



<i>Source: RRP (IFAD VII)</i>	
PP 2021	
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Component:	3
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Loan/Grant	IFAD loan

## TERMS OF REFERENCE

### Project Assistant-translator

**Agency:** CPIU IFAD

**Duty stations:** CHISINAU, Republic of Moldova

**Practice area:** management - assistance

**Terms for employment:** 4 month

**Project:** RRP

**Ref. No.:** 60/20 PRR

### Background

Republic of Moldova and International Fund for Agriculture Development have signed Financing Agreements for implementation of Inclusive Rural Economic and Climate Resilience Programme (IRECR) and Rural Resilience Project (RRP), with the overall goal to enable the Target Population to raise their incomes and strengthen their resilience to climate change. The objectives of the IRECR and RRP are: (i) to enhance the resilience and adaptive capacity of farmers to climate change to ensure higher and more stable incomes; (ii) to enhance access to enterprise capacity development, financial services and entrepreneurship support; (iii) to improve beneficiaries' productivity and competitiveness, increase investment and business opportunities, and improve market access and resilience against economic and climate shocks.

The CPIU-IFAD will recruit a Project Assistant-translator who under the guidance and direct supervision of the CPIU director will assist in the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of project activities. The Project Assistant-translator applies and promotes the principles of results-based management, as well as a client-oriented approach.

The Project Assistant-translator works in close collaboration with the CPIU IFAD team in the for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise and provide assistance to the others team staff on programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

### Main Duties and Responsibilities

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Provide support to CPIU IFAD team and international consultants coming to the project, in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);

- Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- Prepare and issue contracts, letters, request, applications;
- Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- Draft minutes of Project Committees and Commissions of project related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files, records, correspondence;
- Provide translation support to the CPIU IFAD team on translating reports, minutes, letters and other project documents from Romanian to English, Russian and v.s.v.;
- Provide interpreting from English to Romanian during the meetings with international experts or visitors coming to the project;
- Arrange external and internal meetings (including the meetings of the Project Steering Committee, Grant Approval Committee, as well as other relevant meetings etc.);
- Advise and assist international and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis.
- In accordance with the Work Plan provide assistance on procurement of equipment, supplies and services;
- Arrange for equipment maintenance and insurance as required;
- Other duties as assigned.

### Competencies

- Very good document drafting and writing abilities, including in the presentation of analysis or research;
- Good analytical and communication skills;
- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
- Proven ability to problem-solve, and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job.
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities
- Proficient user of computer software including Microsoft office products (Word, Excel, Power Point, Outlook);
- Ability to build strong client relations;
- Identifies priority activities and assignments; adjusts priorities as required;

- Allocates appropriate amount of time and resources for completing work;
- Monitors and adjusts plans and actions as necessary;

## **Required Skills and Experience**

### **Educational Background:**

- University degree in Economics, Management, Sociology, Finance, Statistics, or in fields related to announced vacant position.
- Additional qualifications in environmental protection, climate change, biology, ecology, environmental law are an advantage.

### **Job Requirements & Experience:**

- At least one year of experience in administrative work, accounting/finance, economics, or other substantive area is required.
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.
- Fluent in written and oral communication in Romanian, English and Russian;

## **Selection Criteria**

Interested persons should provide information demonstrating that they have the required qualifications and relevant experience to perform job obligations on the vacant position. The key criteria for short list evaluation are the following:

1. General qualification - 30 points:
  - Education degree: MSc, Bachelor in the field of specialization;
2. Specific previous experience in the field for vacant position – 30 points:
  - Professional experience in the field related to this position;
  - Experience in international funded project implementation.
3. Language skills -20 points:
  - Fluency in English, Romanian, Russian
4. Computer management skills – 20 points

Only persons included in the short list will be requested to submit Technical and financial offers.

The candidate will be selected based on the Selection-based on consultants' qualifications (CQS) procurement method.

Interested candidates shall submit information on their credentials to perform the services, including descriptions of similar assignments, experience in similar conditions, availability of appropriate skills, qualifications and other relevant information.

The finalist will be offered a fixed-term employment contract based on 40-hour weekly work program and concluded in line with national labor legislation.

### **Consolidated Programme Implementation Unit (CPIU IFAD)**

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