



## TERMS OF REFERENCE

<b>Job title:</b>	Administrative and Logistics Consultant
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	EU Confidence Building Measure (CBM) V Programme, other UNDP projects
<b>Contract type:</b>	Individual Contract
<b>Assignment type:</b>	National Consultant
<b>Contract duration:</b>	August 2022– June 2023
<b>Expected workload:</b>	132 working days
<b>Indicative starting date:</b>	15 August 2022

### 1. BACKGROUND

In 2019 the European Union launched the fifth phase of the Confidence Building Measures Programme (EU-CBM V), having UNDP Moldova as implementing partner. The overall goal of the Program is to increase confidence between both banks of the Nistru River by ensuring socio-economic development through involvement of local authorities, civil society organizations, private actors, and other community stakeholders. The EU CBM Programme is focused on 4 specific fields: promoting business development; support to community development and cross river platforms of cooperation; preserving cultural and historical heritage and assistance to media development and cooperation.

In order to achieve its objectives, the EU-CBM Programme seeks a National Consultant who will assist the team and provide administrative and logistics support to the EU Confidence Building Measure (CBM) V Programme and to other UNDP projects, in the implementation of key activities.

### 2. OBJECTIVE AND EXPECTED OUTPUTS

UNDP seeks to contract a National Consultant (hereinafter “the Consultant”) to provide administrative and logistics support to the EU Confidence Building Measure (CBM) V Programme, other UNDP projects, in the implementation of key upcoming activities.

She/he is expected to work closely with the Programme Manager, Officers, beneficiary institutions and stakeholders in order to deliver professional, effective and qualitative contributions to the Project’s daily work.

Under the direct supervision of the Programme Manager and in collaboration with the programme team, the Consultant is expected to carry out the following tasks:

- Provide overall administrative support in organizing events, workshops, training courses/ field visits according to the Project Work Plan;
- Coordinate archiving of procurement and other operations files related to the projects’ implementation;
- Create and continuously update a database of project beneficiaries (with corresponding disaggregation);
- Liaise with service providers to establish meaningful and relevant partnerships for the implementation of the planned activities;
- Provide support for cultural heritage and infrastructure events, business related events, cross-river sectorial platforms, including from Transnistria region
- Register incoming correspondence and support internal circulation of documents, related to the projects’ activities;

- Perform any other relevant logistical and administrative tasks, as requested by the Programme Manager and/or Project Associate, for the successful implementation of the assignment.

### 3. KEY ACTIVITIES, DELIVERABLES AND TENTATIVE TIMETABLE

Key activities and deliverables	Tentative timetable
<p><b>Support in the overall logistical and administrative activities – provided, including:</b></p> <ul style="list-style-type: none"> <li>• Scheduling meetings and coordinate agendas for the following events/conferences (roundtables on development of regional touristic routes Moldova-Ukraine, reconstruction of the Soldanesti water tower, Implementation of hybrid education, cross-border project with AroMed Business, cross-cutting innovation business platform, grants award for cross-river business initiatives)</li> <li>• Provide support for logistically oriented activities for 15 small grants holders and partners on both banks of river Nistru;</li> <li>• Provide logistic support for the launches of cultural heritage events and campaigns, business events for EU CBM Programme: Bender fortress, Cocieri kindergarten, Holercani Culturall Hall, Rascov synagogue and orthodox church, Beloci windmill, Stroesti wind tower, Chisinau Circus. EcoToys” (Tiraspol), Veterinary clinic in (Bender), Animation studio (Tiraspol), Robotics Club (Rybnitsa), Restoration and conservation works at Macri family's tomb, Conservation works at Church of the Protecting Veil in Rascov, 6+6 grants for young entrepreneurs on the right and left banks of river Nistru, promotion of cross-river sectoral platforms – Environment, Health, Education and Sport, and other projects) <ul style="list-style-type: none"> <li>- pre-event coordination of invitations, accommodation, venue, catering and equipment;</li> <li>- event management of participants, equipment, folders, printed and electronic materials;</li> <li>- contributing to the wide dissemination and visibility of Project achievements/events;</li> </ul> </li> <li>• preparing the draft budgets for the projects’ activities;</li> <li>• supporting in the documentation archiving process (procurement, HR, program files etc);</li> <li>• making arrangements concerning translation services for 25 events, including the promotion of cross-sectoral platforms activities other relevant preparations for the prompt and effective development of activities, as described above.</li> </ul> <p>The support shall be comprehensively detailed and presented via (brief) monthly reports.</p>	<p><b>24 WDs</b> by 30 September 2022</p> <p><b>24 WDs</b> By 30 November 2022</p> <p><b>24 WDs</b> by 30 January 2023</p> <p><b>24 WDs</b> By 31 March 2023</p> <p><b>24 WDs</b> By 30 May 2023</p> <p><b>12 WDs</b> By 30 June 2023</p>

*Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with respective Project and be provided in electronic copy. Payment will be made upon the successful completion of the tasks assigned.*

### 4. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the Consultant is planned for the period August 2022 – June 2023.

During this time, the Consultant is expected to work a total of 132 working days (part-time consultancy).

The assignment shall be performed in close coordination with the Programme Team, under the guidance and supervision of the Programme Manager and Project Associate.

For the duration of the assignment the Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment. Priority shall be given to both office-based work and remote collaboration.

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

## **5. FINANCIAL ARRANGEMENTS**

Payments will be disbursed in tranches upon submission and validation of deliverables by the Project Associate (certifying that the services have been satisfactorily performed) and their subsequent approval by the Programme Manager.

## **6. QUALIFICATIONS AND SKILLS REQUIRED**

### **Academic Qualifications:**

- University degree or higher in Economics, Accounting, Business Administration or another field relevant to the current assignment.

### **Experience and knowledge:**

- At least 3 (three) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (please provide relevant details in the proposal);
- Administrative experience is required (e.g. in office management);
- Experience in working with CSOs is a strong asset;
- Previous experience within an UNDP Project and/or EU-funded Project or other international organization is an asset.

### **Competencies:**

- Ability to perform and deliver expected results in a fast-paced working environment;
- Strong sense of initiative and ability to work independently;
- Excellent computer skills, including usage of Microsoft Office tools (word processing, data spreadsheet and database management);
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders;
- Fluency in Romanian (verbal and written) is a must. Knowledge of English and/or Russian will be considered as an advantage.

### **Personal qualities:**

- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks;
- Proven commitment to the core values of the United Nations, in particular respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status.

*The UNDP 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.*

## **7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

- Offeror's Letter confirming interest and availability for the Individual Contractor assignment
- Financial Proposal (in USD, specifying the requested amount per working day, as per Annex 2 template);

- Duly updated CV with at least 3 references.

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