

**TERMS OF REFERENCE**

**National consultant on Public Financial Management**

**Level:** SC-B

**Duration:** 8 months

**1. Purpose of Special Service Agreement:**

The National Development Strategy (NDS) for 2008-2011, the main internal medium-term strategic planning paper that defines the development objectives of the Republic of Moldova, as well as identifies the priority measures and actions to achieve these objectives, is at the end of its implementation, and the Government of Moldova is in the process of developing a new country strategy paper. In this context, a strong Public Financial Management (PFM) system is crucial and essential to achieve the successful implementation of key reforms. One of the factors that influence the results of the policies is the financial coverage of the planned actions through midterm budget planning and efficient use of public financial resources. Effective PFM system maximises financial efficiency, improve transparency and accountability, and improve service delivery, poverty reduction and achievement of Millennium Development Goals (MDGs).

In the context of the government's upcoming reforms like decentralization and optimization of education, a special focus should be made on the budgeting with an equity approach, ensuring a proper service provision to the most vulnerable groups, especially children. UNICEF is seeking for a national consultant expert in PFM, in order to provide technical assistance to the government and UNICEF in capacity-building for performance-based strategic planning and budgeting. The consultant should be able to provide technical advices to the line ministries, UNICEF and other strategic partners in developing the main national budget papers such as Mid-term Budget Framework (MTBF) and annual budgets.

**2. Objective of the Special Service Agreement with expected results/outcome/products/sub products/outcomes:**

The main objective of the consultancy is to provide technical and professional assistance to UNICEF and line ministries in capacity-building for performance-based strategic planning and budgeting.

**3. Delivery dates based on the work plan (to be approved by the Project Officer):**

The consultancy is based on the "upon request" principle. The payment for the consultancy will depend on the number of days worked. The following activities will be undertaken by the consultant:

- Provide technical advice on PFM issues upon request of the supervisor;
- Participate at the internal UNICEF office and external meetings with Ministry of Finance, and other interested parties;

- Review, comment and provide recommendation to policy documents and other strategic papers that involves a PFM perspective
- Propose solutions, tools or other instruments to ensure a proper financial coverage of child related programmes;
- Be at the disposal at any given time for consultation with UNICEF in PFM issues
- Prepare presentation on PFM issues, upon supervisor request.
- Advice line social ministries on PFM in the process of elaboration of MTBF
- Advice Ministries in planning annual budgets
- Advice UNICEF on the suitable moments for interventions in the government's budget planning.
- Develop materials and training in performance-based strategic planning and budgeting

#### **4. Details of how the work should be delivered:**

The deliverables timeline and deadlines will be agreed with the supervisor, in accordance with the request for consultancy. The incumbent will be expected to be updated with all the changes, decisions or documents drafts on budgeting and PFM, undertaken by the Government. The consult has to be up to date with different developments in the area of PFM, to draw UNICEF's attention on the potential lacks of the legislation, including in terms of financial coverage, and propose interventions with concrete actions.

#### **5. Performance indicators for evaluation of results:**

Consultant's performance of work will be evaluated primarily based on the following indicators:

- Completion of tasks specified in section 3 of this ToR;
- Compliance with deadlines;
- Required quality of performed actions, deliverables and outputs;
- Initiative, independence, due diligence, timeliness, appropriate demeanour and delivery of results;
- Highest professional standards of work with national counterparts and UNICEF CO;
- Good cooperation with national authorities and UNICEF;
- Organizational capacities, time-management skills demonstrated.

#### **6. Qualifications/specialized knowledge/experience required to complete the task:**

The above described assignment requires high technical skills as well as good knowledge of national policies, national development framework and major laws, strategies and other documents guiding public financial management in Moldova. The assignment requires also strong knowledge of the budgeting process and planning cycles of the country. Furthermore, the assignment requires exceptional communication, mediation and cooperation skills.

Minimum (but not limited to) consultant's qualifications are as follows:

- University Degree in Finance, Economics or a related field. A master degree in financial management is preferred.
- Minimum of 10 years of related professional experience, and at least 3 years of experience in PFM related field.
- Familiarity with line social ministries structure and operational framework.

- Familiarity with the national financial, budget and fiscal legislation framework.
- Proven positive relationship and developed partnerships with technical people in line ministries.
- Experience in developing policy documents, monitoring and evaluation tools, training materials in the field of public financial management.
- Excellent analytical capacities; excellent ability to synthesize information and relate action to results.
- Experience in work for organizations that emphasize results-oriented corporate culture.
- Ability to multi-task and produce quality outputs on short deadlines.
- Excellent communication, presentation, team-work and cooperation skills; ability to listen and express opinions sensitively; high work ethics.
- Excellent command of Romanian, both oral and written.
- Good English report writing skills would be an asset.

#### **7. Definition of supervision arrangements:**

The selected candidate will work under direct supervision of the UNICEF Chief of Social Policy and Advocacy Programme, who will also perform the evaluation report concerning contractor's work. The payment will be rendered upon written approval by the UNICEF Supervisor, and contingent upon the quality of deliverables and monthly report.

UNICEF Chief of Social Policy and Advocacy Programme will regularly communicate with the consultant and provide formats for reports, feedback and guidance on his/her performance and all other necessary support so to achieve objectives of the consultancy, as well as remain aware of any upcoming issues related to consultants' performance and quality of work. The consultant will report in writing as per above TOR and will meet with relevant partners and UNICEF supervisor on as-needed basis.

#### **8. Description of official travel involved:**

The consultancy is designed for 8 months, starting May 2011 and ending in December 2011 and will involve travel within Chisinau and rarely outside the city. Prior to starting the assignment, the selected candidate must undertake Basic Security in the Field CD.

#### **9. UNICEF recourse in the case of unsatisfactory performance:**

In case of unsatisfactory performance the contract will be terminated by notification letter sent 5 days prior to termination. In the meantime, UNICEF will initiate another selection in order to identify appropriate candidate. The consultant will submit all deliverables as specified in the TOR with a request for payment. In case evaluation of consultant's performance is deemed unsatisfactory by UNICEF supervisor, the payment would not be rendered.