

Terms of Reference

Job title:	International consultant on developing and conducting a Mentoring Programme
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Contract duration:	March – May 2016 (with one mission to Moldova)
Indicative starting date:	28 March, 2016 (25 working days)

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 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.

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, CCET fulfils functions such as preparing and disseminating didactical and informative materials, studies, methodological and scientific researches; providing 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.

During this year, being a non-electoral one, CCET will be focusing on improving training delivery, strengthening the capacities of the trainers, as well as developing new training programmes and methodology.

To ensure a continuous development of modern and innovative electoral training programmes, as well as to consolidate the expertise in delivering trainings to different stakeholders, the Programme intends to contract an international consultant to develop and conduct a Mentoring Programme on training curriculum writing in the electoral area. The curriculum will be developed based on CCET needs assessment and/or the BRIDGE Introductory module. BRIDGE is a key component of UNDP electoral assistance worldwide that is extensively used for building the capacities of different electoral stakeholders (EMBs, NGOs, political parties, mass-media, etc.).

2. OBJECTIVES

The Programme intends to contract an international consultant (hereinafter called "Consultant") to prepare and deliver, in conjunction with one national consultant, a Mentoring Programme on curriculum development.

The expected output for consultant's assignment is to:

- Develop the Mentoring Programme Concept;
- Select the participants and create the curriculum writing team (mentees);
- Guide and mentor the participants, as well as evaluate the performance of each mentee;

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

- Familiarize with the Moldovan electoral legal framework, CCET existing training programs and needs assessment for new programs;

- Develop jointly with the national consultant the Mentoring Programme Concept;
- Develop the mentoring methodology and the timeline;
- Design training materials, handouts and exercises;
- Provide three-day training programme on developing training curricula and using different techniques and tools;
- Deliver the Mentoring Programme through face to face sessions, as well as at distance (via email or skype video conference calls);
- Conduct post-training evaluation activities;
- Prepare and submit the final report;
- Undertake one Mission (5 days) to Moldova in May, 2016 (the dates will be confirmed with the beneficiary in advance).

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

Key deliverables:	Tentative Timetable
<i>Home-based preparatory work:</i> Inception study of available information prepared and submitted; Deliverable #1 Draft Mentoring Programme Concept developed and submitted for approval;	<i>By 13 April, 2016</i>
Deliverable #2 Mentoring methodology and the timeline developed and submitted for approval;	<i>By 18 April, 2016</i>
Deliverable #3 Final version of the Mentoring Programme Concept submitted; Training materials, handouts and exercises for mentees designed and sent for translation;	<i>By 29 April, 2016</i>
Deliverable #4 Three-day training programme on developing training curricula and using different techniques and tools conducted (during the mission in Moldova*);	<i>By 20 May, 2016</i>
Deliverable #5 Mentoring sessions at distance with each mentee (via skype, emails) conducted;	<i>By 30 May, 2016</i>
Deliverable #6 Post-evaluation activities performed.	<i>By 31 May, 2016</i>

* The training will combine theory, discussions and practical exercises. The training program will be coordinated with UNDP Project Team and will be adjusted to CCET's needs. The consultant will apply the "learning-by-doing" method involving interactive styles of training for a group of up to 10 participants. The training will be held in English or Romanian language and will be carried out in Moldova.

4. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the consultant is planned through March – May 2016

During the mission in Moldova, the consultant will be provided with the necessary administrative and logistical support to enable the delivery of the expected outputs. All deliverables must be submitted in English language to the UNDP Senior Project Officer in electronic form in accordance with the indicated schedule.

The consultant will work under the overall guidance of the UNDP 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 #6 by the UNDP Senior Project Officer.

5. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- Master's Degree in Public Administration, Political Sciences, International Relations or other related field;

Work experience:

- At least 7 years of experience in the area of electoral assistance and/or democratic governance;
- Proof of mentoring activities conducted for other facilitators is a strong asset;
- Experience in working with UNDP or UN on electoral assistance or capacity development activities will be an asset;

- Proven working experience on electoral processes in the Eastern Europe/CIS, including previous experience in the Republic of Moldova will be considered an asset;
- BRIDGE Accrediting or Expert level facilitator will be a strong asset;

Competencies:

- Excellent analytical, communication and facilitation skills;
- Knowledge in developing training curricula and manuals will be an advantage;
- Knowledge of learning methodology and experience in areas such as capacity assessment, course organization, training, and training impact evaluations;
- Fluency in English. Knowledge of Romanian and/or Russian will be considered 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 a total number of days needed to complete the assignment, the 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.