

Terms of Reference

National co-facilitator to deliver a BRIDGE workshop on Electoral Training

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 during October-November 2015
Indicative starting date: 12 October 2015

Job content

1. 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 Continuous 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.

In 2011, the Center for Continuous Electoral Training was created as a public institution by the decision of the Central Electoral Commission No. 1030 as of 09 December 2011, based on article 26 of the Electoral Code of the Republic of Moldova with the objective to organize and deliver trainings and certification of Moldovan electoral officials and other stakeholders.

In line with its main objective, the CCET fulfils functions such as preparing and disseminating didactical and informative materials, studies, methodological and scientific researches; proving analysis, consultancy and expertise services; creating partnerships and cooperating with educational institutions in developing training programs in order to deliver the best electoral practices to the people involved in the organization and development of the elections in Moldova.

The Programme intends to contract a team of two national BRIDGE facilitators (a lead facilitator and a co-facilitator) to organize and jointly deliver one five days BRIDGE workshop to the CCET staff on planning, developing, evaluating and conducting Electoral trainings. The facilitators will be required to thoroughly analyze the original BRIDGE module and customize it to suit the local context in Moldova.

BRIDGE is a key component of UNDP electoral assistance worldwide. BRIDGE Programme in Moldova started in 2009 with a Train the Facilitator (TtF) workshop. Since 2009, a number of BRIDGE workshops have been conducted in Moldova, including Introduction in electoral Administration, External Voting, Civic Education, Voter Registration, Political Party Finance, Strategic Planning and Gender.

2. OBJECTIVES

The Programme intends to contract an workshop level BRIDGE co-facilitator (further referred as co-facilitator) who will support the Lead facilitator in process of preparation, customization and submission for approval and translation of the materials associated with the delivery of the workshop and delivery of a five days BRIDGE workshop in the indicated timeframe (9 – 13 November, 2015).

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

- Support in preparation of the workshop agenda;
- Support in selection and submission for translation of the workshop materials;
- Support with proofreading of the translated materials;
- 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.

3. **KEY DELIVERABLES AND TENTATIVE TIMETABLE**

Key deliverables:	Tentative Timetable / Working days (WD)
Inception study of available information (home-based work).	12-15 October, 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	30 October, 2015 3 WD
Deliverable #5: Workshop co-facilitated	9 – 13 November, 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 provided	17 November, 2015 0,5 WD

4. **INSTITUTIONAL ARRANGEMENTS**

The timeframe for the work of the co-facilitator is planned for October – November, 2015. The consultancy will involve 12 full time working days.

Payments will be done in two instalments: 30% after approval of Deliverable #1 and #2 and 70% after approval of Deliverables #3 to #7 by the Programme Senior Project Officer.

5. **QUALIFICATIONS AND SKILLS REQUIRED:**

- I. Academic Qualifications:
 - Bachelor's degree in Law, Public Administration, International development or related fields.
- II. Work experience:
 - Accredited as a BRIDGE facilitator at least at "Workshop Facilitator" level;
 - Minimum 3 BRIDGE workshops prepared and facilitated to members and staff of established electoral management bodies;
 - Professional experience in electoral area in the Republic of Moldova would be an asset;
 - Experience in working with UNDP or UN on electoral assistance or capacity development activities is an asset.
- III. Competencies:
 - Excellent analytical, communication and facilitation skills;
 - Proficiency in written and spoken English and Romanian. Knowledge of Russian will be considered as an asset;

Proven commitment to the core values of the United Nations, in particular, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;

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.). UNDP shall not accept travel costs exceeding those of an economy class ticket;
- c. P-11, personal CV and at least 3 references.