



TERMS OF REFERENCE

Job title:	National Coordinator of electoral and democracy programmes
Duty station:	Chisinau, Republic of Moldova
Reference to the project:	Enhancing Democracy in Moldova through inclusive and transparent elections (EDMITE)
Contract type:	Individual Contract (IC)
Expected workload:	Up to 125 working days
Indicative timeframe:	June 2021 – March 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) 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 a strong professional institution, 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.

Since 2017, the Project "Enhancing democracy in Moldova through inclusive and transparent elections" supports the Central Electoral Commission to enhance the transparency and inclusiveness of the electoral process in Moldova by ensuring a more independent and credible electoral administration and better informed and proactive citizens.

With the continuous UNDP assistance, the CEC demonstrated a high capacity of carrying out transparent, safe and "well-administered" elections (as attested by OSCE/ODIHR Observation Mission) throughout challenging election cycles, including the 2020 Presidential Elections, organized in the context of the COVID-19 pandemic.

Building on the sustainable results achieved during its first phase of 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);
- Improve the legal and regulatory framework to respond to the EOM recommendations;
- Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; and
- Enhance the political participation of citizens by setting up and implementing the voters' information and civic education programs.

To achieve the objectives and ensure the sustainability of results, the Project will further enhance strategic partnerships and will engage with key stakeholders, including public institutions, civil society organizations and the donor community. The Project's interventions will have systematic and significant implications at policy/legislation, coordination, institutional and electoral service provision levels, with a sustainable impact at the national level.

In support of this goal and as part of the Plan of Activities for 2021 and 2022, the Project aims to implement a series of thematic programmes in the field of elections and democracy, that will be focused on strengthening the citizens' ability to understand electoral processes, form an independent opinion and hold the relevant stakeholders to account.

2. Scope of work and expected outputs

The Project intends to contract a National Coordinator of electoral and democracy programmes (further referred to as "Consultant) to provide support to the UNDP Project in conceptualizing, initiating, managing, monitoring and evaluating a series of the 2021 – 2022 electoral and democracy programmes.

The Consultant is expected to provide technical guidance and expert support to the Project Manager in the conceptualization, implementation, monitoring and assessment of the results and impact achieved, as well as to contribute to the Project reporting.

To achieve the stated objectives, she/he is expected to:

- Provide expertise for the conceptualization and/or update of electoral and democracy programmes focused on an increased targeted outreach;
- Provide efficient support to all management aspects related to the electoral and democracy programmes to be implemented by the Project and/or in collaboration with partner NGOs / CSOs;
- Maintain close coordination with and provide advice to the partner NGOs/ CSOs and individuals (e.g. researchers / mass-media representatives) in the implementation of certain UNDP Project activities;
- Elaborate and maintain tracking tools and oversee the accurate reporting and documentation of the electoral and democracy programmes through different methods (that may include, but not limited to meetings, workshops, field visits, specific reports, specialized surveys, etc.);
- Contribute to the Communication and Visibility Plan of the UNDP Project by identifying and reporting on relevant best-practices, impactful activities, and success stories in close collaboration with the UNDP Project (particularly the Project Manager and the Strategic Communication and Civic Campaign Expert);
- Support the UNDP Project in ensuring the efficient facilitation of the Secretariat of the Election Partners' Platform (particularly with respect to the topic-based meetings);
- Prepare and submit the final activity report (including quantitative and qualitative disaggregated data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks mitigation, problems faced, lessons learned, conclusions and recommendations, with a particular focus on gender and human rights aspects);
- Perform other tasks as may be required by the Project Manager on an ad-hoc basis.

3. Key deliverables and tentative timetable:

No	Key deliverables	Tentative timeframe
1.	Detailed work plan – developed and approved by the Project	by 15 June 2021 2 WDs
2.	Set of inputs for the design and launch of the Project's electoral and democracy programmes (concepts, guidelines, regulations, M&E tools, etc.)	by 30 November 2021 25 WDs
3.	Technical support to the evaluation of activity proposals / applications submitted in the framework of the Project's electoral and democracy programmes – ensured	by 31 January 2022 10 WDs
4.	Contribution to the Project's Communication and Visibility Plan (including thematic briefs, press releases, blogs focused on relevant best-practices, impactful activities, and success stories) – provided	by 10 March 2022 12 WDs
5.	Efficient support to all management aspects related to the electoral and democracy programmes to be implemented by the Project and/or in collaboration with partner NGOs / CSOs – provided.	by 21 March 2022 52 WDs
6.	Monthly narrative reports – developed and approved by the Project. <i>The reports will include, yet are not limited to the following content / details:</i> - monitoring and evaluation of the implemented activities; - disaggregated quantitative and qualitative data collected; - conclusions and recommendations for subsequent activities.	by 21 March 2022 9 WDs
7.	Support to the Project team in ensuring the efficient facilitation of the Secretariat of the Election Partners' Platform (particularly with respect to the topic-based meetings) - provided	by 21 March 2022 10 WDs

8.	Final activity report (<i>including quantitative and qualitative disaggregated data and information on the stages passed, resources used, results obtained versus expected, impact of obtained results, risks mitigation, problems faced, lessons learned, conclusions and recommendations</i>) – submitted.	by 25 March 2022 5 WDs
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Note: Deliverables and the final timeline can be amended or specified for the purpose of the assignment. All deliverables should be agreed with Project and be provided in hard and electronic copy. Payment will be made upon the successful completion of the tasks assigned.

4. Administrative arrangements

This is a part-time consultancy. The timeframe for the work of Consultant is planned for the period June 2021 – March 2022. The Consultant is expected to dedicate an approximate 12 working days per month to performing the expected responsibilities under the current ToR.

The assignment shall be performed in close coordination with the Project Team, Strategic Communication and Civic Campaign Expert and under the guidance and supervision of the Project Manager. The Project will provide the Consultant the necessary information and materials for the fulfilment of the assignment.

For the duration of the assignment, the Project will provide office space, access to internet and printer. The Project also will provide administrative and logistical support in organization of the necessary meetings and/ or consultations, including with the participation of women and men with different types of disabilities, linguistic minorities, other targeted and vulnerable groups. All communications and documentation related to the assignment will be in English and Romanian.

Payments will be disbursed monthly, upon submission and approval of monthly activity report and timesheet, and certification by Project Manager that the services have been satisfactorily performed.

5. Qualifications and Skills required

Academic Qualifications:

- University degree or higher in Economic Sciences, Business Administration, Communication, Journalism, International Relations or other field relevant to this assignment.

Experience:

- At least 3 years of demonstrated experience in report writing and project management, including research or data collection and data tabulation;
- At least 3 years of previous experience in developing or using monitoring and evaluation tools;
- Previous experience in implementing, coordinating, monitoring, and evaluating projects with civic campaign and raising awareness components is a strong asset;
- Proven experience in democratic governance and/or elections is a strong asset;
- Previous assignments within an UNDP Project or EU-funded Project or other international organization is a strong asset;
- Experience in working with local CSOs and mass-media is a strong asset;
- Experience in mainstreaming gender and human rights aspects is an asset.

Competencies:

- Excellent written communication skills, with analytic capacity and ability to identify relevant findings and prepare analytical documents in a clear and concise manner;
- Strong sense of initiative and ability to work independently;
- Capacity to build strong relationships with clients and respond positively to feedback;
- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner;
- Knowledge and sound understanding of election area (CEC roles and responsibilities, as well as Government institutions, NGOs and international donors working in this field);
- Outstanding computer skills, with proven ability to meet tight deadlines, to handle multiple priorities simultaneously and to adapt to changing circumstances;
- Fluency in Romanian, English, and Russian languages (verbal and written) is a must.

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 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.