



TERMS OF REFERENCE

Job title:	National Consultant to strengthen the capacities of the project cycle management procedures at the Academy of Sciences of Moldova
Duty station:	Chisinau, Moldova
Reference to the project:	"Transitional Capacity Support for the Public Administration of Moldova"
Contract type:	Individual Contract (IC)
Starting date:	July, 2012
Duration of assignment:	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 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 by engaging national consultants for a short and medium term. It is coordinated and managed by the United Nations Development Programme (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. They would not be expected to become permanent staff of the civil service, but based on a competitive process, would be hired for a defined period. Capacity building consultants (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. One of the main goals of the TCS project is the transfer of knowledge from consultants to civil servants. In this respect the engaged consultants will provide advice, coaching and skills transfer to the civil service on a permanent basis. Also, the involvement of officials of the beneficiary institutions in monitoring process of the consultants will facilitate direct interchange of knowledge and will ensure closer cooperation between officials of the Ministry and the experts engaged.

The Government's Activity Program „European Integration: Freedom, Democracy, Welfare" which lays out a framework of Moldovan Government policies for the period 2011-2014 highlights the importance of the academic science and innovation policies on building the competitiveness capacity of the research and innovation system in line with the principle of the knowledge-driven economy.

The Academy of Science of Moldova (ASM) represents the only public institution of national interest responsible for policy development and implementation in the sphere of science and innovation. Within the framework of the ASM there are institutions that carry out fundamental, applicative scientific researches and activities of innovation and technologic transfer, which results are materialized in new scientific knowledge,

technological and technical elaborations, capitalization of the national patrimony, promotion of scientific and cultural values on a national and world level, training of scientific personnel of high qualification.

Following the accession of the Republic of Moldova to the European Union's Seventh Framework Programme (FP7), the improvement of the project cycle management procedures of the research projects in line with the EU and international best practice has become a priority for the ASM. Through several activities implemented in 2011 such as the establishing of the Public Center for Fundamental and Applied Research Funding, the creation of the Public Institution of the Expertise Consultative Council and the launching of the first phase of the Foresight Exercise that has as a major goal the elaboration of a long and medium term Strategy for the development of research and innovation sector in Moldova, ASM has already initiated the process of its' institutional modernisation and transformation. These activities represent an effort in the process of the continuous development of public research institutions, research capacities of the universities, non-profit research organizations and business enterprise sector in order to foster the innovation base of the national economy and promotion of the research and innovation activities throughout all areas of social and economic live of the society.

In this context, the ASM is seeking to engage a National Consultant in order to provide assistance to the Public Center for the Financing of Basic and Applied Research, which is the key body of the ASM responsible of the project cycle management in the research field, in order to strengthen the existing project cycle management systems and capacities, in line with best EU and international standards. This will be achieved through the provision of consultancy services, technical assistance and capacity building activities.

Objective of the assignment:

The Consultant will have a primary objective to assist newly created Public Center for Fundamental and Applied Research Funding in analyzing and improving the project cycle management procedures of the research projects according to the best EU and international practices. The Consultant will also assist the ASM in the process of the subsequent adjustment, as required, of the national research project management system setup.

Organisational setting:

The National Consultant will work under overall guidance and management of the Director of the Public Center for Fundamental and Applied Research Funding, in coordination with the Strategic Planning and Foreign Aid Division of State Chancellery and under the direct supervision of the TCS Project Manager/Consultancy Coordinator for administrative aspects. The Consultant will report to the appointed person from the ASM on his/her activities, progress and findings on a regular basis. The Consultant will work closely with various stakeholders and will consult other relevant parties (e.g. public research institutions, universities, NGOs etc.). Full-time availability for this position would constitute an advantage.

II. Scope of work and expected outputs:

The Consultant will have a primary objective to increase the capacity of the Public Center for Fundamental and Applied Research Funding to develop management procedures of the research projects, throughout the full project management cycle, according to the best EU and international practices and offer the required technical assistance to implement the subsequent adjustments of the national research system setup.

In order to achieve the stated objectives, the National Consultant will have the following **responsibilities**:

- Coordinate a joint working group within the ASM, which would steer the process of analysis of the existing project management procedures, and the development of the new systems; the working groups will include the following departments: the General Department on Policies; the Public Center for the Financing of Basic and Applied Research; the Department of Finances and Accounting; as well as representatives of civil society, universities, business community, potential donors and other relevant parties;
- Elaborate an analysis of the existing project cycle management systems within the ASM, starting with the identification of needs, implementation, evaluation and impact analysis, highlighting key strengths and weaknesses, and areas which would require further improvement;

- Identify best EU practices in the area of research project cycle management, in line with the previously identified strengths and weaknesses;
- Provide assistance with the elaboration of a draft Strategic Concept for the implementation of a Research Project Cycle Management system, in line with the above findings and recommendations, and in correspondence with the “programme-based” approach. The draft Concept will also recommend the re-structuring of the project activity around some key thematic programmes of relevance for the ASM, and will describe the financing mechanisms to be applied in line with the EU best practices;
- Provide support with the development of a respective Action Plan, as follows:
 - a. The Plan will aim at restructuring the existing procedures, at encouraging initiative and increase the quality of the selected projects in order to contribute to a more prominent role of science to both the social and the economic development of the country;
 - b. The Plan will aim at targeting the management procedures based on existing needs, but also on the existing development potential in the framework of FP7 program and other potential funding pools;
 - c. The Plan will include an impact analysis of the key proposed actions, and a costing exercise. The Plan elaboration process will benefit of ongoing activities as the implementing Foresight exercise and S&T Policy Mix Peer Review exercise launched in the framework of FP7 IncoNet EECA project.
- Support with the organization of the public consultation on the draft Plan;
- Facilitate the identification of the resources required for the implementation of the proposed activities, including support with the identification of potential donors, from country and abroad;
- Preparing monthly progress reports of the component activities;
- Performing any other related activities which may emerge during the course of time.

III. Deliverables

Nr.	Deliverables	Timetable
1.	Establishing of an operational Joint Working Group and initiating a schedule of regular meetings ;	July, 2012
2.	Analysing of the existing project management systems;	July - August, 2012
3.	Elaborating of a draft analysis of the best practices in the field of research project's management, including identification of key issues and lessons-learned;	August - September, 2012
4.	Assisting in the process of drafting of the Strategic Concept;	July - November, 2012
5.	Providing support in drafting of the Action Plan for the improvement of the national research projects management procedures, including costing;	July - November, 2012
6.	Supporting the fundraising process of identification of potential donors;	July - November, 2012
7.	Organizing a series of public consultations, including round tables with civil society, business communities, universities and other interested parties;	September – December, 2012
8.	Regular presentation of the produced analysis and reports to the Joint Working Group	One presentation of the draft Strategic Concept; one presentation of the Action Plan; one final presentation.

9.	Elaboration of the progress Reports;	Monthly basis
10.	Final Report	January 2012

IV. Qualifications and skills required:

- University degree in natural, social or applied sciences, science/research policy management or other related fields;
- Minimum 3 years professional experience in the area of science management or other related field;
- Proven work experience with research organizations will be considered an advantage;
- Knowledge of research related issues in Moldova and UE, in particular research policies and research management would be considered an advantage;
- Proven experience in qualitative and quantitative policy elaboration, including impact analysis;
- Proven abilities to elaborate technical documentation, normative acts and or/strategy documents;
- Fluent in Romanian; English and Russian.
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Power Point)

V. Documents to be included when submitting the proposals:

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

1. Proposal: explaining why they are the most suitable for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
2. Financial proposal (in USD, specifying a total requested amount per month, including all related costs, e.g. fees, phone calls etc.);
3. Personal CV.
4. P11

Please notice that in line with TCS Project rules, which guard against subcontracting capacity from the civil service, current civil servants are barred from applying for this position. The former civil servants are eligible to apply not earlier than in a year after the separation from civil service.