

REQUEST FOR EXPRESSIONS OF INTEREST

Republic of Moldova
Moldova Water Security and Sanitation Project
Credit No. 7027-MD
Reference No.: MD-PIU-NORLD-522839-CS-INDV
Assignment Title: **Administrative Assistant**
Date: November 14, 2025

Moldova Water Security and Sanitation Project (*MWSSP*) is a World Bank-financed Project implemented by the Ministry of Infrastructure and Regional Development (MIRD).

Objectives: The Project Administrative Assistant will have administrative responsibilities, including keeping organized Project files, correspondence, translating/interpreting as needed, providing assistance to the organization of MWSSP administrative activities, assisting the Project Manager with daily Project management, organizing logistics etc.

The detailed Terms of Reference (TOR) for the assignment can be found at the NORLD web page: <https://www.ondrl.gov.md>

The NORLD now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” November 2020 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest. A Consultant will be selected in accordance with the „Open Competitive Selection of Individual Consultants” method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 09 00 to 16 00 hours. The applications should include letter of Expression of Interest, CV, and related recommendation letters, if any, together with a copy of CV **in COPIBLE format**.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **December 1, 2025, 16:00 o’clock, Moldova time, indicating the assignment title in subject line**.

P.I. National Office for Regional and Local Development,
Moldova Water Security and Sanitation Project
Address: 57/1 Mitropolit Gavril Banulescu - Bodonui Str., 1st floor, MWSSP Office 1,
mun. Chisinau, Republic of Moldova MD-2005,
Tel/fax: 022 27-91-21, 069265292
E-mail: tender@ondrl.gov.md

Annex 1: Terms of Reference

TERMS OF REFERENCE (ToR)

**Implementation of the Moldova Water Security and Sanitation Project
(P173076)**

**Administrative Assistant
within
National Office for Regional and Local Development**

I. BACKGROUND

Project context

Moldova Water Security and Sanitation Project (MWSSP) is a World Bank-financed Project to be implemented by the Ministry of Infrastructure and Regional Development (MIRD). The Project was signed on April 22, 2022, with expected effectiveness 120 days after signature date. The Project itself will have a duration of five years and aims to increase access to improved water supply and sanitation services in selected rural areas and towns, and to strengthen institutional capacities for water supply and sanitation service delivery.

The design of the project takes into account the Government of Moldova’s vision for the water supply and sanitation (WSS) sector. Moldova’s recently revised National WSS Strategy 2014–2030¹ endorses SDG target 6.1 and 6.2, sets national interim targets for 2024, and articulates strategic reform directions. The strategy’s targets are to achieve coverage with WSS² infrastructure of 80 percent in urban areas and 75 percent in rural areas by 2024. The strategy stipulates improvement of the management and professionalization of services through regional WSS companies, leaving space for public-private models in geographies where regionalization is not delivering immediate advantages. It articulates the need to improve the regulatory environment, with a focus on inclusion, quality, and sustainability of services. At the same time, the WSS sector is a key priority area in the regional development policy, as reflected in the draft National Strategy for Regional Development 2022-2028.³

The Project consists of four components:

Component 1: Increasing access to safely managed WSS services in selected rural areas and towns (EUR 41.0/US\$46.5 million). This component will develop new and rehabilitate existing WSS infrastructure and WASH facilities in rural areas and towns, thus expanding access

¹ Updated and approved by Government Decision 440 of July 1, 2020.

² Sanitation refers to both access to wastewater networks and treatment systems and on-site facilities such as septic tanks.

³ The National Regional Development Strategy is scheduled to be approved by end of 2021.

and quality of services for households, businesses, and public institutions and supporting resilience.⁴ It consists of two subcomponents:

Subcomponent 1.1: Expanding access and quality of WSS services (EUR 37.5 million/US\$42.5 million). This subcomponent will finance climate-resilient investments in towns and rural areas.

Water supply investments: Expansion and rehabilitation of the regional water systems for water supply production and distribution, and service connections for LPAs in selected districts, including the preparation of relevant technical studies and management documents; technical supervision; and citizen engagement activities. This refers to water supply infrastructure in two preliminarily identified subprojects, that is, regional water system expansion for LPAs in Cahul District and the ATU of Gagauzia⁵ and a regional water supply system with a surface water treatment plant in Riscani District. Many LPAs, particularly in the south (Cahul) as well as in the northern part along the Prut (Riscani), face shortages of water in the summer, with shallow wells/springs posing a challenge such as in the Prut cluster villages, in the Vulcanesti town, and other villages in Cahul District.

Wastewater investments: Expansion and rehabilitation of wastewater systems in selected towns, including the construction and rehabilitation of sewer networks and service connections, and the construction of new wastewater treatment plants, including the preparation of relevant technical studies and management documents; technical supervision; and citizen engagement activities. This refers to two preliminarily identified subprojects in Soroca and Comrat towns.

Pilot for on-site household sanitation: Selected rural or peri-urban villages, will benefit from the improvement of on-site household sanitation following a demand-led approach through the provision of technical assistance, the implementation of information campaigns, and the carrying out of civil works.

Subcomponent 1.2: Improving resilient WASH facilities in public social institutions (EUR 3.5 million/US\$4.0 million). This subcomponent will finance works, goods, consulting services, non-consulting services and training/workshops to realize climate-resilient WASH facilities in HCFs and education institutions and implement hygiene education and behavior change communication program. The subcomponent will finance capacity development for school and health center management and LPAs to ensure adequate operation and maintenance (O&M) of the facilities.

Component 2: Strengthening institutional capacity at national and local levels for WSS service delivery (EUR 3.5 million/US\$3.9 million). This component focusses on institutional capacities of national and subnational entities and WSS operators for management, planning,

⁴ See the WASH Climate Resilience Strategic Framework (UNICEF, Global Water Partnership, 2014) for links between WASH and climate resilience.

⁵ Its autonomy is ethnically motivated by the predominance of the Gagauz people. On December 23, 1994, the Parliament of the Republic of Moldova accepted the 'Law on the Special Legal Status of Gagauzia'.

regulation and reform implementation, and performance improvement of service providers for green, resilience, and inclusive service delivery.

Component 3: Project management and coordination (EUR 2.1 million/US\$2.4 million equivalent). This component will finance operational costs, consulting services, non-consulting services, goods, and training to finance the overall project management cost, including the project team at the Project Implementation Unit (PIU), implementation support consultants at the regional level within MIRD's RDAs for environmental and social standards implementation, and, at the national level, MIRD as the project implementing entity (PIE). It will finance training costs, including for capacity building in procurement, environmental, and social standards, specialized short-term implementation support consultants, financial audits, project communication and citizen consultations, and monitoring and evaluation (M&E).

Component 4: Contingent emergency response component (CERC) (EUR 0 million/US\$0 million). A provisional zero-amount component is included, which will allow for rapid reallocation of credit/loan proceeds from other components during an emergency under streamlined procurement and disbursement procedures. This component allows the Government to request the World Bank to recategorize and reallocate financing from other project components to cover emergency response and recovery costs.

II. Objective(s) of the assignment

The Project Administrative Assistant will have administrative responsibilities, including keeping organized Project files, correspondence, translating/interpreting as needed, providing assistance to the organization of **MWSSP** administrative activities, assisting the Project Manager with daily Project management, organizing logistics etc.

III. Scope of Work

The Consultant to be hired based on these Terms of Reference shall:

a) Fulfill main administrative tasks as described, but not limited to:

- Assist the Project Manager (PM), and Project Implementation Unit (PIU) with administrative aspects for implementing Project activities.
- Keep daily records of hard copy and electronic correspondence, fax messages: registration of official acts (Orders, Dispositions, letters) and registration of internal correspondence of the Project.
- Establish and maintain a record and filing system of technical documents and of all official correspondence.
- Assist the Project Manager in preparing Project related reports, minutes, and other necessary documents.
- Assist in receiving, sending of all official correspondence.
- Assist in organizing visits of the WB missions, of foreign and local consultants to the Ministry of Infrastructure and Regional Development (MIRD), National Office for Regional and Local Development (NORLD) and its Project implementation departments.
- Participation in site visits to rayons.

- Act as a contact person between the NORLD/PIU and Government entities, as well as other relevant institutions/bodies.
- Provide daily logistics related to Project implementation.

b) Support provided by the consultant in the work of NORLD/PIU representatives is very important as the essential part of the Project documentation is in English and needs to be translated into Romanian (or vice versa) so as to be understood and processed according to the World Bank requirements. The main translation tasks for the Administrative assistant will be related to:

- Translation of documents, including official correspondence, per the request of the Project Management.
- Translation of Project reports, Bidding Documents' Annexes, ToRs and any other documents issued by the NORLD/PIU with regard to the Project in order to be submitted for Bank's review and approval.

c) Other tasks:

- Assist PM, Project Consultants responsible staff in collection and analysis of data, upon request.
- Assist PM, Project Consultants responsible staff in preparing information notes, letters, short reports related to Project implementation.

IV. Qualification requirements and basis for evaluation (evaluation criteria)

The Administrative Assistant should have:

- University degree in philology, foreign languages or other related field to the assignment;
- At least 2 years of active translation experience (English into Romanian & vice versa);
- At least 2 years of experience in administrative work in projects financed by international organizations will be an asset;
- Previous work experience as a translator in projects financed by international organizations will be an asset;
- Excellent organizational skills and ability to prioritize tasks;
- Excellent computer skills;
- Very good communication and interpersonal skills;
- Keen attention to detail and aptitude for problem-solving;
- Able to work independently with little supervision;
- Highly motivated with a strong work ethic; Experience in translating for the education sector will be an advantage;
- Russian language would be an advantage;
- Experience in the WSS sector would be an advantage.

V. Duration of the assignment

This assignment is a full-time assignment (subject to 8 hours per day) expected to begin in December 2025. The contract will be signed for a period of 12 months.

Subject to Consultant's satisfactory performance, the contract may be renewed until December 2027, but no more than the Project closing day. The Administrative Assistant will submit a report related to the activities performed, on a monthly basis.

VI. Institutional Arrangements

The consultant to be hired in accordance with the proposed position should prepare monthly reports on all activities performed. This monthly report should be subject to approval by the NORLD director. The consultant reports to PIU Project Manager and NORLD director. All reports shall be submitted in Romanian or/and English, upon necessity.

The NORLD and Project team will provide the Consultant with necessary support to fulfill his/her duties under this position: Project documents necessary for accomplishment of tasks related to the proposed position, necessary work conditions, including office space, telephone, fax and other office equipment and supplies.

VII. Confidentiality statement

All data and information received from MIRD, NORLD and other stakeholders for the purpose of this assignment is to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to NORLD. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the NORLD.

NOTE: Qualified women, with relevant skills for this activity, are strongly encouraged to apply.