



TERMS OF REFERENCE

- Job title:** National Consultant to support conducting Spending Reviews and developing Spending Review Methodology
- Duty Station:** Home based (Republic of Moldova)
- Reference to the project:** Public Finance for Development Project
- Contract type:** Individual Contract (IC)
- Contract duration:** April 2021 – December 2022, up to 155 working days
- Payment arrangements:** Lump sum contract (payments linked to satisfactory performance and delivery of outputs)
- Indicative starting date:** April 26, 2021

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 translate development effectiveness principles into practice, thus contributing to advancing the effectiveness of global development efforts to achieve the ambitious Sustainable Development Goals. 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.

The Republic of 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 in developing capacities, including in monitoring and evaluation for the PBB, as well as 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.

In the new phase of the project (2020-2022) the assistance is targeted at building analytical capacities for the Spending Reviews in another two Line Ministries through adjusting, piloting and institutionalization of the Spending Review Methodology. The target ministries for carrying out the third and fourth spending reviews will be identified during the first mission of the selected experts in consultations with the Ministry of Finance of Moldova. The Spending Review Methodology for the third round in 2021 will combine the two methodological approaches applied in the spending reviews carried out in 2018 – 2020. The methodology applied in the third round will be codified in a Methodological Guidance and will be implemented in the fourth round of the spending review in 2022 with the purpose of its institutionalization.

2. OBJECTIVE AND EXPECTED OUTPUTS

The main objective of this assignment is to support the international experts to implement the spending reviews based on the methodologies piloted in 2018 – 2020, and further adjusting the methodology with the general goal of its institutionalization.

The National Consultant is responsible for collecting the information, policy documents, offering analysis of the relevant national legal and normative framework, liaising with government officials and other national stakeholders, establishing meetings and providing on-the-spot translation and interpretation, and contributing to reporting.

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.
- Support International experts to 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.
- Support International experts to plan missions, consultations and dialogues as needed, including arranging logistics, providing on-the-spot translation and interpretation and reaching out to stakeholders.
- Support the International experts in adjusting the Spending Reviews methodology as a combination of the two methodological approaches applied in the spending reviews carried out in two Ministries in 2018 – 2020, and ensure its compliance with the national legal and normative framework
- Support the International experts in implementing the third and fourth round of Spending Review, identifying potential recommendations and preparing the draft of Spending Review reports.
- Support the International experts in drafting and finalizing Methodological Guidance for the spending review, with the purpose of its institutionalization.
- Support International experts in the organization, incl. arranging official interpretation and translation activities, and carrying out of the official outputs, such as workshops, training, methodology, reports and others.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

The timetable is tentative and will be adjusted with the view at the work of the international experts.

No. of deliverables	Key deliverables	Tentative timetable
1	Spending review methodology adjusted as a combination of the two methodological approaches applied in the spending reviews carried out in two Ministries in 2018 – 2020.	by 31 October 2021 up to 65 WDs

2	Expertise in implementing the third round of spending review provided.	
3	Draft Methodological Guidance for the spending review discussed in a Workshop.	by 31 October 2021 up to 5 WDs
4	The Methodological Guidance for the spending review finalized in line with the comments and suggestions and approved.	by 30 November 2021 up to 5 WDs
5	Report on the Spending Review carried out in 2021 finalized in line with the comments and suggestions and submitted.	by 31 December 2021 up to 10 WDs
6	Expertise in implementing the fourth round of spending review provided	by 31 October 2022 up to 50 WDs
7	A Training of Trainers for local experts and a training for representatives of Ministry of Finance and Line Ministries on the Methodological Guidance for the spending review organized and conducted.	by 31 August 2022 up to 5 WDs
8	Report on the Spending Review carried out in 2022 finalized in line with the comments and suggestions and submitted.	by 31 October 2022 up to 10 WDs
9	Final Activity Report (<i>including details on all stages passed, conclusions and recommendations for subsequent activities</i>) – submitted and approved by the Project.	by 30 November 2022 up to 5 WDs

Note: this support shall be comprehensively detailed and presented in the corresponding completed mission reports, final activity reports and final spending review reports.

4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of National Consultant is planned for April 2021 – December 2022. During this time the National Consultant is expected to work a total of up to 155 working days.

The National Consultant will work under the guidance and in close collaboration with the international experts and the direct supervision of the UNDP Project Manager.

All deliverables shall be approved by the International experts and UNDP Project Manager.

5. FINANCIAL ARRANGEMENTS

Payments will be disbursed in tranches upon the submission and approval of the deliverables and timesheets, and a 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

National Consultant

QUALIFICATIONS

Academic Qualifications/Education:

- Master's Degree or higher in economics, finance, public administration, management, development studies or related field.

Experience:

- At least 5 years of experience in providing consultancy 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
- Proven knowledge of spending reviews and spending reviews methodology is a strong asset;
- Proven knowledge of the Spending Review methodological approaches piloted in 2 Line Ministries in Moldova in 2018 – 2020 is a very strong advantage.

Language skills:

- Proficiency in written and spoken English, Romanian and Russian are required for this assignment

COMPETENCIES

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.

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.

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. ANNEXES TO THE TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's letter confirming interest and availability, including financial proposal (template).