



## **Terms of Reference**

### **for a Co facilitator to deliver BRIDGE External Voting workshop in Moldova**

<b>Job title:</b>	Co facilitator to deliver BRIDGE External Voting workshop in Moldova
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Democracy Programme / Elections
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	11 working days
<b>Indicative starting date:</b>	19 March, 2014

#### **1. BACKGROUND:**

UNDP Moldova Democracy Programme/Elections (hereinafter referred to as “Programme”) is a multi-year institutional development programme that aims to support the institutional consolidation of the Central Electoral Commission of the Republic of Moldova (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 CEC is a permanent and independent state body managing the electoral process in Moldova, directly involved in the planning and organization of the External Voting (EV) process.

BRIDGE is a key component of UNDP electoral assistance worldwide and an important element of the Moldovan CEC staff development. Moldovan BRIDGE programme included 11 thematic workshops: on Introduction in Electoral Administration, External Voting, Civic Education, Voter Registration; Political Party Finance, Strategic Planning, Access to Electoral Procedures and Gender module as well as two BRIDGE Train the Facilitator (TfF) workshops (one in 2009 and one in 2013).

The current year is an electoral year for Moldova with regular parliamentary elections expected at the end of 2014. In an effort to strengthen capacities of the CEC and other stakeholders the Programme intends to organize and deliver a five day workshop on External Voting (EV) module, to train newly recruited staff of the CEC, relevant Ministry of Foreign Affairs (MFA) and Diaspora Agency representatives, as well as other stakeholders. The beneficiaries will be trained on the principles of external voting, implementation of external voting, including logistical arrangements, political impact of external voting and available methodologies for successful design of evaluation or reporting process of external voting activities. For this purpose a team of two BRIDGE accredited facilitators will be established.

## **2. OBJECTIVES:**

UNDP wishes to contract one BRIDGE co-facilitator (hereinafter referred to as co-facilitator) who under the overall guidance of the lead BRIDGE facilitator will participate in preparation/customization and submission for approval and translation of the workshop materials during the week of March 17-21, 2014 and subsequently will co-facilitate the EV workshop during the second or third week of April 2014 (subject to agreement with the CEC). Potential collaboration with Semi-accredited facilitators in the delivery of the workshop should be taken into consideration.

Thus, mobilization period is to cover the following joint activities of the team of selected facilitators:

- Assist the lead facilitator with preparation (including customization) and submission for translation of workshop materials (home based, 19-21 March 2014);
- Assist the lead facilitator with elaboration and submission for approval and translation of the workshop preliminary agenda (home based, 19-21 March 2014);
- Assist the lead facilitator with preparation and submission of the list of practical requirements for organization and delivery of the workshop (home based, 19-21 March 2014);
- Assist the lead facilitator with preparation for the workshop, including review and compilation of materials, set up of training venue and visibility materials and other tasks (in Chisinau, 2-4 April, 2014)
- Together with lead facilitator deliver the BRIDGE EV workshop (in Chisinau, 7-11 April, 2014);
- Assist the lead facilitator with post-workshop evaluation activities and report (home based, 14 April, 2014).

The co- facilitator will assist the Lead facilitator with the drafting of the workshop report.

## **3. KEY DELIVERABLES AND TENTATIVE TIMETABLE:**

	<b>Key deliverables:</b>	<b>Tentative Timetable</b>
1.	Preparatory Work conducted	By 4 April, 2014
2.	Workshop delivered	By 11 April, 2014
3.	Post-workshop evaluation activities conducted and final report prepared and submitted for approval	By 17 April, 2014

All deliverables should be agreed with the CEC and the Programme and shall be provided to the Programme by the Lead BRIDGE facilitator in English in hard (paper) and electronic copy.

### **Institutional arrangements**

Timeframe for the work of the co-facilitator is tentatively planned through March and April 2014. Consultancy will involve 11 days of work, of which 8 days in Moldova. The assignment is to be finished no later than 19 April 2014.

#### **4. QUALIFICATIONS AND SKILLS REQUIRED**

I. Academic Qualifications:

- Bachelor's degree in Law, Public Administration, International development or related fields;

II. Experience:

- Professional experience in electoral management area (minimum 3 years);
- Previous facilitation of at least 2 BRIDGE modules to members and staff of established electoral management bodies ;
- Previous facilitation of BRIDGE module on External Voting will be considered a strong asset
- Experience working on electoral issues in Eastern Europe/CIS;

III. Competencies:

- Accredited BRIDGE facilitator;
- Proficiency in written and spoken English and Romanian languages;
- Good communication and interpersonal skills; creativity/resourcefulness;
- Ability to manage diversity of views.

#### **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.