



## TERMS OF REFERENCE

<b>A. Job Title:</b>	National Consultant for checking beneficiaries' financial reports
<b>B. Duty Station:</b>	Chişinău
<b>C. Project reference:</b>	EU Confidence Building Measures Programme (EU CBM 6)
<b>D. Contract type:</b>	Individual Contract (IC)
<b>E. Duration of assignment:</b>	up to 170 working days, in the period of October 2024 – December 2025

### F. Background:

The overall objective of the EU Confidence Building Measures Programme (the EU CBM Programme) is to contribute to an environment of trust and cooperation across the Nistru River generating new perspectives on shared interests and a shared future for people from both banks of the river while responding to their pressing development needs. The EU CBM Programme represents a framework for engaging in development interventions across the security zone on both sides of the Nistru River, comprising a series of activities that strengthen, regularize, and intensify interaction between otherwise divided societies, aiming to establish this interaction as a norm.

The sixth phase of the CBM aims to strengthen the confidence between communities on both banks of the Nistru River, through joint initiatives involving local communities, civil society organisations, business actors and other stakeholders. ***The Programme has 4 major components: 1) Economic development and decent job creation for women and men; 2) Enhanced cross-river thematic cooperation between the civil society from both banks; 3) Community Development and small-scale social infrastructure support; 4) Promotion of Cultural heritage.***

In Component 3 specifically, after the selection of 12 communities, the Alliance of Hometown Associations on right bank (AHTA), in cooperation with the Agency for Regional Development of the left bank (ARDT), will be directly contracted to improve and broaden the local communities stakeholder engagement in the planning and monitoring of local development – community development plans will be elaborated in accordance with the human rights-based approach and gender responsive principles, with migration fully mainstreamed.

Community empowerment and cross-river sectoral platforms, previously supported under earlier iterations of the EU CBM Programme, have demonstrated a positive synergistic effect. The small infrastructure projects and the small grants provided to enhance their inter-connectivity have delivered much-needed assistance to vulnerable communities. Additionally, by relying on joint efforts, these initiatives have helped rebuild communication and cooperation channels at the community level, fostering an atmosphere conducive to reconciliation. This shared approach to development issues, delivering tangible benefits on both banks, builds on significant past achievements and establishes a positive cooperative dynamic between the two sides.

### G. Objective:

The overall objective of this assignment for the National Consultant (hereinafter Consultant) is to verify the submitted financial reports on the use of funds granted by the grantees, originated from both banks of the Nistru River and assist the EU CBM 6 programme team in providing information to external auditors, if the case, and other tasks related to finances.

### H. Scope of work and expected outputs:

Under the guidance of the Programme Manager, the Consultant is expected to perform the following tasks:

- Verify financial reports submitted by grantees and beneficiaries. Ensure that the incurred expenses are accompanied by the appropriate documentation and comply with the UNDP Finance Rules and Regulations.
- Offer consultancy and trainings to each granted beneficiary on compiling and submitting financial reports, with final approval.
- Conduct capacity building sessions for grant beneficiaries on EU-UNDP financial reporting rules; Provide reports in line with deliverables established the training sessions conducted, financial reports checked, including observation on their status and recommendations on their improvement etc., and submit them to the Programme Manager.
- Provide advice to the randomly selected beneficiaries and contribute to the preparation and compilation of files requested by auditors, including formulating responses to audit reports/recommendations, if applicable.

**I. Expected Deliverables:**

Item no.	DELIVERABLES	Estimate Workdays	Tentative timeframe
<b>Task 1: Economic development and decent job creation for women and men</b>			
1.1	<p><b>Deliverable 1.1.</b> Report on the delivery of one induction session per beneficiary (grantees) on EU-UNDP financial reporting rules and bookkeeping, including the development of an adjusted financial reporting template based on the approved budget lines from the signed grant agreements, as part of the “Capacity Development of Business Support Organizations” activity.</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>• Up to 2 induction sessions delivered.</li> <li>• Up to 2 financial reporting templates discussed and adjusted with the beneficiaries.</li> </ul> <p><i>Up to 2 w.d. per beneficiary</i></p>	Up to 4 working days	By 20 October 2024
1.2	<p><b>Deliverable 1.2.</b> Report on the verification of two intermediary financial reports for the 2024 year (intermediary report #1 and intermediary report #2), in accordance with the disbursement deadlines specified in the two signed low-value grant agreements.</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>• Up to 4 intermediary financial reports checked and approved for compliance with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>	Up to 8 working days	By 20 December 2024
1.3	<p><b>Deliverable 1.3.</b> Report on the verification of final financial reports, in accordance with the disbursement deadlines specified in the signed low-value grant agreements.</p> <ul style="list-style-type: none"> <li>• 1 financial report – by 31.04.2025</li> </ul>	Up to 4 working days	By 20 December 2025

	<ul style="list-style-type: none"> <li>1 financial report – by 30.06.2025</li> </ul> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>Up to 2 financial reports checked and confirmed that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>		
<b>Task 2: Enhanced cross-river thematic cooperation between the civil society from both banks</b>			
<b>2.1</b>	<p><b>Deliverable 2.1.</b> Report on the delivery of one induction session per beneficiary (6 EU cross river Platforms and 12 small grants) on EU-UNDP financial reporting rules and bookkeeping, including the development of an adjusted financial reporting template based on the approved budget lines from the signed grant agreements, under the “Strengthening Capacity of Civil Society (NGO) and Cross-River Cooperation through 6 Thematic Platforms” activity.</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>Up to 18 induction sessions delivered.</li> <li>Up to 18 financial reporting templates discussed and adjusted with the beneficiaries.</li> </ul> <p><i>Up to 2 w.d. per beneficiary</i></p>	Up to 36 working days	By 10 November 2024
<b>2.2</b>	<p><b>Deliverable 2.2.</b> Report on the verification of intermediary financial reports for the 2024 year, in accordance with the disbursement deadlines specified in the 18 signed low-value grant agreements:</p> <ul style="list-style-type: none"> <li>18 (6 intermediary reports # 1 from EU cross river Platforms and 12 intermediary reports from small grants recipients)</li> </ul> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>Up to 18 financial reports checked and approved that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>	Up to 36 working days	By 20 January 2025
<b>2.3</b>	<p><b>Deliverable 2.3.</b> Report on verification of 6 intermediary reports #2 for EU cross river Platforms and 12 final financial reports for small grants, in accordance with the disbursement deadlines specified in the signed low-value grant agreements.</p> <ul style="list-style-type: none"> <li>10 financial reports – by 31.03.2025</li> <li>8 financial reports – by 30.06.2025</li> </ul> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>Up to 18 financial reports checked and confirmed that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>	Up to 36 working days	By 20 July 2025
<b>2.4</b>	<p><b>Deliverable 2.4</b> Report on verification of 6 final reports for EU cross river Platforms in accordance with the disbursement deadlines specified in the</p>	Up to 12 working days	By 20 December 2025

	<p>signed low-value grant agreements.</p> <ul style="list-style-type: none"> <li>• 3 financial reports – by 30.10.2025</li> <li>• 3 financial reports – by 30.11.2025</li> </ul> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>• Up to 6 financial reports checked and confirmed that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>		
<b>Task 3: Community Development and small-scale social infrastructure support</b>			
<b>3.1</b>	<p><b>Deliverable 3.1.</b> Report on the delivery of one induction session per organization: Alliance of Home Town Associations (AHTA), HACT recipient and Agency of Regional Development (ARDT), LVGA recipient on EU-UNDP financial reporting rules and bookkeeping. This includes the development of an adjusted financial reporting template based on the approved budget lines from the signed HACT and LVGA agreements .</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>• Up to 2 induction sessions delivered.</li> <li>• Up to 2 financial reporting templates discussed and adjusted with the beneficiaries.</li> </ul> <p><i>Up to 2 w.d. per beneficiary</i></p>	Up to 4 working day	By 20 November 2024
<b>3.2</b>	<p><b>Deliverable 3.2.</b> Report on the verification of two financial reports for AHTA HACT agreement (intermediary report #1 and intermediary report #2) and intermediary report #1 for ARDT LVGA for the year 2024, in accordance with the disbursement deadlines specified in the agreements (ARDT and AHTA).</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>• Up to 3 financial reports checked and approved that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>	Up to 6 working days	By 10 January 2025
<b>3.3</b>	<p><b>Deliverable 3.3.</b> Report on the verification of two financial reports for AHTA HACT agreement (intermediary report # 3 and intermediary report #4) and intermediary # 2 report for ARDT LVGA, in accordance with the disbursement deadlines outlined in the agreements with AHTA and ARDT.</p> <ul style="list-style-type: none"> <li>• 3 financial reports – by 15.07.2025</li> </ul> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>• Up to 3 financial reports checked and confirmed that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per report</i></p>	Up to 6 working days	By 15 July 2025

3.4	<p><b>Deliverable 3.4.</b> Report on the verification of intermediary report # 5 and final financial report for AHTA HACT agreement and final financial report for ARDT LVGA, in accordance with the disbursement deadlines outlined in the agreements with AHTA and ARDT.</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>Up to 3 financial reports checked and confirmed that they comply with the EU-UNDP Finance Rules and Regulations.</li> </ul> <p><i>Up to 2 w.d. per sight</i></p>	Up to 6 working days	By 20 December 2025
<b>Task 4. General Management Support:</b>			
4.1	<p><b>Deliverable 4.1.</b> Report on verification of beneficiaries' financial documentation to be provided for external auditors (upon request).</p> <p><b>Expected result:</b></p> <ul style="list-style-type: none"> <li>Up to 12 Low Value Grants files prepared for audit.</li> </ul> <p><i>Up to 1 w.d. per Low Value Grants Agreement</i></p>	Up to 12 working days	By 20 December 2025
<b>Total:</b>		Up to 170 working days	By 20 December 2025

**Note:** Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

**J. Organizational Setting:**

The National Consultant will work under the direct supervision of the EU CBM 6 Programme Manager.

It is expected that the Consultant begins the assignment in September 2024 and completes the assignment in December 2025.

**K. Financial arrangements:**

The financial proposal shall specify a total **lump sum** amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including the daily fee, taxes, and number of anticipated working days).

**Travel**

No travel was envisaged during the assignment. 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.

**L. Confidentiality**

Materials provided to the Consultant and all 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 the contract.

## M. Qualifications and skills required:

### I. Academic Qualifications:

- Master's degree in finance, accounting, economy or other relevant fields;
- Specialized certificates in Finance, Bookkeeping, Auditing would constitute an advantage. Qualified accountants from internationally recognized accounting institutions will have an advantage.

### II. Years and sphere of experience:

- At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- At least two (2) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region);
- Experience in conducting capacity building activities for grant beneficiaries on financial reporting/management;
- Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies will be considered an advantage.

### III. Competencies:

- Ability to meet deadlines and prioritize multiple tasks;
- Demonstrated interpersonal, communication, teamwork and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy – competent user of Microsoft Office programs, databases, financial and accounting software.

### IV. Interpersonal Skills:

- Resourcefulness and creativity;
- Strong communication and relation-building skills;
- Ability to collaborate and work effectively in a team;
- Excellent problem-solving and decision-making abilities;
- Strong organizational and time management skills;
- Attention to detail and ability to meet deadlines;
- Adaptability and flexibility in a fast-paced environment.

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 noncitizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.**

## N. Documents to Be Included When Submitting the Proposals

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

- Offeror's letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, incorporating Financial proposal in Annex 2

*Upload the signed version of the filled in Offeror's letter to UNDP confirming interest and*

availability for the individual contractor (IC) assignment. Annex 2 to the Offeror's letter, incorporating the Financial Proposal, shall be filled in mandatorily and includes the detailed breakdown of costs supporting the all inclusive financial proposal.

The Financial Proposal shall be additionally submitted directly in the system. Please ensure there are no mathematical errors and that amounts from Offeror's Letter to UNDP Confirming Interest and Availability match with your offer in the system.

- Proposal (Motivation Letter): explaining why he/ she is the most suitable candidate for the assignment, including previous experience.
- Duly completed and updated personal CV and at least three (3) references.

**Important notice:** The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

## O. Evaluation

At first, individual consultants will be selected according to the following minimum qualification criteria:

- Master's degree in finance, accounting, economy or other relevant fields;
- At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports is required;
- Resident of the Republic of Moldova.

Thus, selected individual consultants will then be further assessed according to the following methodology:

### Cumulative analysis

The contract will be awarded to the individual consultant whose proposal was assessed and defined as:

- a) clear/appropriate/acceptable, and
- b) which obtained the highest score according to the weighted technical and financial criteria, formulated for this request.

\* Specific weight of technical criteria – 60% (300 p.);

\* Specific weight of financial criteria – 40% (200 p.).

Only candidates who scored a minimum of 210 p. are allowed to participate in the financial assessment.

Criteria	Scoring	Maximum achievable points
Master's degree in finance, accounting, economy or other relevant fields	Master's degree – 35 pts., PhD – 40 pts.	40
At least seven (7) years of experience in the area of Finance, Accounting, Auditing, or verification of budgets and finance reports	7 years – 50 pts., each additional year – 5 pts.; up to max. 80 points.	80
At least two (2) years of experience in the area of Finance, Accounting, Auditing, or	2 years – 40 pts., each additional year – 5 pts.; up to max. 65 points.	65

verification of budgets and finance reports working in/with companies/NGOs originated from Left Bank of Nistru River (Transnistria region)		
Experience in conducting capacity building activities for grant beneficiaries/contractors on financial reporting/management	5 grant beneficiaries/contractors assisted – 10 pts.; each additional grant beneficiary – 5 pts; up to max. 30 points.	30
Experience working in/with projects financed by European Commission, or other international organizations, including the UN Agencies	2 projects – 20 pts.; each additional project – 10 pts.; up to max. 50 points.	50
Fluency in Romanian, English and Russian languages.	10 pts. for each language	30
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment*	(No – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.)	5
<b>Maximum overall technical result</b>		<b>300</b>
<b>Financial analysis</b>		
Submitted financial proposals will be assessed according to the following formula: <b>S = Fmin / F * 200</b> S – the achieved result of the financial assessment; Fmin – the lowest financial proposal of all those submitted, which were qualified during the technical assessment; F – the financial proposal to be reviewed.		200

\* *Under-represented groups in UN Moldova are persons with disabilities, LGBTI, ethnic and linguistic minorities, especially ethnic Gagauzians, Bulgarians, Roma, Jews, people of African descent, people living with HIV, religious minorities, especially Muslim women, refugees, and other non-citizens. **Please specify in CV, in case you belong to the group(s) under-represented in the UN Moldova and/or the area of assignment.***

#### **Winner**

The winner is the candidate who cumulatively scored the maximum number of points (technical result + financial result)