meetings related to Programme activity provided; • Requests for advance of funds and/or direct payments prepared; • Translation services/projects arranged and coordinated; • Activity report submitted on monthly basis; • External and internal meetings (including the meetings of Technical level, trainings, workshops, study trips as well as other relevant meetings etc.) arranged; • Contracts with new national and international consultants and service providers ensured; • Support to implementing the Activity 3 on Public Communication ensured; • Ensure the appropriate archiving of the Financial, Procurement, Programmatic, administrative related documents and transfer them to the Country Office archive focal point; • Ensure the completeness archiving records and registries as well as the inventory/assets list; • Support to Project Manager to drafting the final Donor Report of the Project provided. 	up to 126 days	June- December 2020

D. MANAGEMENT ARRANGEMENTS

The Consultant will work under the direct supervision and guidance of the Project Manager within the programme office. The Consultant will be provided with the necessary information and materials for the fulfilment of his/her tasks. The project will provide consultant with working space, access to Internet, printer and telephone line.

It is expected that the Consultant begins the assignment in June 2020 and completes the assignment in December 2020.

Performance evaluation

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

Financial arrangements

Payments are made to the Individual Consultant based on the number of days worked and will be disbursed in monthly instalments, upon submission of monthly reports confirming the actual volume of work performed, and certification by Project Manager, that the services have been satisfactorily performed. The payments shall be processed based on the daily fee and the total number of days worked and reported. The deliverables and their schedule of presentation may be subject to amendment upon discussion agreement with the Project Manager.

E. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualification:

- University Degree in economics, law, public administration or other related field;

Experience:

- At least two years of experience in administrative work, accounting, economics, or other substantive area is required;
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Previous experience with UN Agencies/UNDP would be an asset;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advanced knowledge of spreadsheet and database packages, experience in handling of web-based management systems;

Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Strong communication and inter-personal skills, including the ability to effectively communicate with persons from a variety of backgrounds;
- Ability to enter new environments, adapt quickly and produce immediate results;

Language requirements:

- Fluency in oral and written English, Romanian and Russian are required.

The United Nations in 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.

Selection criteria are shown in the Procurement Notice advertised together with this Terms of Reference.

F. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

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

1. CV and at least 3 names for a reference check;
2. Financial proposal (in USD), specifying a fee per day and total requested amount including all related costs, e.g. fees, per diems, travel costs, phone calls etc.;
3. Offeror's Letter confirming Interest and Availability.