



TERMS OF REFERENCE

Job title:	Curriculum Development Specialist
Duty station:	Chisinau, Republic of Moldova
Reference to the project:	Enhancing Democracy in Moldova through inclusive and transparent elections (EDMITE II)
Contract type:	Individual Contract (IC)
Expected workload:	120 working days
Indicative timeframe:	April 2021 – May 2022

1. Background:

Electoral support and capacity development are part of UNDP's democratic governance assistance worldwide, through which UNDP helps nations build democratic frameworks to improve representation, accountability, and transparency for the benefit of citizens.

UNDP has a long-standing partnership with the Central Electoral Commission (CEC) and the Center for Continuous Electoral Training (CCET) aiming at advancing the democratic electoral processes in Moldova by consolidating the transparency and efficiency of elections' management, modernization of electoral IT solutions and enhancing the inclusiveness and participation of voters. This partnership, which spans over 10 years, resulted in the establishment of strong professional institutions, development of a modern State Automated Information System "Elections" (SAISE), the enhancement of the State Register of Voters' accuracy and the design and implementation of effective long-term civic and voter education instruments.

Building on the sustainable results achieved during the first phase of the Project implementation (2017 – 2020), the objectives of the current Project phase (2020 – 2023) are:

- Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE);
- Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programmes;
- Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; and
- Improve the legal and regulatory framework to respond to the EOM recommendations.

To achieve the objectives and ensure the sustainability of results, the Project will further support the CEC and CCET in implementing extensive civic education and voter information programs in accordance with their strategic documents: 2020 – 2023 CEC Strategic Development Plan and the 2020 – 2023 CCET Strategic Development Plan. These interventions will include the institutionalization and scaling-up of programs dedicated to the teachers as electoral education promoters and school councils' elections as a tool to promote greater civil understanding and participation. Moreover, the Project will continue its partnership with the Ministry of Education, Culture and Research to develop a dedicated curriculum/program on voter education for schools and universities.

2. **Scope of work and expected outputs:**

The Project intends to contract a Curriculum Development Specialist (hereafter the Consultant) to provide the professional support and expertise in the elaboration of the school electoral education curriculum throughout all the needed design and development phases.

Specifically, the Consultant will have the following responsibilities:

- Conduct and present a research study on current Moldovan school civic education curriculum and best international practices in electoral education, showcasing new and innovative curriculum practices;
- Undertake a needs assessment of implementing school electoral education curriculum, including a series of meetings and discussions with the Ministry of Education, Culture and Research, Central Electoral Commission, Centre for Continuous Electoral Training, and other relevant stakeholders;
- Elaborate and present a Detailed Work Plan with milestones and timelines for the elaboration and implementation of the school electoral education curriculum and facilitate the key meetings and workshops foreseen for the adequate implementation of the Detailed Work Plan;
- Develop the school electoral education curriculum;
- Facilitate the approval of the curriculum at the National Council for Curriculum of the Ministry of Education, Culture and Research;
- Prepare a final comprehensive report documenting all conducted activities, focusing on the results achieved, issues and challenges of the curriculum development process, lessons learned and recommendations.

3. **Key deliverables and tentative timetable:**

	Key deliverables	Tentative timeframe¹
1.	Research Study on current Moldovan school civic/ society/human rights education and personal development curriculum, textbooks, and best international practices in electoral education – conducted and presented;	By 25 May 2021
2.	Needs Assessment on implementing school electoral education curriculum, including a series of meetings and discussions with the Ministry of Education, Culture and Research, Central Electoral Commission, Centre for Continuous Electoral Training, National Student Council, class masters, civic education teachers and other relevant stakeholders – conducted; Needs Assessment Report – prepared and presented;	By 31 July 2021
3.	Detailed Work Plan with milestones and timelines for the elaboration and implementation of the school electoral education curriculum – prepared and presented;	By 15 August 2021
4.	Concept of the school electoral education curriculum – elaborated and broadly consulted with all relevant stakeholders;	By 15 October 2021
5.	School electoral education curriculum (first version) – developed and consulted with the relevant stakeholders for collecting suggestions for improvement;	By 30 November 2021

¹ Deliverables and the final timeline can be amended or specified for the purpose of the assignment.

6.	School electoral education curriculum (final version) – revised and submitted for approval;	By 10 January 2022
7.	Approval process of the curriculum at the National Council for Curriculum of the Ministry of Education, Culture and Research – facilitated;	By 25 May 2022
8.	Final comprehensive report documenting all conducted activities including progress, issues and challenges of the curriculum development process, results, and recommendations – prepared and submitted.	By 31 May 2022

4. Administrative arrangements:

This is a part-time consultancy. The timeframe for the work of Consultant is planned for the period April 2021 – May 2022. The Consultant is expected to work up to 120 working days to performing the expected responsibilities under the current ToR.

The assignment shall be performed under the guidance and supervision of the Project Manager. The Project will provide administrative and logistical support in organization of the necessary meetings and/ or consultations. All communications and documentation related to the assignment will be in Romanian and English.

Payments will be disbursed in tranches upon submission and approval of deliverables by Project Manager certifying that the services have been satisfactorily performed.

5. Qualifications and Skills required

Academic Qualifications:

- Master's degree or higher in Social Sciences, Education, or other relevant field for this assignment.

Experience:

- At least 7 years of demonstrated experience in working in education field;
- Proven experience in elaborating curricula, didactic materials, or another related materials;
- Proven experience of working with the Ministry of Education, Culture and Research in coordinating and approving process of education and didactic materials, including school/university curricula;
- Demonstrated experience in the design and delivery of lectures, trainings, workshops, or education seminars, as well as moderating/facilitating public events;
- Experience in mainstreaming gender and human rights aspects is a strong advantage;
- Experience in similar positions in an UNDP and/or EU-funded project or other international organization is an advantage.

Competencies:

- Proficient knowledge in international and local standards in curriculum;
- Excellent written communication, creative and analytical skills;
- Strong sense of initiative and ability to work independently;
- Demonstrated interpersonal skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively;
- Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field);

- 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 and men, persons with different types of disabilities, LGBT, Roma and other ethnic, linguistic 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 proposals:

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

- Offeror's Letter confirming interest and availability;
- Technical proposal (incl. brief description of experience, approach, and methodology for the completion of the assignment);
- Financial proposal (in USD) specifying a total lump sum requested for the assignment specified in the Terms of Reference;
- 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.