

TERMS OF REFERENCE

Job title:	Administrative and Logistics Consultant
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Enhancing democracy in Moldova through inclusive and transparent elections
Contract type:	Individual Contract (IC)
Contract duration:	October 2019 – April 2020 (up to 75 working days)
Starting date:	25 October 2019

1. BACKGROUND

“Enhancing democracy in Moldova through inclusive and transparent elections” (*hereinafter “the Project”*) is a Project that sets the overall goal to achieve an enhanced transparency and inclusiveness of the electoral process in Moldova through a modernized IT system, improved legislation and intensified public participation, addressing the root causes of the current challenges hampering the further development of the democracy and the advancement of the electoral process in the Republic of Moldova.

The long-standing partnership between the Central Electoral Commission (CEC) and UNDP resulted in the establishment of a strong professional institution, able to provide transparent and inclusive democratic elections. With UNDP support, the CEC managed to enhance the electoral process in the Republic of Moldova through the development of the modern and innovative State Automated Information System “Elections” (SAISE).

A distinct thematic focus of the Project is to enhance the awareness on political participation and electoral processes via a series of multi-layered interventions. The Project supports the CEC and the Centre for Continuous Electoral Training (CICDE) in designing and implementing large-scale civic education and voter information programmes, offers strategic communication expertise and facilitates other activities as to generate a positive change and deliver tailored information to a wide spectrum of target groups (including women, youth and first-time voters, ethnic and linguistic minorities, diaspora, people with disabilities, etc.).

The Project objectives are:

- ✓ Achieve a more accurate State Register of Voters, improve the quality and accessibility of electoral data and facilitate the interoperability between central public institutions;
- ✓ Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System “Elections” (SAISE);
- ✓ Support the advancement of the legal reform in elections, particularly to the implementation of the political party finance legislation;
- ✓ Enhance the political participation of citizens by setting up and implementing the voters’ information and civic education programmes.

The Project will be completed by end of April 2020 and, to ensure that all Project activities and closure related efforts are undertaken in a timely manner, additional administrative and logistics support is required.

2. OBJECTIVE AND EXPECTED OUTPUTS

The Project seeks to contract a National Consultant (*hereinafter “the Consultant”*) to provide administrative and logistics support to the Project Team in the implementation of key upcoming activities. She/he is expected to work closely with the Project Manager, beneficiary institutions and stakeholders in order to deliver professional, effective and qualitative contributions to the Project’s daily work.

The Consultant is expected to carry out the following:

- Provide overall administrative support in organizing events, workshops, training courses/ field visits according to the Project Work Plan;

- Provide support to the Project Team in the documentation and archiving process;
- Create and continuously update a database of Project beneficiaries considering the data disaggregation by gender, age, region, language, etc.
- Maintain close working relationships with the CEC/ CICDE and other stakeholders as to ensure a proactive communication with the beneficiary institutions;
- Liaise with external stakeholders and potential partners (e.g. private sector, civil society) to establish meaningful and relevant partnerships for the implementation of the planned activities;
- Contribute to the wide dissemination and visibility of Project achievements;
- Perform any other relevant logistical and administrative tasks, as requested by the Project Manager, for the successful implementation of the assignment.

3. KEY DELIVERABLES AND TENTATIVE TIMETABLE*

Key deliverables	Tentative Deadline
Detailed work plan (including proposed templates of logistics checklist and post-event data collection) – developed and approved by the Project.	by 1 November 2019
Support to the Project Team in the overall logistical and administrative activities – provided, including: <ul style="list-style-type: none"> • overall secretariat support; • continuous update of event participants’ and stakeholders’ database information to be presented in a disaggregated manner - by gender, age groups, language, etc.; • number of events, meetings and follow-ups organized; • collection of social media and mass-media statistics (where applicable); • support in the documentation archiving process; • contribution to the wide dissemination and visibility of Project achievements. The support shall be comprehensively detailed and presented via Monthly Narrative Reports.	By 15 April 2020
Final Activity Report (incl. quantitative and qualitative data and information, specific gender and human rights findings, impact of obtained results and any other related data) – submitted and approved by the Project.	by 20 April 2020

4. INSTITUTIONAL ARRANGEMENTS

The Consultant is expected to work during October 2019 – April 2020 for up to 75 working days (*average of 12 working days per month*) during which all the activities and outputs/ results envisaged under the current assignment shall be successfully completed.

All communications and documentation related to the assignment will be in Romanian and/or English. The Consultant will work under the overall guidance and direct supervision of the Project Manager and in close collaboration with the Project Team, CEC and CICDE staff - for substantive aspects of the assignment.

For the duration of the assignment, the Consultant will be provided office space in the premises of the CEC.

5. FINANCIAL ARRANGEMENTS

Payments will be disbursed in several instalments upon submission and approval of monthly narrative reports on deliverables’ implementation and of the corresponding activity timesheets.

Deliverables and reports will be approved by the Project Manager.

6. QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications:

- Bachelor’s degree or higher in Public Relations, Communication, Business Administration or another relevant field.

Experience and knowledge:

- At least 3 (*three*) years of proven experience in project/ event planning, management and reporting, including post-event data collection and research (*please provide relevant details in the proposal*);
- Proven experience in office management;
- Previous experience of similar assignments with UNDP Moldova or another international organization will be considered as a strong advantage.

Competencies:

- Ability to perform and deliver expected results in a fast-paced working environment;
- Strong sense of initiative and ability to work independently;
- Excellent computer skills, including usage of Microsoft Office tools (*word processing, data spreadsheet and database management*);
- Excellent organizational skills and sound judgement;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively and build meaningful partnerships with all stakeholders;
- Fluency in Romanian and English languages (*verbal and written*) is a must. Knowledge of Russian will be considered as an advantage.

Personal qualities:

- 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;
- Responsibility, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.

The 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.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS:

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

- ✓ Offeror's Letter confirming Interest and Availability;
- ✓ Proposal (Motivation Letter): explaining why they are the most suitable for the work including previous experience in similar Projects (please provide brief information on each of the above qualifications, item by item);
- ✓ Financial proposal (in USD, specifying a total requested amount per working day, including all related costs, e.g. fees, phone calls etc.);
- ✓ Duly completed and signed Personal History Form (P11), personal CV and at least 3 references.

Note: *Please, refer to the Individual Procurement Notice of this recruitment for a more detailed information on the application and selection process.*