



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF MOLDOVA

Guidelines for application, evaluation and final selection of the High Level Advisers 2022-2023

The Unit responsible for Institution Building, Twinning and TAIEX (NEAR C3) will disseminate the call for expression of interests to the TAIEX and Twinning National Contact Points. The call for expression of interest may also be disseminated through the network of EU Member State Heads of Mission accredited to the Republic of Moldova, respecting the principles of fair competition and equal treatment for all potential candidates.

Eligible applicants should submit an EU Format CV and a covering letter explaining how their experience fits with the Terms of Reference of the position(s) available and include the following statement - "I agree that my CV can be shared with the relevant national authorities in the Republic of Moldova".

Following the submission of the applications, the evaluation process will be composed of two parts:

- 1) The applications will be assessed by the Geographical Desk for Moldova (NEAR C1) against the Terms of Reference, who establishes a ranking list of the proposed candidates to be interviewed.
- 2) The shortlist of candidates will be transmitted to the EU Delegation, who will organise the interviews and recruitment of the selected candidate as follows:

The Head of Delegation will designate the members of each evaluation committee for the selection of High Level Advisers. The evaluation committee will define the final list of candidates to be interviewed and will share the CVs of the proposed candidates with the national administration.

The final list of candidates proposed for interview will be endorsed by Head of Delegation.

All interviews for the same position will be performed in the same way (e.g. all by phone, all by video-conference or all in person). The duration of each interview will be up to 45 minutes.

The secretary of the Evaluation Committee will ensure fairness and transparency of the process.

The questions to be asked of the candidates for each position will be agreed among the evaluators prior to the interview.

The individual evaluation grids will be consolidated and the candidates will be included on a list where a selected candidate will be identified, followed by one or two reserve candidates.

The main beneficiary will be asked by EU Delegation to endorse the selected candidate. Reserve names may be proposed in case main beneficiary rejects the first choice.

Once the list of selected candidates is finalised, the Head of Delegation will sign the list and it will be sent to the Service Provider implementing the Technical Assistance Project "European Union High Level Advisors Mission to the Republic of Moldova".

Finally, the selected candidate will be notified by the EU Delegation and the Service Provider will proceed to the contracting of the High Level Adviser.

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signed
Janis Mazeiks