



TERMS OF REFERENCE

Job title:	National Consultant to Support the Secretariat of the International Association of Women in Electoral Management Bodies (WEM-International)
Duty station:	Chisinau, Moldova
Reference to the project:	Women in Politics/ UNDP
Contract type:	Individual Contract (IC)
Expected workload:	120 working days
Contract duration:	April – December 2017

1. BACKGROUND:

The Programme [“Enhancing Women’s Political Representation through improved capacity and enhanced support in Moldova”](#) (short title “Women in Politics”/ WiP Programme) is implemented jointly by two UN Agencies - UN Women and UNDP, in partnership with two civil society organizations - East Europe Foundation (EEF) and the Centre “Partnership for Development” (CPD). The implementation time frame of the programme is 2014-2017.

The Programme aims at ensuring an increased participation of women in politics and in the decision-making process by creating an environment conducive to their meaningful participation and providing support to capacity development of women before, during and after the elections at the central and local levels. The Programme also seeks to promote increased public awareness of women’s contribution to political leadership and supports the realization of women’s rights and commitments undertaken by the Government of Moldova

The programme consists of two inter-related components, and each UN Agency is responsible for the implementation of activities under particular areas of intervention. UN Women is responsible for the overall programme implementation, and is leading the specific parts related to the election legislation review and high-level advocacy for Temporary Special Measures (TSM), media capacity development, capacity of CSOs and women candidates, work with the communities and women on identifying their needs, among others. UNDP’s area of responsibility is related to the electoral assistance and administration, parliamentary affairs and capacity building of elected women and builds further on the results achieved through the previous and on-going support to the institutional capacity development of the Parliament and the Central Elections Commission (CEC) with a focus on enhancing capacities of the Election Management Bodies on gender responsive electoral management and on strengthening capacities of elected women parliamentarians and Councillors for performing the elected official’s duties.

Specific context of the assignment

The [Central Electoral Commission](#) of Moldova and the [Centre for Continuous Electoral Training \(CCET\)](#) under the Central Electoral Commission of Moldova have undertaken important strides to advance gender inclusive practices in electoral management and processes with support of UNDP via the Democracy Programme/Electoral component and the Women in Politics Programme. Some eloquent examples of gender equality alignment of electoral management processes implemented by CEC and CCET include: a) sex-disaggregated collection and analysis of electoral data on candidates, voters, electoral staffers, elected officials and beneficiaries of electoral training; b) gender-mainstreaming of CEC and CCET Strategic Plans for 2016-2019; c) mainstreaming of training materials of CCET from the gender equality perspective and development of an in-house pool of trainers with gender expertise.

One eloquent initiative resulted from the gender equality commitment of CCET and CEC and of the institutionalized internal practices put in place to advance gender equality in electoral management is the establishment of an International Association of Women in Electoral Management (WEM-International) started by the CEC and CCET of Moldova. The aim of the association is to advocate for full participation of women in Electoral Management Bodies (EMBs), particularly in senior management positions, as well as to inspire and empower women through networking, sharing of innovative and best practices, raising awareness, education, training, and equipping EMBs with tools and techniques to enable representative and gender-sensitive EMBs.

In the course of 2015-2016, Women in Politics Programme assisted the CEC and CCET of Moldova in finalizing the conceptual framework for the establishment of the Association of Women in Electoral Management (WEM)-International. An International Working Group (IWG) was set up to drive the establishment of the Association in a participatory manner. The IWG consists of representatives of several national EMBs including Moldova, Romania, Albania, Georgia, Canada, Bosnia and Herzegovina, and Kosovo¹) and prominent international electoral stakeholders (International Foundation for Electoral Systems (IFES), International Institute for Democracy and Electoral Assistance (IDEA), European Centre for Electoral Systems (ECES) and Association of Arab EMBs) and development partners (UNDP, UN Women, Council of Europe). Three meetings of the IWG, including two virtual and one in-person workshop were held during 2016. With international expert support provided by the Women in Politics Programme, the Charter, Strategic Plan, Membership Benefits and the Declaration for the establishment of WEM-International (Chisinau Declaration) have been produced, consulted and endorsed by IWG members. The Charter is the critical document for the registration of the Association to be pursued in the immediate future.

As per agreement of the IWG following the June 7-8, 2016 meeting in Chisinau, the Secretariat of the Association is ensured by CCET/CEC before the formal registration of the Association and election of Governance bodies is completed. Also, with support of the WiP Programme, the brand identity and website (<http://wem.international/>) of WEM-International has been developed, with the latter being transferred for management and maintenance to the CCET. Initial data and information are uploaded on the web-site, but it requires continuous update.

The 2017 priorities in relation to WEM-International is securing the membership basis and all legal prerequisites and documentation required for the formal registration of the association, as well as organization of several content (programmatic) activities and exchanges under the association in gender equality and elections. Fund-raising and ensuring sustainability of the Association are essential steps that need to be undertaken along with the registration of the Association.

In this context, the Women in Politics Programme seeks to contract a national consultant to support the CCET and CEC of Moldova in carrying out the Secretariat function of WEM-International in line with the objective, tasks, responsibilities and deliverables of this assignment.

2. OBJECTIVE

The consultant shall provide support to the Centre of Continuous Electoral Training and the Central Electoral Commission of Moldova in the organizational establishment of the International Association of Women in Electoral Management by providing effective support to the Secretariat of WEM-International in the annual work planning and implementation, registration processes, sustainability and programme development.

3. TASKS AND RESPONSIBILITIES

To achieve the objectives of the consultancy, the national consultant is expected to perform the following tasks and responsibilities:

3.1. Get fully familiarized with all documents and activities carried out by WEM – International to date;

¹ References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).

- 3.2. Get familiarized with existent practices of gender mainstreaming in electoral management in the region and worldwide. Propose actionable ideas for WEM-International;
- 3.3. Develop the Work Plan for the Assignment;
- 3.4. In line with the Strategic Plan of WEM-International, and in correlation with Women in Politics activities covered for 2017, and in close consultation with CCET and CEC management as well as the International Working Group members, produce a detailed, monthly, **Action Plan for 2017** for WEM-International. The plan shall be formulated in a result-oriented format.
- 3.5. Support the organization of at least **two learning and networking events** on gender equality and elections, including but not limited to the members of WEM-International. One such event shall include the founding members meeting in Chisinau (see 3.6.3 below). The consultant will be responsible to support CCET and the WiP Programme in:
 - 3.5.1. Developing the list of participants and speakers at the events;
 - 3.5.2. Creating agendas;
 - 3.5.3. Liaising with speakers and agreeing the presentation topics;
 - 3.5.4. Developing and sending invitations for the events;
 - 3.5.5. Supporting the international travel arrangements of participants and in-country logistics;
 - 3.5.6. Developing summary reports of the meetings addressing main points discussed, conclusions and follow up actions.
- 3.6. Provide effective support in form of co-leading, alongside CCET and CEC, in **registration of the Association** (tentative country of registration is Belgium) and provide support to CCET and WiP Programme in:
 - 3.6.1. Preparation of registration documentation and getting all necessary approval/signatures;
 - 3.6.2. Reaching out to founding members of WEM-International and gain their approval to act as signatories for the Association
 - 3.6.3. Organizing the founding meeting of WEM-International in Chisinau (as part of one of the learning events);
 - 3.6.4. Cooperating with a service provider (to be identified by WiP) in supporting the actual registration in the country of residence.
- 3.7. Support CCET in **updating the web-site** of the Association;
- 3.8. Update the **data base of** CCET and CEC with relevant EMBs and electoral stakeholders (contact information, top leadership positions, gender equality measure in place, if any, other);
- 3.9. Identify possibilities for partnerships for WEM-International – with EMBs and electoral organizations at regional and global level;
- 3.10. Develop **invitations to potential members and partners to join** WEM-International;
- 3.11. Identify donors and **develop funding project proposals** for WEM-International based on priorities identified by CEC and CCET, IWG/Founding members and WiP in order to support future sustainability of the Association;
- 3.12. Perform other tasks and duties as agreed with CCET and WiP in line with the objective of the assignment and the Annual Work Plan of WEM-International.

4. DELIVERABLES AND TIMEFRAME

	Key deliverables*:	Tentative Timetable
1.	Preparatory work: <ul style="list-style-type: none"> ➤ All documentation and activities carried out by WEM – International reviewed; ➤ Best practices in gender sensitive electoral management, identified and actionable ideas for WEM proposed; ➤ Work plan for the assignment developed 	<i>3 working days</i> April 25, 2017

	Key deliverables*:	Tentative Timetable
2.	Support WEM-International Secretariat leading up to the completion of following milestones:	
	2.1. 2017 Monthly Action Plan for WEM-International developed	2 working days, by April 30, 2017
	2.2. Up to two international learning and networking events on gender equality and elections organized	35 working days, by October 2017
	2.3. Founding Meeting of WEM-International in Chisinau (as part of one of one learning and networking event) held	
	2.4. Registration of WEM-International finalized	25 working days, by November 30, 2017
	2.5. Web-site of WEM-International (in cooperation with CCET designated staff member) regularly updated	15 working days, by December 5, 2017
	2.6. Data base of CCET /CEC with EMBs and electoral stakeholders expanded up to a total of 500 individuals/organizations/institutions	5 working days, by May 1, 2017
	2.7. WEM-International membership and partners' basis expanded with regional and global entities/individuals	10 working days, by June 1, 2017
	2.8. Project proposal (s) for funding for WEM-International on basis of priorities identified by CEC and CCET, IWG/Founding members and WiP in support to the sustainability of the Association development and submission	20 working days, by October 1, 2017
	2.9. Carry out other tasks and duties as agreed with CCET and WiP in line with the objective of the assignment and the Annual Work Plan of WEM-International	5 working days by December 5, 2017
3.	Monthly Progress report for the previous month prepared and submitted for approval within the first five days of the following month. The progress reports have to illustrate clearly the progress towards the deliverables of the assignment leading up to full completion by the end of the assignment.	3 working days Last report submitted no later than December 5, 2017

***Note: Deliverables can be amended or specified for the assignment.**

a. Institutional Arrangements

The Consultant will work under the overall guidance of CCET management for substantive aspects of the assignment and under the direct supervision of the UNDP Component Manager for administrative aspects. Deliverables will be approved by the designated CCET official and certified by UNDP Component Manager.

b. Timeframe and Location

The assignment is planned tentatively through April-December 2017. The Consultancy is part-time and should involve up to 120 days of work for the entire period.

The CCET shall provide a working place for the Consultant with access to internet and communications for the time worked by the consultant within the premises of CCET. It is expected that the consultant will spend at least 50% of the time within the premises of CCET. The consultant is expected to make use of its own computer that shall be authorized by CCET IT department as acceptable for use within the CCET premises.

4.2. Language

All deliverables shall be developed in English. On a case by case basis, some intermediate deliverables, such as correspondence with local authorities, service providers, internal communication within CCET and CEC may be performed in Romanian and/or Russian.

4.2. Financial and reporting arrangements

The consultant is expected to issue narrative reports monthly describing the tasks and number of working days spent in relation to the deliverables listed in section 4 of the ToR.

The consultant shall be expected to work within the assigned number of days per deliverable, and in case additional time is required to complete either deliverable, a written request shall be submitted to the Component Manager indicating the reason for additional days requested, and the number of days as such.

5. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- University degree in Law, Political Science, Business and Administration, Project Management, Economics, Social Studies, or a related field;
- Holder of MA or/and PhD degrees in the above or connected fields will receive additional points;
- Professional certificates, internships, publications in areas relevant to the assignment (Governance, Gender Equality, Human Rights, International Organizations, Election Processes, Electoral Systems, Gender in Elections, etc.) will be scored with additional points.

II. Experience:

- A minimum of 5 years of experience- either in leading, co-leading capacity or as member of management teams, etc. with demonstrated achievements in one or several fields, including but not limited to rule of law, democratic governance, political affairs and lawmaking, gender equality, electoral management, electoral processes, strategic planning, project proposal writing and fundraising, international relations and communication;
- Experience in working with state institutions or/and non-profit organizations is an advantage;
- Experience in working with electoral management set up and electoral systems;
- Experience in working with associative and non-profit organizations, particularly with international coverage.

III. Competencies:

- Good understanding of gender equality and elections interlinkages;
- Outstanding drafting skills in English language;
- Strong proactivity and initiative capabilities;
- Excellent verbal communication skills and public diplomacy abilities;
- Good knowledge of key stakeholders in the election and gender field, including donors;
- Excellent knowledge of Romanian and Russian.
- Fluency in written and spoken English is required.

6. Documents to be included with the proposal

- Up-to date Curriculum Vitae (CV) or Personal History Form (P11);
- Statement of purpose explaining why they are the most suitable for the work including experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- Aggregated financial proposal (in USD), specifying the amount requested per working day, (including all related costs, e.g. fees, phone calls etc.).