



## Terms of Reference for the Mission Local Staff

### Background

The overall objective of the project is to support the Government to implement its wider reform agenda, the Government Activity Programme and the National Development Strategy Moldova 2020, and in particular to assist the Government to develop the capacities required for the preparation, negotiation and implementation of the Association Agreement, including the Deep and Comprehensive Free Trade Area, and visa liberalization.

The specific objectives are to: Strengthen the policy-making, strategic planning and policy management capacities of selected line Ministries and State Agencies involved in the negotiation and implementation of the Association Agreement and visa liberalization; Enhance stakeholders' knowledge and awareness of EU policies, legislation and regulations in sectors strategic to the conclusion of the Association Agreement including the Deep and Comprehensive Free Trade Area, and to the implementation of visa liberalization. The EUHLPAM will achieve these objectives through the continued delivery of an optimal mix of policy, legal and institutional advice. The EUHLPAM will ensure that the Moldovan authorities have direct access to EU best practice and reform experience in order to strengthen policy design and implementation. The Mission is supported by nine local experts.

**Position Title: Local Expert to the Ministry of Education (MoE)**

**Duty Station: Chisinau, Republic of Moldova**

**Type of Contract: Individual Contract (local)**

**Duration of the Contract: September 01, 2012 – September 01, 2013 (with possibility of extension)**

**Reporting to: Advisor to the Ministry of Education, with a reporting line to UNDP**

### Description of Responsibilities:

Main objective in the period worked are:

- to support the Ministry of Education on policy making and strengthening its capacity in promoting the reforms committed to the National Development Strategy "Moldova - 2020" and EU Integration and Accession agenda in respect with Moldova's Association Agreement, Bologna Process and Lisbon Convention;
- to provide advice and inputs to the MoE on development and implementation of legislation, strategies and plans connected to the reforms of all levels of the Education system – early development education, general primary and secondary education, secondary vocational and specialised education as well as higher education;
- to support the institutional building capacity of MoE in regards to policy-making, strategic planning and policy management;
- to help to the MoE to its elaborations with EU institutions and other international organisations working actively on development and implementation of reforms focusing on equal access to the quality education for all children, especially for those in need difficulties, development of deeper integration between education and labour market, development of lifelong education and training system.

### Key Responsibilities:

The EUHLPAM local expert at the MoE shall work under coordination of the EUHLPAM high-level adviser and the MoE in the areas outlined in the description of responsibilities section. In particular, the local expert shall:

- Conduct research, collect relevant documents and prepare background papers under the direction of the EUHLPAM;
- Perform research and analysis of national legislation and policies relevant to the implementation of the Education sector reforms;
- Provide translations of relevant documents and legal texts from Romanian/Russian into English and vice versa;
- Assist and translate in meetings with local counterparts;
- Contribute to the drafting of policy and legal texts and recommendations for policy changes or legal



- amendments;
- Provide input and assistance on the development of projects, activities and initiatives relevant to the work of the MoE;
- Prepare debriefing and policy papers together with the EUHLPA and edit them in the Romanian / Russian language;
- Advance the work of the project during the high-level adviser's absence in Chisinau and make sure all emerging issues are dealt with promptly and accurately
- Produce monthly activities and deliverables reports
- Perform other tasks as assigned by the EUHLPA.

#### **Competencies:**

##### Qualifications:

- Knowledge of Education system, its structure and legal framework;
- Excellent drafting and presentation skills;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point).

##### Education:

- A Master's degree in Public Policy, Public Administration, Social Science or other relevant field;

##### Experience:

- Experience with working in international assistance projects;
- Preferably 10 years of relevant professional experience in the field of Education, University or relevant institutions;
- Experience in drafting strategies and action plans, including monitoring and evaluation tools;
- Experience in strategic planning and analysis for policy;
- Previous experience in public administration in Moldova would be an asset.

##### Language:

- Fluency in English, Romanian and Russian

The work plans for the local experts will contain specific objectives, a detailed description of the activities, expected outputs and results, supported by objectively verifiable indicators of achievement.

#### **Contractual Arrangements**

- Contractual arrangements shall be primarily governed by UNDP's Individual Contract Terms and Conditions, which will along with these Terms of Reference, constitute an integral part of the Contract;
- Amount of effort required (number of work-days) shall be governed by minimum presence requirements and the needs of the beneficiary, subject to available budget;
- Requests for fee payments and working arrangements shall be governed by EUHLPAM's Standard Operating Procedures;
- Relationship with the beneficiaries and external parties shall be governed by EUHLPAM Description of Action, Terms of Reference and the Code of Conduct developed by the Mission.