

## TERMS OF REFERENCE

### Gender consultant for the Centre for Continuous Electoral Training

<b>Job title:</b>	National Consultant
<b>Duty station:</b>	Chisinau, Moldova
<b>Reference to the project:</b>	Women in Politics
<b>Contract type:</b>	Individual Contract (IC)
<b>Expected workload:</b>	40 working days
<b>Starting date:</b>	March 2, 2015

#### 1. BACKGROUND:

Gender equality in political representation is a matter of justice and is fundamental for participation and representative governance. Women and girls constitute more than half of Moldova's population, yet they are under-represented in the bodies that make key decisions affecting their lives. Even when they gain representation, the influence of elected women is sometimes limited, due to the centralization of party control in male-dominated party leadership and gendered norms and procedures in political institutions.

In 2014, UNDP jointly with UN Women and in partnership with the East Europe Foundation (EEF) and the Centre for Participatory Development (CPD) started a new Programme in Moldova: "Enhancing Women's Political Representation through improved capacity and enhanced support in Moldova" (Women in Politics). The Programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation and providing support to capacity development of women before, during and after the elections at the central and local levels. Programme purpose is to support gender equality advocates in creating a favorable environment for advancing women's right to participate in decision making at national and local levels by influencing legal frameworks and policies to increase women's leadership and political participation.

The Programme consists of two inter-related components each UN Agency being is responsible for the implementation of activities under particular its areas of intervention. UN Women will be responsible for the overall Programme implementation and will be leading specific parts (eg: related to the electoral legislation review).

UNDP's area of responsibility is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on enhancing capacities of the Electoral Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and councilors for performing the elected official's duties.

Moldovan Central Elections Commission (CEC) is a permanent and independent state body, managing the electoral process in Moldova. Since 2008 CEC has been working to improve its capacity to design and implement training programs for temporary electoral officials. CEC has moved from large group short briefings of District Electoral Commissions (DEC) and Precinct Electoral Bureaus (PEB) members to small group competency-based training sessions. To meet increasing need for effective trainings and further certification of electoral officials CEC created on 9 December 2011 the Center for Continuous Electoral Training (CCET). The main goal of the CCET is to provide trainings for various electoral officials, electoral bodies' staff members, judges, NGOs representatives, electoral observers, mass-media, political parties representatives and voters. UNDP provides support to CCET through the Democracy Programme, with development of an E-Learning platform and specific electoral training videos. In the framework of the "Women in Politics" Programme launched in 2014, UNDP provided support to CCET in mainstreaming gender in its curricula for electoral administrators involved in the parliamentary elections and trained CCET trainers on gender sensitive electoral communication and gender-responsive electoral management.

In 2015, to further support CCET's commitment to advance the inclusion of gender equality principles in its training programmes, the Women in Politics Programme will assist the Centre in mainstreaming the gender aspect in its training programmes for political parties, as well as electoral administrators engaged in the upcoming local elections.

## **2. OBJECTIVES:**

The Programme intends to contract a national consultant (Consultant) to support CCET in developing and institutionalizing dedicated gender equality training modules to be integrated in CCET's training programs provided to political parties and electoral administrators prior to 2015 local elections. Namely the Consultant is expected to:

1. Study CCET training materials and training modalities applied for different target groups; familiarize with relevant national and international experience in integrating gender equality in trainings of electoral administrators and staff, political parties, LPAs, etc.;
2. Develop a ½ day **Training Module on Gender-balanced Nomination of Candidates for Local Elections** to be integrated in the trainings provided by CCET to political parties;
3. Develop a ½ day **Training Module on Ensuring Gender Equality in Local Elections Administration** to be integrated in all CCET trainings for electoral administrators and staff engaged in the local elections;

**Note:** Training materials developed under points 2 and 3 above need to comply with the existing format of CCET training materials, and shall include but not be limited to detailed session plans, relevant background materials, and corresponding Power Point Presentations.

4. Present both training modules to CCET trainers and staff, and provide hands-on training to CCET trainers' team on the actual delivery of the modules to end beneficiaries - political parties, and electoral administrators respectively.
5. Make adjustments to the training modules following the feed-back collected above, and submit the final versions in Romanian to CCET management;
6. Proofread the Russian translations of the training modules and submit final versions to CCET management;
7. Perform other tasks needed for the successful implementation of the assignment.

### **3. Key deliverables and tentative timetable:**

	<b>Key deliverables:</b>	<b>Tentative Timetable</b>
1.	<b><u>Preparatory work</u></b> Familiarize with CCET training materials for different target groups, conduct a desk review of national and international practices relevant to the assignment. Develop a detailed work plan for the assignment	March 10, 2015
2.	<b>½ day Training Module on Gender-balanced Nomination of Candidates for Local Elections</b> developed and submitted to CCET for approval	April 17, 2015
3	<b>½ day Training Module on Ensuring Gender Equality in Local Elections Administration</b> developed and submitted to CCET for approval	
3	<b>Training modules</b> presented to CCET trainers and staff, and <b>hands-on training provided</b> to CCET trainers team on actual delivery of the training module. Training modules in Romanian adjusted and final version submitted to CCET management for approval	April 24, 2015
4	<b>Russian translation</b> of both training modules <b>proofread</b> and final versions submitted to CCET management for approval	April 30, 2015
5	<b>Final report</b> of the assignment developed and submitted for approval	May 15, 2015

**All deliverables** shall be agreed upon with CCET and the Programme and be provided in Romanian language. Consultant will also be responsible for proofreading the Russian translation to ensure consistency and use of proper gender equivalents in Russian.

#### **Institutional arrangements**

The Consultant will work under the overall guidance and management of the CCET management for substantive aspects of the assignment and under the direct supervision of the Component Manager for administrative aspects. Deliverables will be approved by the designated CCET official and UNDP Component Manager.

### **3. QUALIFICATIONS AND SKILLS REQUIRED**

#### **I. Academic Qualifications:**

- University degree in Social Sciences, Gender Studies, Human Rights, Law or other related field. More points will be granted to applicants holding MA and PhD-level degrees in the fields mentioned above. Additional certifications in the area of gender equality will be an asset.

#### **II. Experience:**

- A minimum of 3 years of experience in the area of gender equality and democratic governance, women's political participation, other fields relevant to the assignment;
- Proven experience in designing and delivering trainings on gender equality to various audiences, including public institutions/public servants, political parties, civil society organizations, etc.

- Experience working with international organizations on similar assignments. Experience with UN agencies is an asset.
- Previous experience in developing training materials, publications, articles on gender issues

### III. Competencies:

- Demonstrated in-depth knowledge of gender equality issues, international standards, and best practices;
- Outstanding presentation and training skills;
- Advanced drafting and communication skills;
- Excellent self-organizing ability;
- Fluent in Romanian and Russian languages. Intermediate-high level of English is required. Full proficiency in English would be an advantage.

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

Interested applicants 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. Aggregated financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- c. Updated Curriculum Vitae (CV).