

TERMS OF REFERENCE

International Consultant for delivering training on adult teaching (short-term job vacancy under SSA modality)

- A. Job Title:** International Consultant
- B. Duty Station:** Chisinau, Moldova
- C. Project Reference:** "Strengthening Institutional Capacity of the National Institute of Justice"
- D. Duration of Employment:** November 2009
- E. Context:** National Institute of Justice (NIJ) implements in partnership with UNDP Moldova the above mentioned project, which aims at strengthening NIJ institutional capacity to perform its legal functions in a more transparent and efficient manner, thereby increasing the education, training and competency of judges, prosecutors and other justice representatives. Among other activities, the project contributes to developing systematic curriculum development and effective training modules for candidates at the position of judges, prosecutor and other legal specialists, including mediators.

The National Institute of Justice was established by the Law nr. 152-XVI of 08.06.2006 on National Institute of Justice¹, which provides for NIJ mission to deliver initial training for candidates to the position of judges and prosecutors, and continuous training for a wide range of legal specialists (judges, prosecutors, enforcement officers and court clerks). The creation of an independent training institution constitutes an essential part of the National Human Rights Action Plan (NHRAP), Strategy for Consolidation of the Judiciary System and EU – Moldova Action Plan and is a key element in improving the overall performance of the judiciary staff thus contributing to the independence of justice.

According to the law, NIJ is an independent state institution financed from the state budget and governed by an Executive Board composed from representatives of the Court System, Prosecutor's General Office, Ministry of Justice and Academia. In the process of initial and continuous training as well as ToT planning and delivering, NIJ coordinates its actions with the main stakeholders and partners from the justice system, but also various national and international organizations (NGOs, donor organizations, professional associations etc).

NIJ has about 80 trainers/teachers and an administrative staff of about 40 people. It ensures training of trainers according to their taught domains, still there is a critical need to increase the knowledge and skills of NIJ trainers on teaching strategies, methodologies and techniques for adult audients.

Due to insufficient resources NIJ requested UNDP to provide assistance and support to ensure timely and qualitatively implementation of its objectives. Therefore, the United Nations Development Programme (UNDP) Moldova seeks to hire an international consultant through its above mentioned project to deliver training of trainers on adult teaching and modern training methods and techniques.

Objective: The expected output for the international consultant's assignment is to provide custom-tailored trainings and coaching to the trainers of the National Institute of Justice on adult teaching and modern training methods and techniques.

- F. Organizational Setting:** In order to achieve the given objective, the international consultant will work under the direct supervision of the Project Manager and NIJ Executive Director regarding organizational and training content aspects.

Training will consist of two sessions (2,5 days each session) covering two groups on audients (22 participants each group) and will be delivered in Romanian or in English with simultaneous translation into Romanian.

Inputs: The NIJ Executive Director and UNDP Project Manager will provide the consultants with necessary information for fulfillment of tasks.

G. Time frame

The timeframe for the work of the International Consultant is November 2009.

¹ The Law on National Institute of Justice (No.152-XVI) was approved by Parliament on 08.06.2006 and is available on www.parlament.md

H. Scope of work and expected output:

The International Consultant shall be responsible for conducting the following tasks:

1. to develop training structure, programme and materials on adult teaching using the interactive approach and study cases. *Note: materials to be ready 10 days in advance before start up of the training;*
2. to deliver training sessions on various aspects of adult teaching. This should include modules on adult teaching techniques and methodology (selecting a delivery strategy, active learning, principles of adult learning); enhancing teaching effectiveness (evaluation of own teaching, practical tips on improving one's teaching); motivating audients etc.;
3. to prepare a report on the training course, including follow-up recommendations and submit it to the Project Manager.

The training will be adjusted to the needs of the National Institute of Justice. The consultant will apply "learning by doing" method focusing on interactive style of training.

The consultant will propose a set of supporting materials for the training subjects.

I. Qualifications:

Education: University degree in Pedagogy, Psychology, Law or other related field; an advanced degree is an asset.

Experience:

- ú Proven experience (not less than 5 years) of delivering training for adult learners;
- ú Proven experience in developing training programmes, informative and didactical materials;
- ú Extensive knowledge of legal education specifics and in particular the judges and prosecutors' initial and continuous training specifics;
- ú Experience in working as a trainer in a national school for magistrates is an asset;
- ú Thorough knowledge of the legal system is an asset.

Abilities:

- ú Ability to evaluate, analyze and generalize; to develop methodical and training materials;
- ú Ability/capacity to provide consultancy services;
- ú Efficient communication and writing skills;
- ú Extensive PC skills;
- ú Excellent knowledge of English or Romanian (written and oral).

Personal qualities: responsibility, creativity, promptness and punctuality.