



TERMS OF REFERENCE

Job title:	Two International Consultants to conduct Spending Reviews and develop the Spending Review Methodology
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Public Finance for Development Project
Contract type:	Individual Contract (IC)
Contract duration:	February 2021 – December 2022
Expected workload:	Senior Consultant (Team Leader) – 155 working days; Senior Consultant (Expert) – 155 working days
Indicative starting date:	February 15, 2021

1. BACKGROUND

The Public Finance for Development Project is based on a long and rich experience that the Slovak Republic as donor and UNDP have gained over the course of the past decade. Through this project, the Ministry of Finance of the Slovak Republic and UNDP help put development effectiveness principles into practice, thus contributing to advancing the effectiveness of global development efforts to achieve the ambitious Sustainable Development Goals. Thus, it became the key area of the Slovak development cooperation performed by knowledge-transfer and building the capacities of partner institutions. Based on these experiences, the Public Finance for Development (PFD) Programme has been established in 2009 with the aim to assist the partner countries in their efforts to reform and set up the public finance management.

Moldova became a beneficiary country of the Programme in 2010. The interventions in Moldova aimed at supporting the Ministry of Finance and Line Ministries in implementing program-based budgeting (PBB) and developing capacities, including in monitoring and evaluation for the PBB, at improving the legal and methodological framework. In 2018-2020 the Programme supported piloting of the Spending Reviews based on the experience of the Slovak Ministry of Finance at the Ministry of Education, Culture and Research and at the Ministry of Agriculture, Regional Development and Environment of the Republic of Moldova.

In the new phase of the project (2020-2022) the assistance is targeted at building analytical capacities for the Spending Reviews in another two Line Ministries through adjusting, piloting and institutionalization of the Spending Review Methodology. The target ministries for carrying out the third and fourth spending reviews will be identified during the first mission of the selected experts in consultations with the Ministry of Finance of Moldova. The Spending Review Methodology for the third round in 2021 will combine the two methodological approaches applied in the spending reviews carried out in 2018 – 2020. The methodology applied in the third round will be codified in a Methodological

Guidance and will be implemented in the fourth round of the spending review in 2022 with the purpose of its institutionalization.

2. OBJECTIVE AND EXPECTED OUTPUTS

The objective of the assignment is to contribute to developing analytical capacities of the Ministry of Finance and Line Ministries of the Republic of Moldova for carrying out the spending reviews based on the methodologies piloted in 2018 – 2020, and further adjusting the methodology with the general goal of its institutionalization.

The Senior Consultant (Team Leader) will have the overall responsibility for the achievement of the objective of the assignment, delivering the expected outputs, coordination of the work with other experts, and for proper reporting to the UNDP. The Senior Consultant (Expert) will support the Senior Consultant (Team Leader) in the achievement of the objective of the assignment and the delivery of the expected outputs by providing technical expertise at all stages of the assignment. A local consultant might be recruited to support the Senior Consultants in collecting the information, offering analysis of the relevant national legal and normative framework, establishing meetings and providing on-the-spot translation and interpretation, and contributing to reporting.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

The assignment will imply up to 14 missions (7 missions per year) by both consultants and drafting of all related documents before, during and after the missions. Dates of the missions are tentative and will be adjusted with the view at the work schedules of the Ministry of Finance and respective Line Ministries. In case COVID-19 related restrictions on travel continue, the services will be provided on-line.

No. of deliverables	Key deliverables	Tentative timetable
1	Spending review methodology adjusted as a combination of the two methodological approaches applied in the spending reviews carried out in two Ministries in 2018 – 2020.	by 31 October 2021
2	Expertise in implementing the third round of spending review provided (5 missions x 10 days each; February-April 2021, May-June 2021, July-August 2021, August-September 2021, September-October 2021)	65 WDs
3	Draft Methodological Guidance for the spending review discussed in a Workshop in Chisinau (1 mission x 5 days)	by 31 October 2021 5 WDs
4	The Methodological Guidance for the spending review finalized in line with the comments and suggestions and approved	by 30 November 2021 5 WDs
5	Report on the Spending Review carried out in 2021 finalized in line with the comments and suggestions and submitted (1 mission x 10 days)	by 31 December 2021 10 WDs
6	Expertise in implementing the fourth round of spending review provided (5 missions x 10 days each; January-February 2022, March-April 2022, May-June 2022, July-August 2022, August-September 2022)	by 30 September 2022 50 WDs

7	A Training of Trainers for local experts and a training for representatives of Ministry of Finance and Line Ministries on the Methodological Guidance for the spending review prepared and conducted (1 mission x 5 days)	by 31 August 2022 5 WDs
8	Report on the Spending Review carried out in 2022 finalized in line with the comments and suggestions and submitted (1 mission x 10 days)	by 31 October 2022 10 WDs
9	Final Activity Report (<i>including details on all stages passed, conclusions and recommendations for subsequent activities</i>) – submitted and approved by the Project (5 days)	by 30 November 2022 5 WDs

Note: this support shall be comprehensively detailed and presented in the corresponding completed mission reports, final activity reports and final spending review reports.

4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of Senior Consultants is planned for February 2021 – December 2022. During this time both Senior Consultants (Team Leader and Expert) are expected to work a total of up to 310 working days, or up to 155 working days each.

All communications and documentation related to the assignment will be in English.

The Consultants will work in close collaboration with the Ministry of Finance and Line Ministries representatives, and under the overall guidance and direct supervision of the UNDP Project Manager.

The UNDP Project will provide administrative and logistical support in the organization of the envisaged events, meetings and/ or consultations.

All deliverables shall be approved by the UNDP Project Manager.

4. FINANCIAL ARRANGEMENTS

Payments will be disbursed in tranches upon the submission and approval of the deliverables and timesheets, and a certification by UNDP Project Manager that the services have been satisfactorily performed.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. The assignment will imply up to 14 missions (7 missions per year) by both consultants. The consultants will indicatively be on mission to Moldova during 130 working days each. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the ICs wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

In case COVID-19 related restrictions on travel continue, the services will be provided on-line.

5. QUALIFICATIONS AND SKILLS REQUIRED

Senior Consultant (Team Leader)

COMPETENCIES

Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritisms;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies:

- Strong leadership and team management skills;
- Strong interpersonal skills, communication and diplomatic skills, teamwork ability;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;
- Good time management, meeting deadlines.

QUALIFICATIONS

Academic Qualifications/Education:

- Master's Degree or higher in economics, finance, public administration, management, development studies or related field.

Experience:

- At least 7 years of experience in public finance management, fiscal planning, expenditure policy and budgeting aligned to EU practices and tools;
- Previous experience in designing methodologies, managing and conducting spending reviews;
- Previous experience with the design and implementation of the public finance reform and post-reform initiatives at central and local levels;
- Hands-on experience or a profound knowledge of the Spending Review methodological approaches piloted in 2 Line Ministries in Moldova in 2018 - 2020 is a strong asset.

Language skills:

- Strong writing, editing, and oral communication skills in English.

Senior Consultant (Expert)

COMPETENCIES

Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
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Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, teamwork ability;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;

- Good time management, meeting deadlines.

QUALIFICATIONS

Academic Qualifications/Education:

- Master's Degree or higher in economics, finance, public administration, management, development studies or related field.

Experience:

- At least 5 years of experience in public financial management, fiscal planning, expenditure policy and budgeting aligned to EU practices and tools;
- Previous experience in designing methodologies, managing and conducting spending reviews;
- Previous experience with development and implementation of the public finance reform and post-reform initiatives on central and local levels;
- Hands-on experience or a profound knowledge of the Spending Review methodological approaches piloted in 2 Line Ministries in Moldova in 2018 - 2020 is a strong asset.

Language skills:

- Strong writing, editing, and oral communication skills in English.

6. Documents to be included when submitting proposals:

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

- Motivation statement indicating the position applying for (Team Leader or Expert), explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Offeror's Letter confirming interest and availability;
- Duly completed and signed CV and the contact details of at least 3 referees.

Note: Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.