



Terms of Reference

Lead BRIDGE accrediting facilitator to deliver a ten-day "Train the Facilitator" (TtF) workshop in the Republic of Moldova.

Job title:	International consultant
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	16 working days
Indicative starting date:	25 November 2013 (consultant must be available to deliver TtF workshop between 02-13 December 2013 in Chisinau, Moldova)

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 20 to 37 public servants, resulting in recruitment of 14 new staff members. During the first quarter of the current year, within the framework of the Programme a comprehensive training programme for electoral staff has been elaborated. Among the training activities planned, BRIDGE trainings (Building Resources in Democracy, Governance & Elections) are an important element.

BRIDGE is a key component of UNDP electoral assistance worldwide. Moldovan BRIDGE programme started in 2009 with a Train the Facilitator (TtF) workshop. Since 2009 there have been 11 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 ten days workshop during which representatives from Moldovan CEC and CEC Continuous Training Center are expected to learn and build knowledge in electoral area and be trained for delivering further BRIDGE trainings to representatives of Moldovan electoral administration on both central and local level. In this regard, UNDP requires the services of one accrediting BRIDGE facilitator who will lead and co-facilitate the "Train the Facilitators" workshop and will conduct semi-accreditation of selected participants.

2. OBJECTIVES:

UNDP wishes to contract an international BRIDGE facilitator (hereinafter referred as "lead facilitator") to deliver a ten days "Train the Facilitators" workshop to the staff of the Central Electoral Commission of Moldova and CEC Continuous Training Center and conduct semi-accreditation of selected participants.

For this assignment, the Lead facilitator will be required to lead the process of preparation/customization of the workshop materials during the last week of November and to co-facilitate the workshop in Chisinau during the first two weeks of December 2013 (02-13 December 2013).

Thus, mobilization period is to cover:

- Selection and submission for translation of workshop materials (25-29 November);
- Submission for approval and translation of the workshop preliminary agenda (25-29 November);
- Preparation and submission of the list of practical requirements for organization and delivery of the workshop (25-29 November);
- Customization of materials and preparation of the workshop (25-29 November)
- Delivery of the workshop in Chisinau, Moldova (2-13 December);
- Post-workshop evaluation activities and report (one day).

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

2. Key deliverables and tentative timetable:

	Key deliverables:	Tentative Timetable
1.	Preparatory Work	By 29 November , 2013
2.	Workshop delivered	By 13 December, 2013
3.	Post-workshop evaluation activities conducted and final report prepared and submitted for approval	By 17 December, 2013

Post workshop report 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 November – December 2013. Consultancy will involve 16 days of work, out of which 15 in Moldova. The assignment is to be finished no later than 20 December 2013.

4. Qualifications and skills required

- I. Academic Qualifications:
 - Bachelor degree in Law, Public Administration, International development or related fields.
- II. Experience:
 - At least 5 years of experience in the area of electoral management, electoral assistance, and/or democratic governance;
 - Previous experience in facilitating BRIDGE modules to members and staff of established electoral management bodies ;
 - Previous experience in delivering Train the Facilitator.
- III. Competencies:
 - Accrediting BRIDGE facilitator;
 - Fluency in Russian and English, including experience facilitating BRIDGE workshops in Russian;
 - Experience in conducting BRIDGE modules in Europe and CIS region is an advantage;
 - Experience in working with UNDP or UN on electoral assistance or capacity development activities is an advantage;
 - Excellent communication skills.

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.