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TERMS OF REFERENCE

Consultant to assist with enhancing the research and analysis capacities of the staff of the Central Electoral Commission of Moldova

Job title:	National consultant
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	23 working days
Starting date:	29 April, 2014

1. BACKGROUND:

UNDP Moldova "Programme for improving the quality of Moldovan Democracy through Parliamentary and electoral support" is a multi-year institutional development programme that aims to support the institutional consolidation and modernization of both Moldovan Parliament and Moldovan Central Electoral Commission (CEC).

Electoral component of the Programme (Programme) provides continuous assistance to the CEC towards:

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

As part of development of CEC strategic plan and restructuring of human resources within the CEC an Analysis and Documentation Division (ADD) was formally established in 2012. Since its creation ADD has benefited from capacity building support through training and study visits offered by the Programme. This year support will continue through assistance with implementation of individual development plans and delivery of other capacity development activities for the division.

CEC pays a particular attention to analysis and generation of statistical data and information related to the electoral process. Data collected by CEC is being used to identify options for improving current procedures of elections organization and deployment. The Analysis and Documentation Division of the CEC, consisting of 5 young and enthusiastic members, is in charge of this processes, having its major role in analyzing the official electoral statistical data and information.

ADD tasks include: conducting extended analytical researches, producing analysis and documentation studies; developing documentary studies, informative memos, other synthesis and analysis materials; carrying out studies on international electoral practice; carrying out analysis on the electoral processes via gender lens and formulating proposals and recommendations for enhancing gender equality in the electoral process; carrying out various pre-electoral and post-electoral analyses and studies; elaborating CEC's annual Report.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK:

The Programme intends to contract an experienced consultant to assist CEC with implementation of ADD members' individual development plans and delivery of customized capacity building methodological support to enhance their professional skills.

For the performance of works the consultant is expected to carry out a general situation analysis, perform an inception study of available information and conduct discussions with ADD staff. Based on obtained findings, the consultant shall develop a detailed work plan to be applied for the assignment.

The work plan will describe in details consultant's approach and timelines for implementation of the consultancy services that must include, but not necessarily be limited to:

- ✓ Delivery of individual capacity building training sessions to members of ADD team on agreed in advance topics (at least 3 sessions for each individual);
- ✓ Provision to members of the ADD of targeted methodological support, coaching and advise in performance of their ongoing research, analysis and documentation duties;
- ✓ Upon request, consultation of representatives of other CEC departments in the field of analysis and documentation;
- ✓ Suggestion to ADD of appropriate mechanisms that could facilitate use for various analytical purposes of statistical data available on hard copy only;
- ✓ Delivery of one half day training to the entire CEC Apparatus to strengthen the capacities of all staff in undertaking researches, elaborating analytical studies, operating with disaggregated statistical data, etc;

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE:

	Key deliverables:	Indicative Timetable
1.	<u>Preparatory Work.</u> Inception study of available information; Preparation of a detailed work plan to be applied for respective assignment	2 WD
2.	<u>Specific training and coaching on research, analysis and documentation issues</u> delivered to relevant CEC staff	16 WD
3.	<u>Methodology for collecting, assessing, producing and tabulating disaggregated electoral data</u> drafted and submitted for approval	3 WD
4.	<u>One half day training to all members of CEC Apparatus delivered</u>	1 WD
5.	<u>Final report with mission findings and final recommendations</u> drafted,	1 WD

	submitted for approval and discussed with key stakeholders.	
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All deliverables should be agreed with CEC and the Programme and be provided in Romanian hard and electronic copy. A brief version of the final report (Deliverable 5) should be provided also in English.

The timeframe for the work of the Consultant is tentatively planned through April – July 2014. The consultant will work part time (4 hours per day) during 40 days (concrete schedule to TBD). The assignment is to be finished no later than 15 July 2014.

Institutional arrangements

The assignment shall be performed under the direct supervision of the UNDP Electoral Specialist and in close cooperation with CEC staff. Deliverables will be approved by the designated CEC official and UNDP Electoral Specialist.

The Consultant will be located in the premises of the CEC and will work closely with the CEC staff, participate in meetings and discussions as required. The CEC will provide the consultant with working space and access to Internet.

The Consultant will be paid in two installments, to be coordinated in advance with the Programme.

4. QUALIFICATIONS AND SKILLS REQUIRED

- Master's Degree in Law, Social Sciences or other relevant to the assignment field
- At least 5 years of proven experience in data analysis and documentation, social statistics, other relevant fields
- Previous experience in working with Moldovan Central Public Administration institutions
- Proven understanding the peculiarities of the CEC's mandate in performing electoral analysis and documentation of data obtained as result of elections organization and deployment
- Knowledge of gender equality standards and their applicability to electoral area
- Proven ability to design and deliver training activities
- Previous experience in working within UNDP or other international organizations will be an asset
- Strong organizational and interpersonal skills
- Knowledge of Romanian and Russian (verbal and written) is a must. Knowledge of English will be an advantage

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 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 working day, including all related costs, e.g. fees, phone calls etc.);
- c. Duly completed P11 form and personal CV.

Interested female candidates are particularly encouraged to apply.