



TERMS OF REFERENCE

Job title:	INTEGRATED NATIONAL FINANCING FRAMEWORK NATIONAL EXPERT
Duty Station:	Home based (Republic of Moldova)
Reference to the project:	Public Finance for Development Project
Contract type:	Individual Contract (IC)
Contract duration:	August 2021 – December 2021, up to 60 working days
Payment arrangements:	Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
Indicative starting date:	August 1, 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 translate development effectiveness principles into practice, thus contributing to advancing the effectiveness of global development efforts to achieve the ambitious Sustainable Development Goals.

The Public Finance for Development (PFD) Programme has been established in 2009 with the aim to assist the partner countries in their efforts to implement reforms and set up improved practices in 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 relevant capacities, including in monitoring and evaluation for the PBB, and 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 will be targeted to building analytical capacities for the Spending Reviews in another two Line Ministries through adjusting, piloting and institutionalization of the Spending Review Methodology and to carrying out a comprehensive analysis of the financial flows in line with the Development Finance Assessment (DFA) tool (<https://sdgfinance.undp.org/sdg-tools/development-finance-assessment-dfa-guidebook>). The DFA supports the development or the strengthening of a more integrated financing approach, within the concept of Integrated National Financing Framework (INFF). It provides a comprehensive mapping of financial flows (domestic, international, public, private) and an analysis of the institutions, capacities, processes and instruments for financing contributing to the National Development Strategy priorities

and underpinning SDG Framework that defines the country's 2030 vision, key development pathways and accelerators, linking to the nationalized SDG targets and indicators.

The DFA is a necessary step in the process of operationalising an Integrated National Financing Framework (INFF) - a planning and delivery tool which will support financing sustainable development and building back better at the national level.

The DFA brings together government officials, private sector and other stakeholders to facilitate discussions on how to operationalise a more integrated approach to financing through an INFF.

The outcome of the DFA is an INFF Roadmap which lays out the steps that will be taken subsequently to operationalise an INFF. The INFF Roadmap will be developed under the leadership of the Oversight Committee established for this purpose and will capture the steps agreed through the DFA process about how each of the INFF building blocks will be brought together and operationalised in the Republic of Moldova context.

2. OBJECTIVE AND EXPECTED OUTPUTS

The main objective of this assignment is to support the international expert to shape and deliver the substantive analysis and recommendations within the DFA process, guided by the Oversight Committee, culminating in the articulation and agreement of an INFF Roadmap.

The National expert is responsible for collecting the information, policy documents, offering analysis of the relevant national legal and normative framework, liaising with government officials and other national stakeholders, establishing meetings and providing on-the-spot translation and interpretation, and contributing to reporting.

The responsibilities of the National expert will include but is not limited to the following activities through each phase of the DFA:

DFA initial analysis and consultation phase

- Engage with government officials and other national stakeholders to collect relevant data, policy documentation and analysis to inform the DFA analysis;
- Support the Lead expert to undertake analysis of the financing context and outlook, and of existing structures, ongoing reforms and opportunities to strengthen financing policies and institutional structures in relation to the building blocks of an INFF;
- Support the Lead expert and country office to plan missions, consultations and Financing Dialogues as needed, including arranging logistics and reaching out to stakeholders;
- Support, and lead where necessary, consultations with stakeholders across the financing landscape to (i) collect data, information and analysis, (ii) engage stakeholders in the DFA process and (iii) share, socialize and refine initial emerging findings and ideas for recommendations to be developed;
- Support technical discussions in the initial Financing Dialogue.

Facilitating Financing Dialogue toward the INFF Roadmap

- Support ongoing analysis as priorities are identified and potential recommendations identified;
- Support Lead expert to prepare first draft of DFA report;
- Support Lead expert to conduct technical discussions through a series of Financing Dialogues;
- Support dedicated working groups as needed.

Articulating and agreeing the INFF Roadmap

- Support Lead expert to draft the INFF Roadmap;
- Support Lead expert working with relevant stakeholders to refine and develop actionable recommendations;
- Support process of finalizing the INFF Roadmap as needed.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Initial data collection and analysis, bilateral consultations and first financing dialogue. Activity Report submitted and approved by the Project	Up to 20 WDs	By 31 August 2021	UNDP, in consultation with Oversight Committee
2	Series of financing dialogues. Activity Report submitted and approved by the Project	Up to 20 WDs	By 30 September 2021	UNDP, in consultation with Oversight Committee
3	First draft INFF Roadmap and DFA report finalized in line with the comments and suggestions and submitted	Up to 15 WDs	By 31 October 2021	UNDP, in consultation with Oversight Committee
4	INFF Roadmap, DFA report and Final Activity Report (<i>including details on all stages passed, conclusions and recommendations for subsequent activities</i>) – submitted and approved by the Project	Up to 5 WDs	By 5 December 2021	UNDP, in consultation with Oversight Committee

4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of National Consultant is planned for August 2021 – December 2021. During this time, the National Consultant is expected to work a total of up to 60 working days.

The National Consultant will work under the guidance and in close collaboration with the international expert and the direct supervision of the UNDP Project Manager.

All deliverables shall be approved by the International (Lead) expert and UNDP Project Manager.

5. 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.

The consultant will be paid on a lump sum basis subject at completion of agreed tasks as follows:

1. Deliverable 1 and 2 (10%)
2. Deliverable 3 (40%)
3. Deliverable 4 (50%)

6. CONFIDENTIALITY

Materials provided to the National 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.

7. QUALIFICATIONS AND SKILLS REQUIRED

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 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 the fields of finance, public financial management, private sector development or budgeting and planning. Previous experience with a development partner or government is a very strong advantage.
- Research experience in areas of public or private financing policy for sustainable development is required.

- Strong understanding of the DFA methodology is required;
- Good knowledge of data collection and analysis is essential.
- Good knowledge of sustainable development financing issues in Moldova.
- Good knowledge of Moldova government systems and processes, particularly in relation to the budget, private finance policies, planning processes and their integration.
- Ability to conduct interviews with government and key stakeholders.

Language skills:

- Proficiency in written and spoken English, Romanian and Russian are required for this assignment

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.

8. APPLICATION PROCESS

Applicants shall submit the following required documents:

- CV, including information about past experience in similar assignments and contact details for at least 3 referees;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Offeror's Letter confirming Interest and Availability with financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

9. ANNEXES TO THE TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's letter confirming interest and availability, including financial proposal (template).