

REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTANT SERVICES – LOCAL INDIVIDUAL CONSULTANT)

Republic of Moldova
Moldova Emergency COVID-19 Response Project
Project ID No. P173776
Ref. no.: MD-MHLSP-200353-CS-INDV
Assignment Title: Project Assistant

The Government of the Republic of Moldova has received financing from the World Bank (Bank) toward the cost of the Moldova Emergency COVID-19 and intends to apply part of the proceeds toward payments under the contract for Project Assistant.

With this purpose, the Ministry of Health, Labor and Social Protection seeks to contract an experienced individual local consultant to ensure the timely organization of all administrative, secretary and clerical activities in the framework of the Moldova Emergency COVID-19 Project in compliance with the Financing Agreement between the Republic of Moldova and the International Development Association (IDA).

The main objective of the assignment is to provide assistance to the MoHLSP in day-to-day project implementation.

The Project Assistant will fulfill the following tasks:

- participate at the implementation of all the Project Components;
- office management and accomplishment of other related tasks as required and agreed upon for the project implementation;
- coordination of the arrangements related to the office meetings, working groups meetings, preparation and development of the respective Minutes;
- filing and maintaining project documentation;
- office supplementation.
- Linkage between all state authorities involved in the project implementation (Ministry of Finance, State Treasury, Ministry of Foreign Affairs, National Court of Accounts, Nation Center for Anticorruption etc.)
- receiving, registering, keeping evidence and assuring the preparing of the replies in time to all the correspondence and all documents related to the project;
- recording the procurement related information in STEP, Tenderhealth, etc.
- providing assistance in activities related to financial management;
- trip organization;
- arrangements related to goods delivered within the project;
- Etc.

Consultant qualification criteria:

- University degree in Philology, economy and/or business management;
- At least two years of experience as project assistant or consultant in other international donor projects will be considered as an advantage
- At least three years of experience in office management;
- Experience in working with governmental authorities;
- Proficiency in Romanian / Russian / English languages;
- Good interpersonal communication skills;

The Project Assistant will work on a full-time basis. The working schedule of the Assistant shall be 5 days per week (Monday - Friday, 08.00 – 17.00)

Deadline for presenting the Expressions of Interest is November 15th, 2020, 24:00 at the e-mail address: natalia.belicov@msmps.gov.md, indicating the assignment title.