

Terms of Reference

International Consultant in the area of rights of voters with disabilities

Job title: Human rights expert
Duty Station: Republic of Moldova, Chisinau
Reference to the project: Democracy Programme / Elections
Contract type: Individual Contract (IC)
Expected workload: 10 working days
Indicative starting date: 21 April 2015

I. Background

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports strategic development of the Central Electoral Commission of Moldova (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. This objective is to be reached through support in development of the capacities of electoral administration on central, regional and local levels to deliver inclusive and professional elections improved and gender and human rights mainstreamed.

Whilst a number of results have been achieved in the area of human rights, a number of issues remain to be addressed further. There is need to continue working on extending the number of polling stations equipped with access ramps for wheelchair-bound voters and with facilities for voters with vision impairments. Moreover, there are certain groups of Moldovan citizens, such as persons with mental disabilities, who do not have the right to vote based on a final court decision. In this regard, assessment of and discussions about possible amendments to the Moldovan Electoral Code enabling all Moldovan citizens, regardless of their mental capacities, to fully participate in the political processes should be undertaken. In this context, CEC requested the Programme support in development of policies and administer elections in line with international human rights standards. As a result of this activity the CEC will also be able to provide proposals to electoral legislation and other policy documents to improve access for disabled persons to elections.

II. Scope of work and expected outputs:

The expected output for the international consultant's assignment is (hereinafter referred as "Consultant") to consult CEC and the Programme in human rights area, namely with respect to voting rights of persons with disabilities.

The Consultant is expected to:

- Conduct a desk review of the existing in house legal framework, policies and regulations related to the rights of voters with disabilities and international commitments of Republic of Moldova;

- Participate in meetings with the Programme, CEC and other relevant stakeholders;
- Provide comments and suggestions for improvement of the draft CEC regulation on ensuring the right and access to vote of persons with disabilities;
- Prepare and deliver one day training on best international practices on ensuring participation of persons with disabilities to elections;
- Refine and document a Facts Sheet on ensuring the right to vote of persons with mental disabilities.

Background material will be sent in advance and it is expected to be reviewed by the Consultant prior starting his/her mission in Moldova. The Programme will assist with contacting and arranging for meetings with stakeholders, developing the agenda of the training and facilitating the logistics/organization of the training event.

III. Deliverables and Timeframe

No.	Deliverables:	Tentative Timeframe
1	Detailed work plan to be applied for the respective assignment prepared and submitted for approval <u>Preparatory Work will include:</u> <ul style="list-style-type: none"> • Desk review of relevant information; • Meetings with the Programme, CEC and other stakeholders; 	By 28 April 2015
2	Training on best international practices of ensuring participation of persons with disabilities to elections prepared and delivered;	By 30 April 2015
3	A List of comments and recommendations to the draft "CEC regulation on ensuring the right and access to vote to persons with disabilities" developed and submitted for approval;	By 8 May 2015
4	Facts Sheet on ensuring the right to vote of persons with mental disabilities prepared and submitted for approval.	By 15 May 2015

IV. Time frame and Institutional arrangements:

The timeframe for the work of International Consultant is tentatively planned through April – May 2015. Concrete schedule is to be mutually agreed in advance between the Consultant, CEC and the Programme. Consultancy will involve 10 days of work, 4 (four) of which to be spent in Moldova.

Payments will be done in two installments: 30% after approval of Deliverable 1 and 70% after approval of Deliverables 2 – 4 by the UNDP Electoral Specialist.

The assignment is to be finished by no later than 31 May 2015.

Management Arrangements

The consultant will work in close collaboration with the Programme and the CEC under direct supervision of the UNDP Electoral Specialist.

V. Qualifications and skills required:

Academic Qualifications

- Master's degree in Law or related field. PhD in legal field will be an advantage.

Experience

- At least 7 years of relevant professional experience in the field of human rights;
- At least 3 years of proven experience in organizing, facilitating and conducting seminars, trainings and round tables with state institutions/agencies/organizations, especially related to elections, voting rights and voters with disabilities;
- Practical election administration, elections technical assistance or election observation experience will be an advantage;

Competencies

- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Demonstrated understanding of international electoral standards and principles;
- Excellent analytical and writing skills;
- Fluency in English. Knowledge of the Romanian or Russian will be an asset.

Documents to be included when submitting proposals:

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

- a) Proposal explaining why they are the most suitable candidate 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 day, including all related costs, e.g. fees, per diems, travel costs, phone calls etc.);
- c) Duly completed and signed P11 Form, personal CV and at least 3 references.