

TERMS OF REFERENCE

National co-facilitator to deliver a series of BRIDGE workshops on Electoral Systems and Gender Impact

Job title:	BRIDGE co-facilitator
Duty station:	Chisinau, Moldova
Reference to the project:	Women in Politics/ UNDP
Contract type:	Individual Contract (IC)
Expected workload:	25 Working Days
Contract duration:	April – June 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 Councilors for performing the elected official’s duties.

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 (lead facilitator and co-facilitator) to organize and jointly deliver a series of BRIDGE workshops to representatives of political parties, civil society organizations, media and opinion makers on electoral systems with particular focus

on the impact on women's representation under various electoral systems, and recommendations to mitigate potential gender disparities. The facilitators will be required to thoroughly analyze the original BRIDGE module and customize it to suit the local context in Moldova and address the gender perspective.

BRIDGE stands for "Building Resources in Democracy, Governance and Elections" and 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, several 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 and Electoral Training.

2. OBJECTIVE

The Programme intends to contract a workshop level accredited BRIDGE facilitator (further referred as co-facilitator) who will work in the team with and will support the Lead Facilitator in the process of preparation, customization and submission for approval and translation of materials associated with the delivery of a series of workshops as indicated in the Deliverables schedule below.

3. TASKS AND RESPONSIBILITIES

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 objective:

- Support in preparation of the preliminary agendas for two series of workshops as described below;
- Support in selection and submission of workshop materials for translation;
- Support the proofreading of Romanian translation of materials to ensure consistency and accuracy of electoral and gender terminology;
- Provide assistance in the preparation of the list of practical requirements for organization and delivery of the workshops;
- Support in the customization of workshop materials and make practical arrangements for the trainings;
- Co-facilitate a series of workshops as follows:
 - Two three-day workshops for political parties, including representatives from national the territorial offices of political parties;
 - Two two-day workshops for representatives of civil society organizations, opinion makers and mass media.
- Assist in conducting post-workshop evaluation activities;
- Support in the preparation and submission of the final report.

4. DELIVERABLES AND TIMEFRAME

	Key deliverables:	Tentative Timetable/Working Days (WD)
1.	Inception study of available information	28 April, 2017 4 WD
2.	Deliverable #1: Support in development of preliminary agendas of the workshops provided	
3.	Deliverable #2: Support in selection and submission of workshop for translation Romanian ensured	
4.	Deliverable #3: Support in proofreading the Romanian translation of training materials to ensure consistency and accuracy of electoral and gender terminology provided	16 May, 2017 9 WD
5.	Deliverable #4: Support in the preparation of the final workshop agendas and practical requirements for organization and delivery of the workshop provided	
6.	Deliverable #5: Support in customization of workshop materials and in making practical arrangements for the workshops provided	
7.	Deliverable #6: Two three-day workshops for representative of political parties co-facilitated <ul style="list-style-type: none"> - Support in the revision of training materials as per feedback of participants delivered 	June 16, 2017 11 WD

	Key deliverables:	Tentative Timetable/Working Days (WD)
8.	Deliverable #7: Two two-day workshops for representative of civil society and media co-facilitated - Support in the revision of training materials as per feedback of participants delivered	
9.	Deliverable #8: Support with post-workshop evaluation activities provided	
10.	Deliverable #9: Support with development of the Final report provided	June 23, 2017 1 WD

5. INSTITUTIONAL ARRANGEMENTS

The timeframe for the work of the co-facilitator is planned for April – June 2017. The consultancy will involve 25 working days. Payments will be done in two instalments: 1st installment - after approval of Deliverables #1 to #5; second installment after approval of Deliverables #6 to #9 by the UNDP Component Manager of the Women in Politics Programme.

6. QUALIFICATIONS AND SKILLS REQUIRED

I. Academic Qualifications:

- Bachelor's Degree in Law, Public Administration, International development or related fields.

II. Experience

- Accredited as BRIDGE facilitator at least at "Workshop facilitator" level;
- Minimum 3 BRIDGE workshops co-prepared and co-facilitated.

III. Competencies:

- Understanding of the gender equality implications on electoral processes and systems;
- Knowledge of UNDP or UN electoral assistance or capacity development is an asset;
- Excellent analytical, communication and facilitation skills;
- Proficiency in written and spoken English and Romanian. Knowledge of Russian will be considered as an asset.

Disclaimer

UNDP 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.

UNDP is an employer committed to gender equity and to providing equal opportunities to both male and female.

This is a local position, therefore only citizens of the Republic of Moldova or others legally authorized to work in the country are eligible to apply.

Please note that only applicants who are short-listed will be contacted.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- Proposal: 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.).
- Updated P11 form with at least 3 referees' contacts