**Ministry of Education and Research (MoER)**

**Moldova Higher Education Project (MHEP)**

**Procurement Reference: MD-MOED-359134-CS-INDV**

**TERMS OF REFERENCE**

**Administrative Assistance to support MoER and Project Management Team under MHEP**

* + - 1. **Background information on the Project**

Moldova Higher Education Project (MHEP) is a World Bank-financed Project to be implemented between May 2020 and December 2025.

The total cost of credit is EUR 35.7 million (US$39.4 million equivalent) financed by the International Development Association (IDA) and is provided to the Republic of Moldova in support of MHEP.

The Project Development Objective is to improve the labor market orientation of selected higher education institutions and the quality assurance mechanisms. The Project is organized around three components and includes systemic interventions in the areas of higher education quality, financing and management, as well as a targeted program to be implemented by selected higher education institutions and pedagogical colleges to address some of their most pressing needs in labor market orientation.

The MHEP components are described below:

1. Improving the Quality Assurance Mechanisms

2. Improving the Labor Market Orientation through Targeted Interventions

3. Project Management

*Component 1* ***–*** Improving the Quality Assurance Mechanisms. This component aims to improve Moldova higher education system’s quality assurance mechanisms, which would also contribute to improve its labor market orientation. It comprises three sub-components that support activities in: (i) National Qualifications Framework (NQF) and Quality Assurance (QA); (ii) System Management and Monitoring; (iii) Higher Education Financing.

*Component 2* – Improving the Labor Market Orientation through Targeted Interventions. This component would finance the design and implementation of a targeted and needs-based program (Higher Education Improvement Program - HEIP) aimed at improving the labor market orientation of Moldova’s higher education institutions, as well as their research capacity.

*Component 3* – Project Management. This component would support the day-to-day management of the Project by the MoER with assistance of a dedicated team of individual consultants who would provide managerial, fiduciary, and technical support to the implementation of the proposed Project for its full duration.

In this context, the MoER intends to hire an Administrative Assistancewho will assist and provide administrative and technical support to the MoER (relevant Divisions and Departments involved in the Project implementation), National Agency for Quality Assurance in Education and Research (ANACEC), and Project Management Team (PMT) in order to enhance their capacity for smoother project implementation.

* + - 1. **Objective(s) of the assignment**

The Project Administrative Assistant will have administrative responsibilities, including keeping organized Project files, correspondence, translating/interpreting as needed, providing assistance to the organization of MHEP administrative activities, assisting the Project Coordinator with daily Project management, organizing logistics etc

* + - 1. **Scope of Work**

Fulfill main administrative tasks as described, but not limited to:

* Assist the Project Executive Director (PED), Project Coordinator, and PMT with administrative aspects for implementing Project activities.
* Keep daily records of hard copies and electronic correspondence, fax messages: registration of official acts (Orders, Dispositions, letters, complaint letters, etc.) and registration of internal correspondence of the Project.
* Establish and maintain a record and filing system of technical documents and of all official correspondence.
* Assist the PMT in preparing Project related reports, minutes, and other necessary documents.
* Assist in receiving, recording and offer confirmation letters on the proposals submitted by the Higher Education Institutions and pedagogical colleges within Higher Education Improvement Program (HEIP).
* Assist in organizing visits of the WB missions, of foreign and local consultants to the MoER and its Project implementation departments.
* Assist PED, Project Consultants and MoER’s staff in preparing information notes, letters, short reports related to Project implementation upon request.
* Provide daily logistics related to Project implementation.
* Assist the PMT in providing relevant documentation for auditing entities.
* Carry out tasks related to project implementation per the request of the Minister, Project Executive Director, and Project Coordinator.
* Support provided by the consultant in the work of MoER representatives is very important as the essential part of the Project documentation is in English and needs to be translated into Romanian (or vice versa) so as to be understood and processed according to the World Bank requirements. The main translation tasks for the Administrative Assistant are to:
* Translate documents, including official correspondence, per the request of the Minister, Project Coordinator or Project Executive Director;
* Translate Project reports, Bidding Documents’ Annexes, ToRs and any other documents issued by the MoER with regard to the Project in order to be submitted for Bank’s review and approval.
  + - 1. **Qualification requirements and basis for evaluation (evaluation criteria)**

The Consultant should have:

* A university degree in philology or field related to the assignment;
* At least 2 years of experience in administrative work in projects;
* At least 2 years of active translation experience (English into Romanian & vice versa);
* Work experience with World Bank-supported or other international projects will be an advantage.
* Fluent in Romanian and English (both oral and written);
* Demonstrate strong interpersonal skills, self-organization, ability to work in teams, communicating with all team members.
  + - 1. **Duration of the assignment**

This assignment is a full-time assignment (subject to 8 hours per day) expected to begin in May 2023. The contract will be signed for a period of 12 months.

Subject to Consultant’s satisfactory performance, the contract may be renewed until September 2025, but no more than the Project closing day. The administrative assistant will submit a report related to the activities performed, on a monthly basis.

* + - 1. **Institutional Arrangements**

The administrative assistant to be hired in accordance with the proposed position should prepare monthly reports on all activities performed. This monthly report should be subject to approval by the MHEP Project Coordinator. The consultant reports to MHEP Project Coordinator. All reports shall be submitted in Romanian or/and English, upon necessity.

The MoER and Project team will provide the Consultant with necessary support to fulfill his/her duties under this position: Project documents necessary for accomplishment of tasks related to the proposed position, necessary work conditions, including office space, telephone, fax and other office equipment and supplies.

* + - 1. **Confidentiality statement**

All data and information received from MoER for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to MoER. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the MoER.