

Terms of Reference

Job title:	Two national trainers (lead-facilitator and co-facilitator) to develop and carry out a Training of Trainers course on Electoral Management
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Democracy Programme / Elections
Contract type:	Individual Contract (IC)
Contract duration:	April – June 2016
Indicative starting date:	13 April 2016

Job content

1. BACKGROUND

UNDP Moldova Democracy Programme/Elections (further referred as Programme) is a multi-year institutional development programme that supports the 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. This objective is to be reached through support in development of the national electoral strategic and legal framework conducive to organisation of the elections using official data and modern IT tools.

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 Centre 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; 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.

In 2016, CCET is more focused on improving training delivery, strengthening the capacities of the trainers, as well as developing new training programmes and methodology for different target groups, as first time voters, vulnerable groups and local public administration representatives.

Taking into account that on 4 March 2016, the Constitutional Court of the Republic of Moldova abolished the amendment to the Constitution from 5 July 2000 and re-introduced the direct presidential elections, CCET shall be ready to deliver trainings and prepare professionals to organize and conduct potential presidential elections in the near future.

2. OBJECTIVES

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 two national training experts (further referred as lead-facilitator and co-facilitator) to develop and conduct a training of trainers course on electoral management (further referred as training).

The lead-facilitator and co-facilitator are expected to undertake the following steps to ensure preparation of relevant, concise and clear deliverables, meeting the stated objectives.

LEAD-FACILITATOR'S EXPECTED OUTPUTS AND RESPONSIBILITIES:

- Develop jointly with the co-facilitator the training program (including agenda, working methods and learning procedures, background materials with a duration of up to 35 hours corresponding to 5 complete days of training);

- Prepare jointly with the co-facilitator the handouts for the participants at the training, including case-studies, simulation practice and other relevant support materials;
- Deliver the training in April (or May), according to agreed schedule;
- Develop an evaluation methodology;
- Submit a report upon training delivery, including conclusions and recommendations based on lessons learned for future interventions;
- Ensure cooperation and full work coordination with the co-facilitator, the Programme and CCET.

CO - FACILITATOR'S EXPECTED OUTPUTS AND RESPONSIBILITIES:

- Identify and select up to 30 participants, in conjunction with the CCET management;
- Contribute to the training programme development and handouts preparation;
- Co-facilitate the training in April (or May), according to the agreed schedule;
- Organize a final test at the training end;
- Provide inputs to the final report with the summary of training evaluation results;
- Ensure cooperation and full work coordination with the lead-facilitator, the Programme and CCET.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE*

KEY DELIVERABLES OF THE LEAD-FACILITATOR:	Tentative Timetable
Deliverable #1 • A detailed work plan for undertaking the assignment developed;	by 18 April, 2016
Deliverable #2 • The training programme, including agenda and the methodology developed; • Training materials and relevant support handouts prepared;	by 29 April, 2016
Deliverable #3 • A five day training** delivered; • Evaluation methodology prepared;	by 30 May, 2016
Deliverable #4 • Final report, conclusions and recommendations developed and submitted for approval.	by 6 June, 2016
KEY DELIVERABLES OF THE CO-FACILITATOR:	Tentative Timetable
Deliverable #1: • Inputs to the detailed work plan for undertaking the assignment provided;	by 18 April, 2016
Deliverable #2: Contribution to the training programme and relevant support handouts provided;	by 29 April, 2016
Deliverable #3: • A five day training** co-facilitated; • Evaluation and final test prepared and conducted;	by 30 May, 2016
Deliverable #4: • Summary of evaluation results prepared and contribution to the final report offered.	by 6 June, 2016

*) This is a tentative timeframe, while the final dates for providing the deliverables will be confirmed after the consultations with the CCET.

**) The trainers will train about 30 trainers which will be employed to conduct countrywide trainings on electoral management for different target groups, including first time voters, vulnerable groups and individuals with different background as potential electoral officials.

The training shall be performed in Romanian language, as well as all training materials and handouts.

4. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the trainers is planned throughout April – June, 2016.

The trainers will be provided with the necessary administrative and logistical support to enable the delivery of the expected outputs. The trainers will work under the overall guidance of the UNDP Senior Project Officer and under supervision of the CCET management.

All deliverables must be submitted to the UNDP Senior Project Officer in electronic form in accordance with the initially agreed schedule. Payments will be done in two instalments:

40% after approval of Deliverables #1 and #2, and 60% after approval of the Deliverables #3 and #4.

5. QUALIFICATIONS AND SKILLS REQUIRED

LEAD-FACILITATOR:

Academic Qualifications:

- Master' degree or similar in Political Science, International Relations, Communications or other related field;

Working experience:

- Minimum 3 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance;
- Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;

Competencies:

- Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Strong analytical and drafting skills;
- Ability to adapt quickly to new environment and deliver immediate results;
- Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language will be a strong advantage.

CO-FACILITATOR:

Academic Qualifications:

- Bachelors' degree or higher in Political Science, International Relations, Communications or other related field;

Working experience:

- Minimum 2 years of experience in training of trainers and/or designing training programs in elections and/or democratic governance;
- Experience in working with election management bodies, Parliament, Government and/or international organizations, including UN agencies will be an asset;

Competencies:

- Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Strong analytical and drafting skills;
- Ability to adapt quickly to new environment and deliver immediate results;
- Proficiency in Romanian and English. Knowledge of one or more additional languages relevant for Moldova, including Bulgarian, Gagauzian, Romani, Russian, Ukrainian or sign language will be a strong advantage.

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.

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

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

- a. Motivation letter 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, number of days needed to complete the assignment, including all related costs, travel, phone calls etc.;
- c. Duly completed P 11 form, personal CV and at least 3 references.

Important note: National consultants/trainers shall clearly indicate which job title ("LEAD-FACILITATOR" or "CO-FACILITATOR") they are applying for.