

## Terms of Reference

- Project:** EU4Moldova: Local Communities, Component 2 WSS (Water Supply and Sanitation) and sub-component 3 VET (Vocational Education and Training) “LOCOMO”
- Position:** VET Expert
- Assignment period:** 12 months (with possibility of extension for another 36 months). The start is envisaged on 1<sup>st</sup> January 2022. The assignment is full time

### 1. Background

Austria has a long-standing partnership with the Government of Moldova. The Republic of Moldova has been a priority partner country of the Austrian Development Cooperation (ADC) since 2004.

The [Austrian Development Agency](#) (ADA), which is the operational unit of the ADC, supports its partner countries in implementing programmes and projects. ADA has been mandated to implement the activities under Component 2 WSS and sub-component 3 VET of the EU Action Document “[EU4Moldova: Local Communities](#)”.

The project will be financed by the European Union and co-financed by the ADC and BMZ (German Federal Ministry for Economic Cooperation and Development). The project is implemented by the ADA and GIZ based on a Multi Partner Contribution Agreement (MPCA).

The overall objective of the project is to improve the quality of life and to address the economic and social consequences of COVID-19 in selected local communities of the Republic of Moldova, thus contributing to their longer-term resilience.

Under Component 2 WSS, the project aims to build resilient infrastructure which will follow robust operation and maintenance systems to improve long-term and equal access to safely managed Water Supply and Sanitation and Solid Waste Management (SWM) services contributing to climate change adaptation.

Specific activities are foreseen under sub-component 3 VET:

- Advancing the quality of education, student competences and transition to work.
- Strengthening the school governance practices and improving the linkage to local (private sector).
- Development of the policy framework regarding VET education.

### 2. Scope of work/specific duties

Under the direct supervision of the Team Leader (TL) of the Project Management Team (PMT), the VET Expert will be responsible for coordination and implementation of sub-component 3 VET activities and will provide technical and administrative assistance to the implementation of all project activities and VET related tasks and will proactively support the ADA in all VET implementation matters and will liaise with the contractors, project partners and relevant stakeholders and support the coordination between ADA, EU, GIZ, PSF, relevant local, central and regional authorities and other stakeholders of the project. The position is based in the project management office in Chisinau with regular business trips within Moldova.

- Main specific duties:

- Propose and carry out necessary actions to achieve the expected results defined in the Description of Action (DoA) by providing methodologies and approaches for specific tasks in order to warrant a timely and high-quality implementation of the project in accordance with the MPCA and ADA Project Operational Manual (POM).
- Conduct a comprehensive assessment of the VET schools' needs (educational, managerial, technical, etc.) and design individual work plan for each of VET schools.
- Based on the need assessment findings, develop the sub-component 3 VET detailed intervention logic and Annual Work Plans including inputs to the Visibility and Communication plan.
- Draft the Terms of References and take a lead role in tendering and contracting services, supplies and works related/complementary to technical assistance for sub-component 3 VET.
- Ensure reports quality received from contractors and reports acceptance procedure.
- Facilitate the cooperation with the Ministry of Education and Research and the project in conducting regular analysis of the VET sector.
- Facilitate the cooperation and creation of links between schools, training centres and local businesses in order to improve school to work transition, launching of the income generation activities and strengthening the quality assurance system.
- Monitor together with the PMT the budget implementation, budget revisions, allocation and disbursement of funds to subcontractors, for sub-component 3 VET and maintain contact with the contractors.
- Monitor implementation and progress of sub-component 3 VET.
- Coordinate project evaluations and reviews (internal/external).
- Support PMT in overall risks management, risk identification and mitigation including the implementation of the environmental, social standards and gender safeguards.
- Provide requested input and support to the procurement of works, supplies and services (including external experts) in close cooperation with other internal stakeholders.
- Proactively facilitate all aspects of project implementation while ensuring adherence to deadline and contributing positively to teamwork.

- Coordination and representation

- Represent ADA in meetings as necessary and assigned by the TL.
- Self-coordination of responsibilities, tasks deadlines and teamwork.

- Reporting

- Provide timely input and comprehensive reporting for sub-component 3 VET of the project according to the EU and ADA requirements as set out in the MPCA and POM (reporting on log frame, SDG and GAP III indicators).
- Provide substantial input to the Annual Report, monitoring and ad-hoc reports and respond to any special reporting requirements of the EU, ADA, relevant ministries and stakeholders.

- Visibility

- Support the communication and visibility activities.

### 3. Qualification and experience

- Education and professional experience:
  - o A university degree (minimum BS) in Social Sciences, Education, or other relevant disciplines and a post graduate is an asset.
  - o At least 5 years working experience in the field of VET system development/management in Moldova.
  - o Demonstrated knowledge of VET trends at international and local levels.
  - o Excellent report writing skills.
  - o Experience with results-based management, monitoring and reporting.
  - o Work experience in contract management and budget oversight.
  - o Proven skills in facilitating consultations, workshops and in making public presentations.
  - o Demonstrated gender, diversity and environmental competence.
  - o Understanding of international development cooperation principles and quality standards.
  - o Ability to work in a multinational and multicultural environment and effectively coordinate a multi-disciplinary team of experts and consultants.
  - o Excellent interpersonal and communication skills.
  - o Flexibility to adjust working hours to actual workload as required.
  - o Capacity to work under pressure and availability to travel inside the country and abroad.
  - o Experience in implementation of EU funded projects.
  - o Work experience with public tender procedures
  - o Experience and/or knowledge in methodologies of linking VET institutions with private sector.
  - o Experience and/or knowledge required to enforce the financial sustainability of VET institutions (income generation activities) at a micro and macro level.
  - o Good knowledge of modern office procedures and office management.
  - o Valid driving license and driving experience.
- Language skills:
  - o English and Romanian (fluent, both oral and written), Russian is an asset.
- Computer skills:
  - o Good command of regular Microsoft Office suite (Word, Excel, Power Point, Outlook, SharePoint, Office 365, Project, Teams and “online documents” etc.).

### 4. Application and documents to be presented

Please submit your application to [chisinau.application@ada.gv.at](mailto:chisinau.application@ada.gv.at) by **1<sup>st</sup> October 2021** at 24:00 hrs. (12:00 p.m. Moldova time), indicating position name “VET Expert” in the subject, with the following attached documents:

- Letter of motivation in English including salary expectations and highlight your relevant experience for the assignment.
- Curriculum vitae in English.
- Names, contact details and working relationship of three professional references (at least one referee should have been your direct supervisor).
- Copies of academic certificates and testimonials.

**NOTE:** Delayed and incomplete applications will not be accepted. ADA will not accept phone calls on behalf of applicants. Such calls will harm applicant’s chances in applying for this position. Any form of lobbying will lead to disqualification. Only direct calls from the applicants related to logistics of application (email submission, location and time of interviews etc.) are allowed.

Only short-listed candidates will be contacted and invited to the next stage of recruitment.

ADA retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration. This project position is subject to the pending signature of the Contribution Agreement between the EU and ADA.