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## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant to support the coordination process of the Justice Sector Reform Strategy for 2011-2016 (Pillar 3 and 5)
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	"Transitional Capacity Support for the Public Administration of Moldova"
<b>Contract type:</b>	IC
<b>Starting date:</b>	September, 2012
<b>Duration of assignment:</b>	6 months

### Job content

#### I. Background:

The project "Transitional Capacity Support for the Public Administration of Moldova" was designed upon the request of the Government of Moldova to enhance capacities of the Moldovan Central Public Administration in order to accelerate the reform process and achieve Moldova's short and medium term development goals. The project seeks to address urgent short-term capacity needs of the public administration, through provision of Capacity building consultants (CBC), at a time when Moldovan central government institutions face serious financial and human resources gaps. In addition to helping the Government pursue critical reform priorities, the intervention is designed to catalyze the on-going implementation of central public administration reform. It is coordinated and managed by the United Nations Development Program (UNDP) and State Chancellery of Moldova and will complement on-going work by other donors.

The Moldovan diaspora and non-governmental sector, including the private and civil society sectors, would be the main source for such consultants, who can be employed on an open competitive basis for a defined period. CBC would be engaged and their TORs defined in a way that would protect the integrity of the civil service work to strengthen its intrinsic capacity. The project needs to guard against subtracting capacity from the civil service. In most cases, the sub-projects will be composed of national consultants – professionals who provide advice, coaching, and skills that are not expected to be performed on a permanent basis by the civil service.

The reform of the Justice Sector, in line with the EU integration objectives of the Republic of Moldova, represents an important priority for the Government Programme "European Integration: Freedom, Democracy and Welfare" (2011-2014). In this context the Parliament of the Republic of Moldova has adopted

the Justice Sector Reform Strategy for 2011-2016 (hereinafter the Strategy) and the Actions Plan that provide technical measures, actions and directions on how to perform the reforming process in the justice sector. The aim of the Strategy and of the Action Plan is to build an accessible, efficient, independent, transparent and professional justice system with high public accountability, consistent with European standards regarding the rule of law. The Ministry of Justice (MoJ) is responsible for the cross-cutting planning, coordination and monitoring the Strategy and its Action Plan.

As the coordination role requires a substantive and complex engagement on behalf of the MoJ, the Government of Moldova has requested the support of an experienced national consultant to assist with the coordination of the Strategy implementation process.

**Objective of the assignment:** The main objective of the present assignment is to strengthen the professional and institutional capacities of the MoJ in the area of strategic planning, coordination and monitoring of the actions and directions provided by the Justice Reform Sector Strategy 2011-2012 (Pillar 3 and 5).

**Organisational setting:** The National Consultant will work under the overall guidance and management of the Head of the Minister's of Justice Cabinet office in coordination with the Department for policy, strategic planning and external assistance of the State Chancellery and under the direct supervision of the UNDP Project Manager for administrative and clearance aspects. The National Consultant is expected to report to the Head of the Minister's Cabinet on a monthly basis.

The work will be office-based, and full-time availability would constitute an advantage.

## **II. Scope of work and expected outputs:**

The activity of the National Consultant will consist in providing technical assistance, guidance and day-to-day transfer of knowledge to the MoJ staff, in order to improve and strengthen its coordination and planning skills, tools and system, according to the international best practice, including in the coordination process of the Justice Sector Reform Strategy for 2011-2016 (Pillar 3 and 5).

In order to achieve the proposed objectives, the National Consultant will be responsible for:

- assisting Working Groups in developing Activity Plans (2013) resulting from the Justice Sector Reform Strategy and its Action Plan (Pillar 3 and 5). Supporting the Working Groups in the implementation of the envisaged monitoring and coordination activities;
- organizing regular meetings of the relevant Working Groups, providing necessary technical assistance and ensuring dissemination of information within its members and other interested parties;
- supporting the collection of the relevant information from the members of the Working Groups and other responsible institutions in order to develop appropriate Sectorial Monitoring Reports (for 2012);
- supporting the cooperation between key partners of the MoJ, including civil society, and judiciary, prosecutors, investigator, notaries, bailiffs, advocates and other legal professions and institutions by involving them into the Working Groups planned activities;
- assisting the Analysis, Monitoring and Policies Evaluation Unit from the MoJ in developing the MoJ Annual Working Plan (2013), in line with the provisions of the Justice Sector Reform Strategy (Pillar 3 and 5);
- ensuring the transfer of experience and knowledge to the MoJ staff in coordination, monitoring and strategic planning area. Provide guidelines and amendments to the existent internal regulation to strengthen institutional capacities;
- cooperating and ensuring a good communication and exchange of information with other National Consultants, MoJ staff, relevant institutions, partners of development, public concerning the monitoring process of the Justice Sector Reform Strategy implementation;
- facilitating the training of Working Groups members in monitoring and coordination of Strategy implementation area;
- to assist on regular basis the specialists of the MoJ working on similar activities;
- to perform any other related activities which may emerge and might be requested during contracted period.

## **III. Deliverables**

Nr.	Deliverables	Timetable
1.	Action Plans (2013) for the Working Groups elaborated in line with the Justice Sector Reform Strategy and Action Plan; Terms of Reference for the Working Groups up-dates, as necessary;	October 2012
2.	Support with the implementation of the Working Groups Action Plans, including preparation of relevant documents, background papers, minutes, up-date of the web-site etc;	Throughout the assignment period
3.	Coordination and assistance in conducting the Study on the capacity of responsible institutions (including the Ministry of Justice) to implement the actions provided by the Strategy and the Action Plan, including development of work plan, assessment of drafts and recommendations for improvement;	September 2012 - February 2013
4.	Input into the MoJ Annual Working Plan (2013);	December 2012
5.	Draft Annual Sectorial Monitoring Report 2012 (according to the Methodology on monitoring);	January 2013
6.	Evaluation of the functioning of the Working Groups at the end of the first year of activity. Recommendations for improvement of the Regulations on coordination and monitoring of the Strategy implementation;	February 2013
7.	On-going coaching to the members of the Working Groups and the relevant staff of the MoJ on the monitoring and coordination of the Strategy implementation. 2 training sessions;	Throughout the assignment period
8.	Final Report	6th month

#### IV. Qualifications and skills required:

- University degree in law, public policy and administration. Master degree in the respective areas will constitute an advantage;
- Minimum 3 years working experience in drafting medium term strategies and action plans, including review of public policies, monitoring, evaluation and policy analysis;
- Similar experience in assisting the Government of Moldova in advisory and/or technical assistance capacity, with projects funded by international donors;
- Understanding of how Government and inter-ministerial cooperation works;
- Experience of working in the Justice Sector would constitute an advantage;
- Proven ability to design and deliver presentation;
- Skills in knowledge transfer techniques, such as coaching and mentoring;
- Proficiency in Romanian, Russian and English;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point, etc.).