

UNITED NATIONS DEVELOPMENT PROGRAMME

“Electoral Support to Moldova” Project

Terms of Reference – BRIDGE Training the Facilitators Lead Facilitator

Job title: BRIDGE Training the Facilitators Lead Facilitator
Duty Station: Moldova, Chisinau
Duration of Employment: 2-4 weeks
Contract type: SSA

1. Organizational setting and Background:

The mission shall be carried out under the overall supervision of the UNDP Electoral Support to Moldova Project office, and in close collaboration with the Public Relations Advisor to the CEC and the Project Manager. The relevant CEC counterparts should be closely consulted.

The specific objective of the mission of the BRIDGE TtF Lead Facilitator will be to prepare and conduct BRIDGE TtF 2 weeks-long training. The training should be conducted for the selected pool of participants, including CEC members, CEC training department staff and NGO representatives. The Lead Facilitator is expected to recommend on the content of the TtF agenda and further revision of modules. The TtF training will have around 15 participants.

The mission shall last for approximately 3 weeks period, and it should be completed by the end of 2009. The TtF Lead Facilitator will have up to one working week for the preparation and evaluation of TtF course and 2 working weeks for conducting the training program. The costs to be covered include: consultancy fees, DSA and travel. The mission will be fully financed by the UNDP Support to Moldova Project.

TtF Lead Facilitator should be ready to arrive to Chisinau, Moldova at latest 5 days prior to commencement of the course, and run the two week program by the end of 2009. The exact dates of the training will be set by the “Electoral Support to Moldova” Project, in consultation with the Moldovan CEC and selected facilitators.

2. Job content

Through the “Electoral Support to Moldova” Project, United Nations Development Programme is assisting the Central Electoral Commission of Moldova (CEC) in democratic development in Moldova through strengthening of the electoral processes over the electoral cycles up to 2013.

“Electoral Support to Moldova” Project is seeking a BRIDGE TtF Lead Facilitator to prepare and conduct BRIDGE TtF 2 weeks-long training in Moldova for a group of around 15 participants.

3. Specific Activities

In light of the above, under the overall supervision of the UNDP Electoral Support to Moldova Project, the BRIDGE TtF Lead Facilitator will:

- Prepare BRIDGE TtF 2 weeks-long training in Moldova for a group of around 15 participants;
- Conduct BRIDGE TtF 2 weeks-long training in Moldova for a group of around 15 participants;
- Draft training report with recommendations for further training program to be taken.

4. Key deliverables and timetable:

- 1) BRIDGE TtF 2 weeks-long training in Moldova for a group of around 15 participants;
- 2) Training report with recommendations for further training program to be taken.

5. Knowledge and skills:

- University Degree in Law, Political Science, International Relations or related discipline; Masters degree – an advantage;
- Full BRIDGE accreditation;
- In-depth knowledge of BRIDGE project;

- Experience of capacity building and training activities, particularly in conducting the TtF with international experience;
- Experience in working with transitional and emerging democracies;
- Computer proficiency, including knowledge of MS Office products (Word, Excel, Powerpoint);
- Proficiency in written and spoken English;
- Fluency in Russian and/or Romanian.

6. Personal and Functional Competences:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN system;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Demonstrates sound knowledge of i) UN rules, regulations, policies, procedures and best practices in the electoral assistance field; ii) electoral management issues, including the different steps of the electoral cycle;
- Excellent negotiation and representational skills, at senior level (with multi-laterals);
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- Demonstrates strong intellectual and operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, specifically to EMBs;
- Builds solid client relationships with strong networking and advocacy skills; focuses on impact and results;
- Demonstrates openness to change and ability to manage complexities.
- Demonstrated ability to multitask under pressure and to meet strict deadlines often under hardship conditions;
- Excellent organizational skills and ability to work effectively in teams, delivering through and with others;
- Self-management, including conflict management/negotiating skills.

7. Evaluation criteria

The candidates will be evaluated in two stages: technical evaluation and financial evaluation.

Technical evaluation criteria:

	Criteria	Maximum points	Weight (%) in overall tech. score
1.	Full BRIDGE accreditation	100	20%
2.	University Degree (<i>under-Master's – 20 pts, Master's – 30 pts</i>)	30	6%
3.	Proficiency in written and spoken English	30	6%
4.	Fluency in Russian and/or Romanian (<i>fluent – 50 pts, excellent/native – 75 pts</i>)	75	15%
5.	In-depth knowledge of BRIDGE program (<i>each year of involvement with BRIDGE program – 15 pts</i>)	75	15%
6.	Previous facilitation or co-facilitation of BRIDGE TtFs (<i>each lead facilitation experience – 15 pts, each co-facilitation – 10 pts</i>)	75	15%
7.	Professional work on elections-related matters in countries with transitional/emerging democracies (<i>each year of such work – 10 pts</i>)	75	15%
8.	Knowledge of MS Office products: Word, Excel, Powerpoint (<i>basic – 20 pts, advanced – 40 pts</i>)	40	8%
Maximum total technical scoring:		500	100%

Only candidates who have accumulated at least 350 points under technical evaluation will qualify to the next round of financial evaluation.

Evaluation of financial proposal

Evaluation of submitted financial offers will be done based on the following formula: **$S = F_{min} / F * 250$**

S – score received on financial evaluation;

F_{min} – the lowest financial offer out of all the submitted offers qualified over the technical evaluation round;

F – financial offer under consideration.

Note: Aggregated financial offer will be considered (“aggregated financial offer” is the total sum of all financial claims of the candidate for accomplishment of the task, including fee, per diem, travel, etc).

Winning candidate

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).