

TERMS OF REFERENCES

JUNIOR EXPERT for “Green Agenda for Georgia, Ukraine, Moldova, and Armenia” Project

(Individual Consultant)

Consultancy name:	Junior Expert
Project name:	“Green Agenda for Georgia, Ukraine, Moldova, and Armenia “Project
Donor:	Swedish International Development Cooperation Agency (SIDA)
Employer:	PA EcoContact
Consultancy duration:	January-November 2025
Contract :	Part-time Consulting Services Contract
Consultancy location:	Republic of Moldova
Deadline for submitting the EoI:	By December 20th, 2024, 18.00, Chisinau time

I. BACKGROUND AND CONTEXT

The project “Green Agenda for Georgia, Ukraine, Moldova, and Armenia” brings together different government actors from the target countries: Armenia, Georgia, Moldova, and Ukraine, along with the SEI/international and national experts **to deliver policy changes, make economies greener, improve environmental governance, stimulate investment, uptake innovative technologies, and create green jobs.**

The project is implemented through areas that cover the full spectrum of the European Green Deal: Climate, Energy, Building and renovation, Smart mobility, Mobilizing industry for a clean and circular economy, Zero pollution/toxic-free environment, From Farm to fork, Preserving and restoring ecosystems and biodiversity.

The project is conducted through the following work packages:

WP1: Comprehensive Green transition Assessment/Gap Analysis

WP2: Development of Roadmap

WP3: Priority Project Proposals

WP4: Declaration

WP5: Technical Assistance and Capacity Building

WP6: Communication and Engagement

EcoContact in its capacity of National Implementation Partner to the regional project ‘Green Agenda for Georgia, Ukraine, Moldova, and Armenia’ seeks for qualified junior consultant for the position of **junior expert** to support the project implementation.

II. OBJECTIVE OF THE CONSULTANCY

The objective of the given consultancy is to provide support to the Moldova country project team (manager, national and international experts and the EcoContact Association), and the international team from Stockholm Environment Institute in implementation of the activities stemmed from the working packages under “Green Agenda for Georgia, Ukraine, Moldova, and Armenia“project.

III. KEY RESPONSIBILITIES

Consistent with the project’s activities and the objective of this consultancy, the candidate selected for the position of junior expert will have the following responsibilities:

- Assist in the preparation, management, and organization of project documentation, reports, and correspondence, including the scheduling and coordination of meetings, workshops, and training sessions.

- Assist in organizing all types of events that are planned in the project, including logistical support, administrative organization, and marketing, to ensure that they are well-attended, operate smoothly, and generate positive exposure
- Conduct research on relevant topics, gathering data, and performing analysis to support decision-making processes and providing insights for project planning and execution
- Provide editing, verification and data gathering for sectoral reports in Romanian and English languages;
- Facilitate and provide relevant administrative and technical support for project meetings (online and offline), that might include interpretation, data entry, checking materials for consistency, etc.
- Contribute to the elaboration of progress reports, including the documentation of challenges, successes, and lessons learned during the implementation of project activities of the EcoContact / Green Agenda Project national country manager and SEI project staff
- Perform specified organizational and administrative tasks correctly and on schedule in collaboration and consultation with the manager and EcoContact responsible staff, in accordance with the project objectives and with due regard for legal, contractual and internal requirements and procedures
- Elaboration and drafting of project-specific correspondence documents (letters, e-mails, minutes, etc.)
- Support the preparation of infographic and visual and communication materials, in close cooperation with project PR and communication officer
- Perform other tasks, assigned by SEI, EcoContact and project manager
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IV. DURATION

The proposed consultancy is a **part-time assignment** and is expected to commence **January 2025**, with a level of effort ***not exceeding 15 person-days per month***. The Contract will be assigned to the selected candidate for a period of **11 months**, with a trial period of 3 months.

Subject to the Consultant's satisfactory performance and project ongoing needs, the contract may be extended for a further period.

V. REPORTING ARRANGEMENTS AND DELIVERABLES

The consultant selected for the position of junior expert will work under the supervision of the Green Agenda Project manager and shall report directly to EcoContact executive director based on monthly reports.

All the reports will be provided electronically in English language and accompanied with timesheets for actual working hours

The payments under the contract will be processed by the P.A. "EcoContact" upon approval by the Green Agenda Project manager.

VI. QUALIFICATION REQUIREMENTS AND EVALUATION CRITERIA

General qualifications

- Bachelor's degree in environmental, legal and economic sciences, business administration or related field
- Strong organizational and administrative skills
- Excellent communication skills in Romanian, English, both oral and written
- Ability to present information logically, clearly and concisely
- Ability to work independently and as part of a team
- Strong interpersonal skills and the ability to engage with diverse stakeholders
- Flexibility and adaptability to changing project needs and priorities.
- Good time management

Specific qualification (Professional experience):

- Proved familiarity and knowledge regarding at least 2 topics from EU Green Deal (Climate, Energy, Building and renovation, Smart mobility, Mobilizing industry for a clean and circular economy, Zero

pollution/toxic-free environment, From Farm to fork, Preserving and restoring ecosystems and biodiversity) reflected in previous job assignments, studies, reports, cooperation with stakeholders

- Experience working in technical assistance projects, NGOs for at least 3 years
- Experience in project support, administration, or a related role
- Experience working with documents and writing reports skills

EVALUATION CRITERIA

Proposals will be evaluated as per qualification criteria and assigned with the scores as follows:

I. General Qualifications - 20 points

- Bachelor's degree in environmental, legal and economic sciences, business administration or related field.

II. Adequacy for the assignment - 70 points

- Experience working in technical assistance projects, NGOs for at least 3 years
- Proved familiarity and knowledge regarding at least 2 topics from EU Green Deal (Climate, Energy, Building and renovation, Smart mobility, Mobilizing industry for a clean and circular economy, Zero pollution/toxic-free environment, From Farm to fork, Preserving and restoring ecosystems and biodiversity) reflected in previous job assignments, studies, reports, cooperation with stakeholders
- Experience in project support, administration, or a related role
- Experience working with documents and writing reports
- Strong organizational and administrative skills
- Ability to present information logically, clearly and concisely
- Ability to work independently and as part of a team
- Strong interpersonal skills and the ability to engage with diverse stakeholders
- Flexibility and adaptability to changing project needs and priorities.
- Good time management
- Reporting capacity organized and rigorous
- Learning capacity

III. Language skills and Relevant Experience in the country - 10 points

- Excellent communication skills in Romanian, English, both oral and written

Total: 100 points

The minimum technical (qualification) score required to pass is: **60 Points**.

The candidate achieving over 60 points will be shortlisted and invited to an interview.

VII. MINIMUM APPLICATION REQUIREMENTS

Interested qualified candidates should submit their expression of interest including:

- Cover letter
- CV
- At least two references, including the manager/ director during your last job

to PA EcoContact at procurari@ecocontact.md with reference to the position of junior expert/administrative assistant Green Agenda Project, **by December 20th, 2024, 18.00, Chisinau time.**