



TERMS OF REFERENCE

Job title:	National Consultant to conduct Spending Reviews and develop the Spending Review Methodology
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Public Finance for Development in Moldova Project
Contract type:	Individual Contract (IC)
Contract duration:	March 2025 – March 2026
Expected workload:	up to 90 working days
Indicative starting date:	March 2025

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 last phase of the project (2020-2024) the assistance was targeted at building analytical capacities for the Spending Reviews in Health Sector. The new phase of the project (2024-2026) is mainstreamed to further support the Government in implementing Spending Reviews in another two sectors (incl. Social Protection Sector) through adjusting,

piloting and institutionalization of the Spending Review Methodology. The Spending Review Methodology will combine the methodological approaches applied in the spending reviews carried out in 2018 – 2024 and incorporate the SDG Finance impact measurement, including Gender Equality approach, with the purpose of its institutionalization.

2. OBJECTIVE AND EXPECTED OUTPUTS

The Project “Public Finance for Development in Moldova” is seeking to contract a national consultant to be part of a team together with a group of 2 International Consultants (Team Leader and Senior Consultant) to conduct Spending Reviews and develop the Spending Review Methodology.

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 – 2024, and further adjusting the methodology with the general goal of its institutionalization.

The **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 Team Leader will play a central role in guiding and leading dialogue and collaboration with the Ministry of Finance and relevant Line Ministries, serving as the primary point of contact for the assignment.

The **Senior Consultant** will support the 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.

It is expected that the international consultants will contribute equally in terms of content to the development of the Spending Reviews reports and the Spending Review Methodology, with the Team Leader integrating all the parts in a coherent and cohesive manner.

The responsibilities of the **National Consultant** will include but are not limited to the following activities through each phase of the Spending Reviews processes:

- Engage with government officials and other national stakeholders to collect relevant data, policy documentation and analysis in relation to Spending Review.
- Undertake analysis of the financing context and outlook, of the relevant national legal and normative framework and of existing structures, ongoing reforms and opportunities to strengthen financing policies and institutional structures in relation to Spending Review.
- Plan missions, consultations and dialogues as needed, including arranging logistics, providing on-the-spot translation and interpretation and reaching out to stakeholders.
- Adjust the Spending Reviews methodology as a combination of the methodological approaches applied in the spending reviews carried out in 2018 – 2024, and ensure its compliance with the national legal and normative framework.

- Implement two rounds of Spending Review, identifying potential recommendations and preparing the draft of Spending Review reports.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Key deliverables	Tentative timetable
1	<p>Activity 1</p> <ul style="list-style-type: none"> - Extensive consultations with government officials and other national stakeholders to collect relevant data, policy documentation and analysis in relation to Spending Review - Support the international consultants (Team Leader& Senior Consultant) in implementing and preparing the third round of Spending Review - Support the international consultants (Team Leader& Senior Consultant) with establishing meetings and providing on-the-spot translation and interpretation <p>Deliverable 1 Contribution to the third round of Spending Review Report</p>	by 31 March 2025 30 WDs
2	<p>Activity 2</p> <ul style="list-style-type: none"> - Extensive consultations with government officials and other national stakeholders to collect relevant data, policy documentation and analysis in relation to Spending Review - Support the international consultants (Team Leader& Senior Consultant) in adjusting and finalizing the Methodological guidance for the spending review - Support the international consultants (Team Leader& Senior Consultant) with establishing meetings and providing on-the-spot translation and interpretation <p>Deliverable 2 Contribution to the Methodological guidance for the spending review adjusted, finalized and approved, in line with the comments and suggestions.</p>	by 31 March 2026 10 WDs
3	<p>Activity 3</p> <ul style="list-style-type: none"> - Extensive consultations with government officials and other national stakeholders to collect relevant data, policy documentation and analysis in relation to Spending Review - Support the international consultants (Team Leader& Senior Consultant) in implementing and preparing the fourth round of Spending Review 	by 31 March 2026 50 WDs

	<p>- Support the international consultants (Team Leader& Senior Consultant) with establishing meetings and providing on-the-spot translation and interpretation</p> <p>Deliverable 3 Contribution to the fourth round of Spending Review Report</p>	
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4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of National Consultant is planned for February 2025 – March 2026 and is expected to work a total of up to 90 working days.

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

The Consultant 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.

5. FINANCIAL ARRANGEMENTS

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

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

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 the field of public financial management, fiscal planning, expenditure policy and budgeting;

- Previous experience of working with/for the Government entities and other relevant public institutions will be a strong advantage;
- Previous experience of working with international organizations, including UN Agencies, will be an advantage;
- Previous experience in designing methodologies, managing and conducting spending reviews is a strong asset;
- Hands-on experience or a profound knowledge of the Spending Review methodological approaches implemented in Line Ministries in Moldova is a very strong advantage.

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.

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.

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.

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. EVALUATION

Initially, individual consultants will be **short-listed** based on the following minimum qualification criteria:

- Citizen of Republic of Moldova;
- Master's Degree or higher in economics, finance, public administration, management, development studies or related field;
- At least 7 years of experience in the field of public financial management, fiscal planning, expenditure policy and budgeting.

The short-listed individual consultants will be further evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/ compliant/ acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight – 60% (300 pts);

* Financial Criteria weight – 40% (200 pts).

Only candidates obtaining a minimum of 210 points would be considered for the Financial Evaluation.

Criteria and Scoring	Maximum Points Obtainable
Technical evaluation	
Master's Degree or higher in economics, finance, public administration, management, development studies or related field (<i>Master's degree – 10 pts., PhD degree – 15 pts.</i>)	15
At least 7 years of experience in the field of public financial management, fiscal planning, expenditure policy and budgeting (<i>7 years – 40 pts, each additional year – 5 pts, up to max. 65 pts.</i>)	65
Previous experience of working with/for the Government entities and other relevant public institutions will be a strong advantage (<i>each year – 5 points; up to max. 50 pts.</i>)	50
Previous experience of working with international organizations, including UN Agencies, will be an advantage (<i>each year – 5 points; up to max. 50 pts.</i>)	50
Previous experience in designing methodologies, managing and conducting spending reviews (<i>each year – 10 points, up to max. 50 pts.</i>)	50
Hands-on experience of the Spending Review methodological approaches implemented in Line Ministries in Moldova is a very strong advantage (<i>each year – 5 points; up to max. 50 pts.</i>)	50
Proven proficiency skills in written and spoken English, Romanian and Russian are required for this assignment (<i>Romanian - 5 pts, English – 5 pts, Russian – 5 pts</i>)	15
Belonging to the group(s) under-represented in the UN Moldova and/or the area of assignment* (<i>No – 0 pts., to one group – 2.5 pts., to two or more groups – 5 pts.</i>)	5
Maximum Total Technical Scoring	300
Financial	
Evaluation of submitted financial offers will be done based on the following formula: $S = F_{min} / F * 200$ S – score received on financial evaluation. F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round. F – financial offer under consideration	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.***

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).