

TERMS OF REFERENCE

Management Support to SPI Romania Program

I. Activities

Consultant will undertake a professional skill development and management capabilities assessment of the SPI Secretariat.

II. Expected output

- (a) A report detailing nature of tasks executed by the two SPI Secretariat staff, with appropriate reference to internal organization, external interfaces and support from Convergence Program, and projecting the expected skill development potential over the next 12 months.
- (b) A report on criticalities and weakness that came out during Phase I of the RIA workshop in order to improve the execution of Phase II. Secondary outputs are facilitation of key sessions and helping instructors keep a “teaching track” of needs and wishes of participants;

III. Activity Budget

The Consultant will be allowed to bill for his services for up to five days.

IV. Fee payment

Upon delivery of the expected output.

V. Reporting Arrangements

The Consultant will report to Mr. Luigi Passamonti.

VI. Background

Management Assessment: This task is one of the pillars of the transition arrangements from the Convergence Program to the Romanian SPI stakeholders for the operations of the SPI Program. It is intended to provide an objective basis for an assessment of the capabilities and skill development needs of the two SPI Secretariat staff. It will be based on interviews with SPI Secretariat staff and key SPI Program players and stakeholders. The report will be made available to the SPI Committee and posted on the SPI Romania website.