Guidelines for application, evaluation and

final selection of the High Level Advisers

The Unit responsible for Institution Building, Twinning and TAIEX 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 Heads of Mission accredited to the Republic of Moldova, respecting the principles of fair competition and equal treatment for all potential candidates. The call for expression of interest will contain a clear statement encouraging Member States to put forward women candidates.

Eligible applicants should submit an EU Format CV and a cover 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".

The following eligibility criteria will apply to all candidates for a High Level Adviser Position:

1. The same person cannot hold the HLA position in the Republic of Moldova for more than six (6) years. Previous assignments as HLA in the Republic of Moldova will not be taken into consideration for the calculation of the six (6) years’ period.
2. The candidate is a citizen of one of the Member States of the European Union.
3. The candidate has been employed in a high-rank position relevant to the job profile (at least Director level or equivalent), by a Member State or an EU Institution, for at least 2 years in the past 10 years.
4. The candidate was never involved in political life 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 Moldova Unit (C2) of DG ENEST against the Terms of Reference. C2 will establish a ranking list of the proposed candidates to be interviewed, in consultation with relevant colleagues and services of the European Commission.

In case of equal scoring between a woman candidate and a man candidate, priority will be given to the woman.

The shortlist of candidates will be transmitted to the EU Delegation. The EU Delegation, as Contracting Authority, reserves the possibility to exclude a candidate included on the shortlist, in case it identifies elements that render the candidate ineligible in view of the Terms of Reference (ToRs).

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

1. The EU Delegation will organise the interviews and recruitment of the selected candidate, as follows:

The Head of Delegation designates the members and the secretary of the evaluation committee for the selection of each High Level Adviser.

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 and will be the same for all candidates.

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

Following the finalisation of the procedure and based on the final ranking list of the candidates, the evaluation committee will share the CV of the proposed candidate with the main beneficiary – the Moldovan State Chancellery - and final beneficiary, for the endorsement of the proposal. The main and the final beneficiaries will be given the possibility to interview the selected candidate, in case they consider it necessary. This information will be provided to the candidates at the time of the interviews. In case the first choice is rejected by the main/final beneficiary, the first reserve candidate will be proposed to them by the Contracting Authority.

Once the main and final beneficiaries validate the successful candidate, the EU Delegation will issue an Administrative Order by which it requests the Service Provider implementing the Technical Assistance Project "European Moldova – Support for EU Integration" to contract the selected candidate.

Signed

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