



TERMS OF REFERENCE

Job title:	Two National Training Experts to develop and carry out a Training of Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme/Elections
Contract type:	Individual Contract (IC)
Expected workload:	10 Working Days

1. Background:

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development project that aims to support strategic development of the Central Electoral Commission (CEC) with the aim to strengthen the capacity of electoral administration to deliver professional, transparent and efficient electoral processes. Overarching goal of the Programme is to improve the democracy in Moldova through modernization of the electoral processes, through free and fair elections representing the will of the people and which are fully in line with the international standards and best practices.

Planning and conducting elections is a complex and challenging task that places heavy legislative, political, social and logistical demands on all participants involved in elections. It is essential that people involved in this process possess adequate skills, knowledge and experience to successfully carry out their electoral responsibilities. Since 2008 CEC has been working to improve the design and implementation of training programs for temporary electoral officials.

To meet increasing need for effective trainings and further certification of electoral officials, in 2011 CEC created the Centre for Continuous Electoral Trainings (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. 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.

In 2010 Moldovan electoral code was amended to allow Precinct Electoral Bureaus (PEB) and District Electoral Commissions (DEC) members to be certified by the CEC. This certification is seen as one way to better control the quality of PEB and DEC activities and to ensure citizens temporarily hired during the election period are able to carry out the duties assigned to these electoral bodies. The mandatory trainings and certification of the electoral officials was, however cancelled in March 2014. For this reason not all over 20000 electoral officials, participating in 2014 Parliamentary elections were trained and certified by CCET. In 2015 general local elections shall be organized. In this context CCET must be prepared to deliver trainings to 25,000 – 30,000 electoral officials. To prepare for this challenging task, CCET asked the Programme

support in strengthening the capacities of its pool of trainers capable of providing professional trainings for the potential electoral staff, with consideration to the peculiarities of local elections. The programme agreed to support CCET with organization and delivery of a Training of Trainers (ToT) course to increase the training capacity of the CCET trainers.

2. Objective:

UNDP is looking to hire 2 (two) training experts (trainers) to train around 30 CCET trainers which will be employed during 2015 general local elections period, in order to deliver countrywide trainings of individuals, potential electoral officials, appointed by the local public administration and/or Moldovan political parties. Under the supervision of the CCET Director the trainers are expected to:

- Develop the training course (including agenda, working methods and learning procedures, background materials with a duration of up to 35 hours corresponding to 5 complete days of training (not including the lunch and coffee breaks time);
- Prepare, in coordination with the CCET, handouts for the participants at the training, including case-studies, simulation practice and other relevant materials;
- Co-facilitate ToT course during 30 March – 3 April 2015 according to the agreed schedule, introduce the training methodology to the newly recruited trainers;
- Develop the skills of the trained trainers in the use of participative training methods, and the efficient use of training tools such as presentations, multimedia and interactive activities;
- Elaborate the methodology for evaluation of participants and undertake the evaluation process;
- Organize a final test at the course end for the participants;
- Submit the evaluation forms filled in by trainees to the Electoral Specialist and to the CCET management;
- Draft and submit a final report upon completion of the training course, to CCET and Electoral Specialist.

3. Key deliverables and tentative timetable:

	Key deliverables:	Tentative Timetable/Working days
1.	Provide an activity work plan prior to the deployment	By 23 March 2015
2.	Training course curricula and related materials developed	By 27 March 2015
3.	Training course delivered. Evaluation test conducted	By 3 April 2015
4.	Final report on the services provided, containing a Summary of the evaluation of the trainees drafted and submitted for approval	By 10 April 2015

The training course shall be delivered in Romanian language. All training materials prepared by the trainers shall be in Romanian language. The trainers shall submit all training materials and hand-outs to the Electoral Specialist at least 3 days before the training course, to ensure adequate quality.

The final report on the services provided must be submitted to the Electoral Specialist and to the CCET Director in a hard copy and in the electronic form, not later than five days after the finalization of the training course.

The Report will include the following:

- Training agenda.
- Concise presentation of materials presented and discussed at the workshop.
- Summary of the evaluation of the trainees.
- Conclusions and recommendations based on lessons learnt for future interventions.
- Other relevant materials.

4. Institutional arrangements:

Trainers will work in close collaboration with the CCET representatives for substantive aspects of the assignment and under the direct supervision of the UNDP Electoral Specialist – for administrative aspects.

5. Qualifications and Skills required:

I. Academic Qualifications:

- Relevant University Degree in Political Science, International Relations or related area (Masters degree – an advantage);
- BRIDGE (Building Resources in Democracy, Governance and Elections) accreditation is an advantage;

II. Experience

- Minimum 5 years of experience in training and capacity building in elections;
- Minimum 2 years of experience in designing training programs for electoral officials with different background;

III. Competencies

- Strong analytical and drafting skills;
- Ability to analyse, plan, communicate effectively with stakeholders and present ideas clearly and effectively;
- Demonstrated interpersonal and diplomatic skills;
- Ability to enter new environments, adapt quickly and produce immediate results;
- Computer literacy – competent user of Microsoft Office programs;
- Fluency in written and spoken English and Romanian. Knowledge of Russian would be an asset.

6. Documents to be included when submitting the proposals:

Interested individuals are invited to submit the following documents/information to demonstrate their qualifications:

- Technical proposal (justification of being suitable for the work, vision and working approach).
- Proposed detailed draft programme of the training course with the description of the content and training techniques;
- Financial proposal in USD (specifying a total lump sum amount and the number of anticipated working days);
- P 11 form, personal CV including past experience in similar projects and at least 3 references.