



TERMS OF REFERENCE

Job title:	National Training Expert Assistant 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
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. As failure is not an option when it comes to 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, later in March 2014, cancelled. For this reason not all over 20000 electoral officials, participating in 2014 Parliamentary elections, were trained and certified by CCET.

This year, local general elections will 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 a national training assistant (assistant) to support the preparation and delivery of a Training of Trainers (ToT) course during which around 120 CCET trainers, to be engaged during 2015 local general elections will be trained. Under the guidance of two national training experts, the assistant 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 5 complete days of training (not including the lunch and coffee breaks time);
- Together with the ToT Training Experts prepare handouts for the participants at the training, including case-studies, simulation practice and other relevant materials;
- Together with ToT training experts, co-facilitate the ToT course during 30 March – 3 April 2015;
- Together with ToT training experts develop the skills of the trained trainers in using participative training methods and efficient 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;
- Together with ToT training experts assess the performance of participants following the final test at the course end.

3. Key deliverables and tentative timetable:

	Key deliverables:	Tentative Timetable/Working days
1.	Contributed to the development of the training course curricula and related materials (eg. Agenda, handouts etc.)	By 23 March 2015
2.	Contributed to the delivery of the course by the expert trainers during 30 March – 3 April 2015	By 3 April 2015
3.	Contributed to development of the final report at the course end	By 10 April 2015

The training course shall be delivered in Romanian language. All training materials prepared by the assistant shall be in Romanian language and be submitted to the Electoral Specialist at least 3 days before the training course, to ensure adequate quality.

4. Institutional arrangements:

The assistant will work under the guidance of the national training experts, in close collaboration with 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 discipline (Masters degree– an advantage);

II. Experience

- At least 2 years of experience in training and capacity building in elections;
- At least 1 year experience as trainer or formal teacher

III. 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;
- Fluency in written and spoken Romanian. Knowledge of English and 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). Proven report writing skills.
- 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.