



Terms of Reference

for a BRIDGE facilitator to deliver a 5 days workshop on Access to Electoral Procedures

Job title: International consultant

Duty Station: Republic of Moldova, Chisinau

Reference to the project: Democracy Programme / Elections

Contract type: Individual Contract (IC)

Expected workload: 11 working days

Indicative starting date: 01 October, 2013

1. BACKGROUND:

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that aims to support the institutional consolidation of CEC as well as the modernization of the Moldovan electoral process towards:

- Improving the capacity of the CEC to meet European gender and human rights standards;
- Improving the institutional environment for electoral management bodies that can deliver inclusive and modern electoral processes;
- Improving the electoral and population registration process in the Republic of Moldova.

The Central Electoral Commission of the Republic of Moldova (hereinafter called CEC) is a permanent and independent state body, managing the electoral process in Moldova. Following a strategic planning process in 2010, CEC has developed a plan to expand and reorganize its apparatus from 30 to 37 public servants, resulting in recruitment of 14 new staff members. During the first quarter of 2013 within the framework of the Programme, a Training Needs Assessment has been conducted at the CEC. A comprehensive ongoing training programme has been elaborated. This training programme covers all aspects of the individual and professional development of the CEC staff. Delivery of BRIDGE trainings is an important element of the CEC staff development. BRIDGE is a key component of UNDP electoral assistance worldwide. Moldovan BRIDGE programme started in 2009 with a Train the Facilitator (Tff) workshop. Since 2009 there have been ten thematic workshops held in Moldova (on Introduction in electoral Administration, External Voting, Civic Education, Voter Registration; Political Party Finance, Strategic Planning and Gender). CEC

members and staff have also participated in regional thematic BRIDGE workshops and in one regional TtF.

As a next step, the Programme intends to organize and deliver a five day workshop on Access to Electoral Procedures module.

2. OBJECTIVES:

UNDP wishes to contract an international BRIDGE facilitator to join the CEC facilitation team for this workshop, which will be a mixture of fully accredited Moldovan facilitators along with the international facilitator.

For this assignment, the facilitator will be required to prepare/customize and submit for approval and translation the workshop materials during the first week of October and later on, in November 2013, deliver the workshop in Chisinau during the third week of November 2013 (subject to agreement with the selected contractor and the CEC). Thus, mobilization period is to cover:

- customization and preparation of the workshop materials (01-06 October);
- delivery of the workshop (11-15 November);
- post-workshop evaluation activities and report (one day).

The contracted facilitator will also lead the drafting of the workshop report.

English-Romanian interpretation will be available during the assignment and simultaneous translation during the workshop.

2. Key deliverables and tentative timetable:

	Key deliverables:	Tentative Timetable
1.	<u>Preparatory Work.</u> <ul style="list-style-type: none">• Inception study of available information;• Workshop materials customized and prepared	By 06 October, 2013
2.	Workshop delivered	By 15 November, 2013
3.	Post-workshop evaluation activities conducted and final report prepared and submitted for approval	By 30 November, 2013

All deliverables should be agreed with CEC and the Programme and be provided in English in hard (paper) and electronic copy.

Institutional arrangements

Timeframe for the work of the International Consultant is tentatively planned through October and November 2013. Consultancy will involve 11 days of work in Moldova. The assignment is to be finished no later than 30 November, 2013.

4. Qualifications and skills required

I. Academic Qualifications:

- Bachelor degree in Law, Public Administration, International development or related fields and at least 5 years of relevant experience;

II. Experience:

- Previous facilitation of BRIDGE modules to members and staff of established electoral management bodies;
- Previous facilitation of BRIDGE module on Access To Electoral Procedures;
- Professional experience of electoral management (each year of experience);
- Experience in facilitating BRIDGE workshops using an interpreter;
- Experience working on electoral issues in Eastern Europe/CIS;

III. Competencies:

- Proficiency in written and spoken English. Proficiency in Romanian and /or Russian will be considered as advantage;
- Ability to analyse, plan, manage diversity of views, adapt to different cultural environments.
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively and present ideas clearly and efficiently

5. Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Proposal explaining why they are the most suitable candidate for the work including past experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- b. Financial proposal (in USD, specifying a total requested amount per day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);
- c. Duly completed and signed P11 Form, personal CV and at least 3 references.