



Terms of Reference

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

Job title:	Co facilitator to deliver BRIDGE External Voting workshop in Moldova
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:	2 April, 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 and subsequently will co-facilitate the EV workshop during the third week of May 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, 2-4 April 2014);
- Assist the lead facilitator with elaboration and submission for approval and translation of the workshop preliminary agenda (home based, 2-4 April 2014);
- Assist the lead facilitator with preparation and submission of the list of practical requirements for organization and delivery of the workshop (home based, 2-4 April 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, 14-16 May, 2014)
- Together with lead facilitator deliver the BRIDGE EV workshop (in Chisinau, 19-23 May, 2014);
- Assist the lead facilitator with post-workshop evaluation activities and report (home based, 26 May, 2014).

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

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE:

	Key deliverables:	Tentative Timetable
1.	Preparatory Work conducted	By 16 May , 2014
2.	Workshop delivered	By 23 May, 2014
3.	Post-workshop evaluation activities conducted and final report prepared and submitted for approval	By 26 May, 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 April and May 2014. Consultancy will involve 11 days of work, of which 8 days in Moldova. Please note that the consultant will not be expected to work during the weekend of 17-18 May. The assignment is to be finished no later than 31 May 2014.

4. QUALIFICATIONS AND SKILLS REQUIRED

I. Qualifications:

- Master's degree in Law, Public Administration, International development or related fields;
- Fully Accredited BRIDGE facilitator;

II. Experience:

- Previous facilitation of at least 3 BRIDGE modules to members and staff of established electoral management bodies;
- Previous facilitation of BRIDGE module on External Voting will be an asset;
- Professional experience in electoral management area will be a strong asset;
- Experience working on electoral issues in Eastern Europe/CIS region;
- Experience in delivering BRIDGE trainings with an interpreter is an advantage;

III. Competencies:

- Proficiency in written and spoken English. Knowledge of Romanian language will be considered a very strong asset;
- Good communication and demonstrated interpersonal skills;
- Excellent facilitation and presentation skills;
- Ability to analyse, plan, manage diversity of views and adapt to different cultural environments;
- Demonstrated ability to work in a team and creativity/resourcefulness.

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.