



Food and Agriculture Organization of the United Nations

PERSONAL SERVICES AGREEMENT Subscriber (PSA.NAT) FAO Administrative Manual Section 319

NAME OF SUBSCRIBER: NICOLAE ARNAUT

INDEX NUMBER: NEW NSHR

FAO DIVISION/OFFICE: OEDDD

DUTY STATION: CHISINAU, REPUBLIC OF MOLDOVA

ASSIGNMENT PERIOD: From **01 MARCH 2021** to **31 MAY 2021** for a total of **30** days to be worked.

TERMS OF REFERENCE (TOR): See Annex I.

HONORARIUM: **MDL 2,580.00** per day. Payment of honorarium is conditional upon certification of days worked and satisfactory completion of the assignment. The Subscriber is responsible for any tax liabilities in accordance with national laws applicable to the Subscriber.

MEDICAL INSURANCE: Subscribers are covered by the Medical Insurance Scheme (MCS) under FAO Administrative Manual Section 343 Part VI. The Subscriber's portion of the premium is a percentage of the honorarium, deducted upon payment. The premium deduction rate may be subject to changes and amended from time to time consistent with the agreement between the Organization and the insurance company. A Subscriber who works a full week according to the established working week at the duty station will have insurance coverage during weekends on a 24-hour basis and during official holidays observed by FAO at the duty station. The Subscriber is also covered by the FAO medical insurance and compensation plan for service-incurred death, injury or illness under FAO Administrative Manual Section 342.

TRAVEL: Travel by the Subscriber for the purposes of the assignment is covered by FAO Administrative Manual Section 319.8. A Travel Authorization (TA) will be issued stating the itinerary and any Daily Subsistence Allowance (DSA) payable under FAO's rules, as well as accommodation through the Preferred Hotel Programme (PHP).

TRAVEL EXPENSE CLAIM (TEC): The Subscriber must complete a Travel Expense Claim (TEC) and submit receipts and boarding passes, within the time limits specified in FAO Administrative Manual Section 401.7.5. The DSA payable may be adjusted based on actual expenses as reported in the TEC.

TERMINATION: This Agreement may be terminated by giving five days' written notice of termination for agreements of less than two months duration and two weeks' written notice for longer agreements.

STATUS OF THE SUBSCRIBER: The Subscriber has the legal status of an independent contractor and is not an official of FAO.

TITLE RIGHTS: Title rights, copyrights, and all other rights of whatsoever nature including patent rights in any material produced under the terms of this Agreement shall be vested exclusively in FAO.

RIGHTS AND OBLIGATIONS: Section 319 of the FAO Administrative Manual is an integral part of this Agreement. The rights and obligations of the Subscriber are strictly limited to those set out in this Agreement. Except as expressly provided in this Agreement, the Subscriber shall not be entitled to any payment, subsidy, compensation, reimbursement or other benefit, including those that may be established under any national law.

CONFIDENTIALITY: The Subscriber shall not communicate to any person or other entity any unpublished information made known to them by FAO in the performance of their obligations under this Agreement, except upon FAO's prior written authorization. This provision shall survive the expiration or termination of this Agreement.



**Food and Agriculture Organization
of the United Nations**

STANDARDS OF CONDUCT: The Subscriber shall act in a manner consistent with the Standards of Conduct for the International Civil Service (FAO Administrative Manual Section 304). The Subscriber shall comply with the provisions of Administrative Circular No. 2019/01 "Policy on prevention of sexual harassment", Administrative Circular No. 2015/03 "Policy on the prevention of Harassment, Sexual Harassment and Abuse of Authority", Administrative Circular No. 2015/08 "Policy against fraud and other corrupt practices", and Administrative Circular 2013/27 "Protection from sexual exploitation and sexual abuse". In particular, the Subscriber undertakes not to engage in any conduct that would constitute sexual exploitation or sexual abuse. Nothing herein shall limit the right of FAO to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

GOVERNING LAW: This Agreement shall be governed by general principles of law, to the exclusion of any single national system of law, in accordance with FAO Administrative Manual Section 319.11.

PRIVILEGES AND IMMUNITIES: As a Specialized Agency of the United Nations, FAO is vested with privileges and immunities which apply in the context of its relations with its personnel. Nothing in this Agreement constitutes a waiver of FAO's privileges and immunities.

ARBITRATION: Any dispute arising out of the interpretation or execution of this Agreement shall be settled by arbitration in accordance with Section 319.11 of the FAO Administrative Manual.

FAO Human Resources Officer or delegated Officer RR/SRR/DLO/FAOR

Name: **RAIMUND JEHL**
FAO REPRESENTATIVE IN THE REPUBLIC OF MOLDOVA

Signature:

Date: 23 February 2021

Subscriber

I have read, understood, and accept the terms of this Agreement. I have received a copy of FAO Administrative Manual Sections 319, 342, 343 Part VI, 304 and 401, as well as of AC 2019/01, AC 2015/03, AC 2015/08, and AC 2013/27.

Name:

Signature:

Date:

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY (Name, email address, telephone number, and relationship to Subscriber):

ANNEX I – TOR

Arnaud Natalie (mother)
narnaut@mail.ru
+ 373 68 78 53 63



Terms of Reference for PSA.NAT *

Name: Nicolae ARNAUT

Job Title:** Evaluation Consultant

Division/Department: OED

Programme/Project Number: Moldova Country Programme Evaluation

Duty Station: Home-based (Moldova)

Expected Start Date of Assignment: 01 March 2021

Duration: NTE: 31 May 2021 (Quantity: 30 days, WAE)

Reports to: *Name:* Serdar Bayryyev

Title: Senior Evaluation Officer

* Please note: If this TOR is for Consultant / PSA.SBS contract, the minimum relevant experience required **for the assignment** is as follows:

**** Please enter a short title (max 25 chars) for this assignment.**

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Background:

The Office of Evaluation (OED) of the United Nations Food and Agriculture Organization (FAO) is conducting an evaluation of the Moldova Country Programme.

The overall objectives of the Country Programme Evaluation (CPE) are:

- Assess the strategic relevance of FAO's interventions in responding to country needs;
- Assess FAO's contributions to results and outcomes in areas identified in the Country Programme Framework (CPF);
- Identify lessons learnt as well as enabling and limiting factors for results;
- Identify gaps in FAO's country programming and potential areas of future work.

Country evaluations are designed to assess the totality of the institution's assistance provided to an FAO member nation, irrespective of the source of funding. This includes activities funded through the regular programme as well as extra-budgetary resources; national, regional and global projects and initiatives; emergency and development interventions. Since the CPE is a programme evaluation, the exercise will not focus on single projects, but rather assess FAO's overall contribution to development changes in the priority areas defined in the CPF.

The Moldova CPE will cover the 2016-19 CPF period. However, the CPE may review some programmes that have started before 2016. The CPE intends to provide a meaningful recommendation for the next reiteration of the CPF. The evaluation will examine the three CPF priority areas:

Priority area 1. Increasing competitiveness of the agri-food sector;

Priority area 2. Fostering sustainable agriculture and rural development;

Priority area 3. Improving capacity for sustainable management of natural resources and disaster risk management.

The evaluation will also cover the following crosscutting issues: gender, governance, climate change adaptation and nutrition.

General responsibilities:

The Evaluation Consultant's mandate is derived from and must fully comply with the overall Terms of Reference for the Evaluation. The Evaluation Consultant reports to the OED Evaluation Manager who will act as Team Leader for the Moldova CPE.

Drawing on his extensive experience, the Evaluation Consultant will conduct a detailed analysis of the FAO contributions towards the achievement of results in CPF Priority areas :

PRIORITY AREA 1: INCREASING COMPETITIVENESS OF THE AGRI-FOOD SECTOR

Government priority 1: Increasing competitiveness of the agri-food sector

Country Outcome: Modernization of agri-food chain in order to meet EU requirements on food safety and quality

Output 1.1: Food safety legal framework improved and capacities of phytosanitary and animal disease control services

Output 1.3: Relevant public sector institutions improve their capacity to design and implement better policies and frameworks for reformation of education, research and extension systems in agriculture.

PRIORITY AREA 2: FOSTERING SUSTAINABLE AGRICULTURE AND RURAL DEVELOPMENT

Government priority 2: Fostering sustainable agriculture and rural development

Country Outcome: Stimulate local community involvement in rural development

Output 2.1: Government capacities for formulation and operationalization of rural development policies in line with ENPARD Programme requirements strengthened

Output 2.2: Government capacities in policy formulation of Integrated Pest Management (IPM) enhanced and farmers' capacities in use of IPM methods for vegetables and berries produced in open fields and/or greenhouses strengthened

Output 2.3: New production technologies and guidelines for berries production available for small holder farmers

Output 2.4: Capacities of the National Bureau of Statistics (NBS) for conducting the next agricultural census and monitoring SDGs strengthened

Output 2.5: Knowledge generated and disseminated on Empowering Smallholders and Family Farms for improved Rural Livelihoods and Poverty Reduction

The Evaluation Consultant will prepare the report, detailing specific findings, supported by concrete evidence and considerations for potential recommendations towards enhancement of the country programme.

The Evaluation Consultant will contribute to the evaluation team's activities, ensure that the methodology foreseen in the ToR is fully developed in his respective areas of expertise; will conduct the necessary data collection and analysis; will produce the draft version on results achieved in CPF Priority area(s) entrusted for comments from OED; and will produce the final version upon incorporating comments and collecting missing information.

In undertaking field-level data collection and analysis and (any) project sites field visits - whenever feasible under the current travel restrictions - the consultant will be expected to note results related to other CPF priority areas.

The data collection will include:

- Retrieving and analysing documents.
- Arranging and conducting interviews with FAO Staff.
- Government counterparts.
- Any other relevant stakeholders.

The expert inputs will follow the overall Evaluation Terms of Reference and Evaluation Matrix.

In undertaking the evaluation work, the consultant will also contribute to the assessment of related socio-economic and gender-related issues, as well as the relevant policies and strategies to assess strategic relevant and positioning of FAO programme. The expert will also look at capacity development at national and community-levels for state and non-state actors

Specific responsibilities include:

- Review relevant background documentation made available by OED and the Country Team, including annual reports, project documents, strategies and M&E plan, progress and final reports, workshop and technical reports, among others in addition to relevant documents from the international partners;
- Contribute to the finalization of the methodological approach described in the ToR, contribute to finalizing evaluation tools including the evaluation matrix, questionnaires, check-lists and interview protocols as appropriate and agreed with the Evaluation Manager;
- Lead the assessment of results in the assigned specific technical area, including outputs, deliverables and activities carried out, and ensuring that specific evaluation questions and tools are designed for this purpose;
- Contribute to the assessment of cross-cutting issues in coordination with evaluation team members;
- Participate actively in the collection of primary data through, inter alia, interviews and meetings, face to face or virtual, with FAO office in Moldova; and with key stakeholders including representatives of the Government of Moldova, development partners, NGOs, academia, private sector, other external partners, and ultimate beneficiaries as appropriate;
- Participate actively in the collection of relevant secondary data, in addition to the initial desk reviews carried out by evaluation team, as required and identified in the evaluation matrix;
- If feasible under the current travel restrictions, participate in field trips to various programme areas and project sites;

- Contribute to the consolidation of all evidence collected during the evaluation process in a structured format following the key evaluation questions and criteria to produce evaluation findings. Ensure that all the findings are sufficiently validated;
- Participate in the analysis and discussion of evaluation issues and questions with the team and formulation of findings, conclusions and recommendations in his specific field of expertise and as discussed and agreed with the Evaluation Manager;
- Prepare assessment report in the relevant area of focus, following the format of the template provided by the Evaluation Manager; provide inputs to the preparation of the CPF outcome reports and; provide comments on the draft overall country programme evaluation report;
- Contribute to deliverables planned in the overall ToR. This will include: the final draft report according to the specifications provided by OED; integration of comments and suggestions received from FAO and other stakeholders as appropriate; and case studies as agreed with the evaluation manager;
- Participate in presenting the evaluation findings to key stakeholders;
- Provide typed meeting notes for all interviews conducted.

KEY PERFORMANCE INDICATORS

Expected Outputs:

Required Completion Date:

- | | |
|---|---------------------|
| a. Preparation of the individual work plan, development of evaluation approaches and tools and desk review of relevant documents; | • By mid-March 2021 |
| b. Typed meeting notes and/or completed interview questionnaires for all interviews conducted; | • By mid-April 2021 |
| c. First draft of the report assessing results in CPF Priority Area(s) entrusted for OED review; | • By mid-April 2021 |
| d. Provide and or/address comments on the draft overall country programme evaluation report. | • By end-May 2021 |

Monthly payment of honorarium will be authorized, upon completion or receipt of deliverables and based on the actual days of work.