



Terms of Reference

International Consultant to deliver a BRIDGE workshop on Political Financing

Job title:	BRIDGE facilitator
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Expected workload:	12 working days (8, 5 days in Moldova and 3,5 home-based)
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.

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

II. OBJECTIVES

UNDP wishes to contract an international BRIDGE facilitator to prepare and deliver, in conjunction with one national BRIDGE facilitator 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 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 international BRIDGE facilitator' assignment is to:

- Prepare, customize and submit for approval and translation the materials associated with delivery of the workshop;
- Deliver the workshop by the indicated deadlines.

The international BRIDGE facilitator is expected to undertake the following steps to ensure preparation of relevant, concise and clear deliverables, meeting the stated objectives:

- Analyze relevant Moldovan legal, strategic and policy framework related to political parties finance;
- Select and submit for translation the workshop materials;
- Submission for approval and translation of the workshop preliminary agenda;
- Preparation and submission of the list of practical requirements for organization and delivery of the workshop;
- Customize workshop materials and make practical arrangements for the workshop;
- Deliver of the workshop;
- Conduct post-workshop evaluation activities;
- Prepare and submit the final report;
- Undertake one Mission to Moldova during 14 – 24 October 2015.

III. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables:	Tentative Timetable / Working days (WD)
Inception study of available information (home-based work).	by 25 September 2015 3 WD
Deliverable #1: Workshop preliminary agenda prepared and submitted for approval;	
Deliverable #2: Workshop materials selected and submitted for translation to the Programme;	
Deliverable #3: List of practical requirements for organization and delivery of the workshop;	
Deliverable #4: Materials customized and practical arrangements for the workshop made;	14– 16 October 2015 3 WD
Deliverable #5: Workshop delivered;	19 – 24 October 2015 5,5 WD
Deliverable #6: Post-workshop evaluation activities performed;	
Deliverable #7: Final report developed and submitted for approval (home-based work).	26 – 30 October 2015 o,5 WD

IV. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the international BRIDGE facilitator is planned through September – October 2015. The consultancy should involve 12 working days, out of which 8, 5 in Moldova. The remaining 3,5 working days are home-based.

All deliverables must be submitted in English language to the UNDP Electoral Specialist in electronic form in accordance with the indicated schedule.

The consultant will work under the overall guidance of the UNDP Electoral Specialist and in close collaboration with the Senior Project Officer.

Payments will be done in two instalments:

30% after approval of Deliverables #1 and #2 and

70% after approval of Deliverables #3 to #7 by the UNDP Electoral Specialist.

V. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- Masters' degree in Law, Public Administration, International development or related fields;

I. Years of experience:

- At least 5 years of experience in the area of electoral assistance and/or democratic governance.
- BRIDGE accredited facilitator;
- Previous experience in facilitating BRIDGE modules to members and staff of established electoral management bodies is required - minimum 1 workshop prepared and facilitated;
- Previous facilitation of BRIDGE module on Political financing – minimum 1 workshop prepared and facilitated;

II. Competencies:

- Experience working on electoral issues in Eastern Europe/CIS will be an asset;
- Professional experience in electoral area would be an asset;
- Excellent analytical, communication and facilitation skills;
- Proficiency in written and spoken English. Knowledge of Romanian and/or Russian will be considered 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;

6. 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. DSA, travel, phone calls etc.);
- c. P-11, personal CV and at least 3 references.