

TERMS OF REFERENCES

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

(Individual Consultant)

Consultancy name:	Junior Expert /Administrative Assistant
Project name:	“Green Agenda for Georgia, Ukraine, Moldova, and Armenia “(GA GUMA) Project
Donor:	Swedish International Development Cooperation Agency (SIDA)
Employer:	PA EcoContact
Consultancy duration:	November 2024 -November 2025
Contract :	Part-time Consulting Services Contract
Consultancy location:	The Republic of Moldova
Deadline for submitting the EoI:	By November 4, 2024, 18.00, Chisinau time

I. BACKGROUND AND CONTEXT

The project “Green Agenda for Georgia, Ukraine, Moldova, and Armenia” (GA GUMA) 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’ (GA GUMA) seeks for qualified consultant for the position of **junior expert/administrative assistant** to support the project implementation.

II. OBJECTIVE OF THE CONSULTANCY

The objective of the given consultancy is to provide support to the Moldova country team, including PA EcoContact, and the Stockholm Environment Institute in implementation of the activities stemmed from the working packages under “Green Agenda for Georgia, Ukraine, Moldova, and Armenia “ Project . Also, the junior expert/administrative assistant will provide assistance to GA GUMA project manager and will work under its supervision.

III. KEY RESPONSIBILITIES

Consistent with the project’s activities and the objective of this consultancy, the candidate selected for the position of junior expert/administrative assistant 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.

- Assistance 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
- Contributing to the development of reports, including the documentation of challenges, successes, and lessons learned during the implementation of project activities of the EcoContact / GUMA national country manager and SEI project staff
- Perform specified commercial, organizational and administrative tasks correctly and on schedule in collaboration and consultation with the line manager, 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.)
- Proper recordkeeping and management of project-related documentation

IV. DURATION

The proposed consultancy is a **part-time assignment** and is expected to commence **in November 2024**, 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 **12 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/administrative assistant should prepare monthly reports on all activities performed and the time sheets for each reporting period. The consultant will report directly to GA GUMA project manager.

All the reports will be provided electronically in English language.

The payments under the contract will be processed by the P.A. "EcoContact" upon approval by the GA GUMA 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
- Reporting capacity organized and rigorous
- Learning capacity

Specific qualification (Professional experience):

- 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

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
- 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 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 interview.

VII. MINIMUM APPLICATION REQUIREMENTS

Interested qualified candidates should submit their expression of interest including:

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

to PA EcoContact at procurari@ecocontact.md with reference to the position of junior expert/administrative assistant GA GUMA project, **by November 4, 2024, 18.00, Chisinau time.**