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## **TERMS OF REFERENCE**

<b>Job title:</b>	<b>Two National Training Expert Assistants to contribute to the development and organization of a Training of Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training</b>
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Democracy Programme/Elections
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	10 days
<b>Training dates:</b>	13-24 October 2014

### **1. Background:**

The Center for Continuous Electoral Training (CCET) was established by the Central Electoral Commission of Moldova in 2011, with its operations launched in 2013. The CCET mission is to create a favorable climate for insuring a correct and fair organization of unfolding elections in the Republic of Moldova promoting international standards and best practices in election management.

The goal of the CCET is to establish a professional training center in Moldova with the capacity to design, implement and conduct training, teaching, and research for various electoral stakeholders.

The Electoral Code of Moldova requires that members of electoral councils and bureaus appointed under the Electoral Code must have, from the 2013 elections onwards, an appropriate certificate of competency from the CCET. The next Parliamentary are planned for 30 November 2014 and the CCET must train and certify around 20,000 people.

The CCET main focus now is to create a pool of trainers capable of providing a professional training for the potential electoral staff. A series of trainings of trainers have been organized over the last year, starting with July-August 2013. However, due to large number of people CCET has to train before parliamentary Elections 2014, there is a need to train more trainers. Therefore, the CCET will organize three more ToTs which are scheduled for October, 2014.

## **2. Scope of Work**

The purpose of the ToT course is to increase the training capacity of the Center for Continuous Electoral. The CCET in collaboration with the UNDP and with funding provided by the Government of Norway is looking to hire National Training Expert Assistants. The National Training Expert Assistants will contribute to train about 100 trainers which will be employed to conduct countrywide trainings and will contribute to the certification of individuals with different background as potential electoral officials appointed by the local public administration and parliamentary political parties.

### **The selected training expert assistants will:**

- Contribute to the development of the training course (including agenda, working methods and learning procedures, background materials) with a duration of up to 35 hours corresponding to 4 complete days of training (not including the lunch and coffee break time) ;
- Together with the ToT Training Experts prepare the handouts for the participants at the training, including case-studies, simulation practice and other relevant support materials/handouts in coordination with the Center for Continuous Electoral Training, corresponding to 1 complete day of work.
- Assist in the delivery of the course during 13-24 October, 2014 according to the agreed schedule;
- Perform evaluation of trainers and final testing of the course, corresponding to 5 complete days of work;
- Together with the ToT Training Experts submit the evaluation forms filled in by trainees to the Electoral Specialist and to the Center for Continuous Electoral Training management.

### **Working language:**

The training shall be performed in either Romanian or Russian language. All training materials prepared by the National Training Expert Assistants shall be in Romanian or Russian language. The National Training Expert Assistants shall submit all training materials and hand-outs to the Electoral Specialist at least 1 week in advance to ensure adequate quality.

### **Institutional arrangements:**

The National Training Expert Assistants will work in close collaboration with the Center for Continuous Electoral Training – for substantive aspects of the assignment and under the direct supervision of the project Electoral Specialist – for administrative aspects.

### **Tasks and responsibilities:**

Under the supervision of the CCET Director the ToT Trainers Assistants will:

- Together with ToT Training Experts co-facilitate Training of Trainers workshop to introduce a training methodology to the newly recruited trainers;
- Together with ToT Training Experts develop the skills of the trainers in the use of participative training methods, and the efficient use of training tools such as presentations, multimedia and interactive activities;
- Together with ToT Training experts elaborate evaluation methodology of participants and participate in the evaluation of the participants;

- Assess the performance of trainers and prepare individual recommendations for selection as trainers.

### **3. Key deliverables and timeframe:**

Deliverables	Timeframe		
	October	October	October
1. Deliver, together with National Training Experts, a five day training of trainers;			
2. Assess (through mentoring and testing) prospects of trainers to deliver required training			
3. Provide final training report and recommendations			

### **4. Requirements for Experience and Qualifications**

#### **Academic Qualification**

- Relevant University Degree in Political Science, International Relations or related discipline (Masters degree – an advantage).
- Formal teacher training qualifications would be an asset;

#### **Experience**

- At least 2 years of experience in training and capacity building in elections;

#### **Competencies**

- Analytical and drafting skills.
- Ability to communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal and diplomatic skills.
- Computer literacy - competent user of Microsoft Office programs.

#### **Language requirements**

- Fluency in written and spoken Romanian. Knowledge of English and Russian would be an asset.

### **5. Documents to be included when submitting the proposals**

Interested individual experts must submit the following documents/information to demonstrate their qualifications:

- **Proposal:** explaining why they are the most suitable for the work;

- **Financial proposal;** in (USD, specifying a total lump sum amount and the number of anticipated working days);
- **Personal CV** including past experience in similar projects and at least 3 references.