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TERMS OF REFERENCE

Expert in data production area for sex disaggregated electoral data

Job title:	Expert in data production area for sex disaggregated electoral data
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	40 working days between 22 September – 15 December 2014
Starting date:	22 September, 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.

One of CEC’s key priorities for the period 2012-2015 is “examination of all existing CEC policies, procedures and institutional legal framework, to ensure the equal access of women and men (the principle of gender) to all electoral processes.”¹

In 2013 the Programme assisted the CEC to conduct the first gender audit for a public institution in Moldova and prepare a gender mainstreaming action plan (AP). The action plan identifies a number of activities that CEC and other institutions can do to foster gender equality in the electoral realm and contains important tools and gender indicators for periodical assessment of the progress made on gender equality.

The document was officially adopted in December 2013 and integrated into the CEC strategic plan for 2012 - 2015. To assist CEC with implementation of the AP, the Programme intends to contract two local consultants, one legal consultant and one expert in data production area, to *review and adjust the relevant electoral legal and CEC regulatory framework and design a proper mechanism for regular collection of sex-disaggregated electoral data to be further used by CEC.*

These will enable CEC and other stakeholders to evaluate data during future electoral cycles, women’s and men’s degree of participation in electoral processes, identify and closely monitor the aspects of the electoral process that can and should be improved to enhance their equal participation. Sex disaggregated data might

¹ CEC strategic Plan – page 7, <http://www.cec.md/index.php?pag=page&id=66&l=>

reveal, quantitative and/or qualitative differences between men and women, for example, in voter registration or participation in elections areas.

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

UNDP is looking for services of a qualified expert in data production area ("Consultant") to support CEC in implementation of CEC gender mainstreaming action, plan through design and implementation of a mechanism for collection of sex disaggregated electoral data. Namely, the consultant, will perform the following tasks:

- ✓ Acquaint him/herself with relevant documentation and legal framework
- ✓ Propose a **detailed work plan** and discuss it with the Programme, CEC and the legal consultant
- ✓ In collaboration with the legal consultant, relevant CEC staff and other stakeholders, **assess current electoral data collection procedures** applied by the CEC and lower level electoral management bodies including the forms, methods, stakeholders involved, timelines, periodicity, responsible persons (and their capacities), input and output indicators of the collected data
- ✓ In consultation with the UNDP legal consultant and cooperation with CEC gender working group and other stakeholders, using both available statistics and case studies, **identify and compile a list of relevant electoral sex-disaggregated data** that should be collected by CEC in the framework of the CEC gender mainstreaming action plan
- ✓ **Participate in the review**, undertaken by the legal consultant, **of relevant electoral legislation and CEC regulatory framework** (CEC decisions, regulations, instructions, forms, etc.) and assist with identification of the provisions requiring amendments in order to allow for collection and processing of sex-disaggregated electoral data throughout all stages of electoral process (election management, candidates, observers, voters etc.)
- ✓ **Participate in meetings** with UNDP, CEC and National Bureau of Statistics representatives as required
- ✓ **Contribute to amendments to** electoral legal and regulatory framework proposed by the legal consultant, with specific input on data collection methodology, applicability and analysis
- ✓ In consultation with the legal consultant, **develop drafts of the sex -disaggregated forms** to be used for collecting sex disaggregated electoral data, to enable analysis and use by other stakeholders, such as National Bureau of Statistics
- ✓ **Deliver to relevant CEC staff and other stakeholders one training** on practical aspects of the collection of sex disaggregated data from the mentioned above list
- ✓ Participate to **identification by the IT personnel of CEC IT systems which will be affected and will require changes** in order to enable collection of sex-disaggregated data through technical means (e.g. which software will require re-programming to enable collection of sex-disaggregated electoral data)
- ✓ Perform other task required for successful finalization of the assignment

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE:

	Key deliverables:	Indicative Timetable
1.	Evaluation of existing procedures applied for electoral data collection developed and submitted for approval	6 WD
2.	List of relevant electoral sex -disaggregated data to be collected by CEC in the framework of the CEC gender mainstreaming action plan identified, compiled and submitted for approval	10 WD
3.	Draft forms for collecting sex-disaggregated electoral data prepared and submitted for approval	20 WD
4.	One training on practical aspects of the collection and processing of sex disaggregated data delivered	4 WD

Under Deliverable 2 is envisaged evaluation of the current electoral data collection procedures and contain suggestions for their institutional and organizational adjustments to enable collection sex-disaggregated electoral data. Proposed methodological solutions will be coordinated with the National Bureau of Statistics to ensure their harmonization with official Moldovan data collection standards.

The document should also contain recommendations for adjustment of current CEC IT systems to the objectives of the gender mainstreaming action plan, namely integration of the sex-disaggregated data dimension into the current IT system.

All deliverables should be agreed with CEC and the Programme and be provided in Romanian hard and electronic copy. A brief English version of the final report on the assignment should be also presented.

The timeframe for the work of the consultant is 40 full time working days tentatively planned between September - December 2014. Concrete schedule is to be agreed in advance.

Institutional arrangements

The assignment shall be performed, in collaboration with the Joint UN Project "Strengthening the National statistical system", under the direct supervision of the UNDP Electoral Specialist and in close cooperation with UNDP legal consultant and relevant CEC staff. Deliverables will be approved by the designated CEC official and UNDP Electoral Specialist.

Payment will be made in one installment at the end of assignment upon acceptance of all deliverables. The Consultant will not be provided office space in the premises of the CEC, but will be invited for meetings, discussion and consultations as required.

4. QUALIFICATIONS AND SKILLS REQUIRED

Education:

- Master's Degree in Economics, Social Sciences, Statistics or other relevant field

Experience:

- At least 3 years of professional experience in sociological activities/analysis
- Previous experience in statistical sector and data collection for the statistical purposes
- Previous experience in working within UNDP or other international organizations will be an asset

Competencies and Skills:

- Demonstrated knowledge of gender statistics peculiarities relevant to the framework of the assignment, proven by number of years of working experience
- Strong analytical, organizational and interpersonal skills
- Excellent communications skills in Romanian; Good knowledge of English

Personal Qualities and other requirements:

- Good interpersonal skills, solid judgment/decision making, initiative and creativity;
- Availability to work with UNDP and Project's national stakeholders during the indicated/approved period
- Cultural and gender sensitivity

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 and signed P11 Form including three references, and personal CV