



Terms of Reference

National Consultant to support preparation and delivery of a BRIDGE workshop on Political Financing

Job title: BRIDGE co – facilitator
Duty Station: Republic of Moldova, Chisinau
Reference to the project: Democracy Programme / Elections
Contract type: Individual Contract (IC)
Expected workload: 12 working days
Indicative starting date: 21 September 2015

Job content

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) and the Centre for Continuing Electoral Training (CCET) 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.

Among the objectives of the CEC 2012-2015 Strategic Plan is improvement of the Moldovan legal framework on Political Parties Financing and Financing of Electoral Campaigns. In this regard, following extensive consultations in Government and Parliament, finally, in April 2015 the Law 36¹ amending a series of national legal acts referring to financing of political parties was adopted. Although some provisions of the Law 36 will enter in force only as of January 2016, CEC and CCET have launched the process of development and implementation of a training programme for their staff and for other stakeholders, such as Moldovan political parties. In this regard CEC requested the Programme support with organization and delivery of a BRIDGE workshop on political financing.

The Programme intends to contract a team of two BRIDGE facilitators (one international and one national) to organize and jointly deliver one five days BRIDGE workshop on political financing to representatives of Moldovan political parties.

II. OBJECTIVES

UNDP wishes to contract a national BRIDGE facilitator to support the International BRIDGE facilitator in process of preparation and delivery of a five days BRIDGE workshop on political financing. The team of facilitators is expected to thoroughly analyze the original BRIDGE module in order to customize it for the

¹ <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=358046>

local context and the electoral legal framework of the country, design an agenda to cover topics that are of direct relevance to the political financing system in Moldova.

The expected output for the national BRIDGE facilitator' assignment is to assist the international BRIDGE facilitator in:

- Preparation, customization and submission for approval and translation of the materials associated with the delivery of the workshop;
- Delivery of the workshop by the indicated deadlines.

The national BRIDGE facilitator is expected to undertake the following steps to ensure provision of support to the International BRIDGE facilitator in preparation of relevant, concise and clear deliverables, meeting the stated objectives:

- Support with analysis of the relevant Moldovan legal, strategic and policy framework related to political parties finance;
- Support with selection and submission for translation of the workshop materials;
- Support with proofreading of the translated materials;
- Support in preparation of the workshop agenda;
- Support in preparation of the list of practical requirements for organization and delivery of the workshop;
- Support in customization of the workshop materials and in making practical arrangements for the workshop;
- Co-facilitate the workshop;
- Support in performing of associated post-workshop evaluation activities;
- Support in development of the final report.

III. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables:	Tentative Timetable / Working days (WD)
Inception study of available information.	21-25 September 2015 3 WD
Deliverable #1: Support in development of the workshop preliminary agenda provided;	
Deliverable #2: Support in selection and submission for translation of the workshop materials provided;	
Deliverable #3: Support in preparation of the workshop agenda and development of the list of practical requirements for organization and delivery of the workshop provided;	
Deliverable #4: Support in customization of the workshop materials and in making the practical arrangements for the workshop provided;	14-16 October 2015; 3 WD
Deliverable #5: Workshop co-facilitated;	19 – 24 October 2015; 5,5 WD
Deliverable #6: Support in performance of the post-workshop evaluation activities provided;	
Deliverable #7: Support with development of the final report.	26-30 October 2015. 0,5 WD

IV. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the national BRIDGE facilitator is planned through September – October 2015. The consultancy should involve 12 full time working days.

The consultant will work under the overall guidance of the international BRIDGE facilitator. Payments will be done in two instalments: 30% after approval of Deliverable #1 and #2 and 70% after approval of Deliverables #3 to #7 submitted by the team to the UNDP Electoral Specialist.

V. QUALIFICATIONS AND SKILLS REQUIRED

- I. Academic Qualifications:
 - Bachelor's degree in Law, Public Administration, International development or related fields;
- II. Years of experience:
 - Previous facilitation of BRIDGE workshops to members and staff of established electoral management bodies – minimum 3 workshops prepared and facilitated;
 - Previous professional experience in electoral area in the Republic of Moldova would be an asset;
 - Accreditation as BRIDGE facilitator;
- III. Competencies:
 - Excellent analytical, communication and facilitation skills;
 - Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language is an asset;

The UNDP Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply;

VI. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

Interested individual consultants 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. Financial proposal (LUMP SUM) in USD, specifying in a total requested amount per day, including all related costs, e.g. phone calls etc.);
- c. P-11, personal CV and at least 3 references.