



## TERMS OF REFERENCE

<b>Job title:</b>	International Consultant to support the elaboration of the electoral education and democratic processes curriculum in the selected universities and faculties from the Republic of Moldova.
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Enhancing democracy in Moldova through Inclusive and Transparent Elections (EDMITE / phase II)
<b>Contract type:</b>	Individual Contract (IC)
<b>Assignment type:</b>	International Consultant
<b>Contract duration:</b>	January 2022 – April 2022
<b>Expected workload:</b>	25 working days
<b>Indicative starting date:</b>	05 January 2021

### 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 Moldova has a long-standing partnership with the Central Electoral Commission (CEC), Ministry of Education and Research and the Center for Continuous Electoral Training (CCET) aiming at advancing the electoral education and democratic electoral processes in Moldova. 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 and citizens education instruments.

Throughout the last electoral cycles, CEC and CCET demonstrated a high level of capacity in organizing the Presidential, Parliamentary Elections and General Local Elections. Despite the challenges and persistent financial limitations faced by the institutions, due to the continuous UNDP's support, the CEC and the CCET delivered "well-administered elections" as attested by OSCE/ODIHR Observation Missions.

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 pro-active citizens. Successively, on 1<sup>st</sup> of August 2020, the second phase of the Project "Enhancing Democracy in Moldova through Inclusive and Transparent Elections – EDMITE" has started. The overall goal of the Project is to achieve an enhanced integrity, transparency, and inclusiveness of the electoral process in Moldova by ensuring a more independent and credible electoral administration and better informed and pro-active citizens. Hence, the project has an outward-oriented approach, focusing on the electoral process and all relevant actors (CEC, CCET, ministries and government agencies, educational institutions, civil society).

One of the Project's objectives is to enhance the civic education on electoral subjects and participation of citizens in the electoral process. Youth forms more than 31% of the electorate in the country and the ones that are socially active are also University students, they have also the potential to bring the change and contribute to the broadening of the knowledge and raising awareness of the society.

In this sense, the UNDP Project aims to support 3 Universities across the country to conceptualize, design, and implement an electoral curriculum and course, aimed at promoting the electoral education and democratic processes among students. Based on existing collaboration agreements, the project will intend to cooperate with the following universities from the Republic of Moldova: Alecu Russo University from Balti, Comrat State University, Bogdan Petriceicu Hasdeu State University from Cahul and Moldova State University from Chisinau. Assisted with the support of the Center for Continuous Electoral Training, the curriculum and course on electoral education and democratic processes will be administered by the universities in which it will be rolled out with guidance from the Center for Continuous Electoral Training and the project team.

## 2) OBJECTIVE AND EXPECTED OUTPUTS

The general objective of the assignment is to develop a university education curriculum aimed at promoting electoral education and democratic processes in the Republic of Moldova.

Specific objectives will include:

- Support and substantive inputs provided to a team of national consultants in conducting a needs assessment for the current University educational programs in three Universities on the incorporation of Electoral Education curricula or mainstreaming of the elements of the Electoral module in existing University educational programs, considering the international aspects related to the best standards and practices from the region of Eastern European and/or CIS.
- Support and substantive inputs provided in designing of the education curriculum and course on electoral education and democratic processes for students and support throughout all the needed design and development phases.

For the purposes of this assignment, the International Consultant will collaborate with a team of national Consultants contracted by the UNDP Project. Hence, the international consultant will contribute and corroborate the findings of the assignment with the team of national consultants for the final submission of all the main deliverables. The International Consultant will provide expertise and coordination support for the implementation of the assignment. For the realization of the assignment the consultant will undertake online discussions with the university teachers, students, and faculty staff members.

*To achieve the objective, the Consultant will have the following responsibilities:*

- Research on the best international and regional practices in the Eastern European and/or CIS in the field of electoral education, democratic processes and the development and implementation of educational curriculums, and courses in universities and faculties.
- Participate in the development of and provide substantive inputs with the focus of best regional practices in the field of electoral/democratic processes university curricula to the needs assessment for the implementation of the university education curriculum and course on electoral education and democratic processes, showcasing new and innovative curriculum practices, comparative analysis of applicable standards from the region of the Eastern European and/or CIS. The inputs will include specific recommendations on the structure, content, and methodological aspects of the university curricula for electoral education based on best regional practices in the field.
- Provide support, participation and consultations opinions via conference calls, emails, video calls, with special focus towards the elaboration of the curriculum and course on electoral education and democratic processes supporting the analysis dedicated to the international and regional context (as requested).
- Provide substantive inputs for the design (in cooperation with the national consultants) of the university education curriculum on electoral education and democratic processes in line with the international standards for university curriculum guidelines. Specifically, the inputs will include but not limited to theoretical and comparative aspects of the contemporary electoral systems and practice; necessary supportive materials and sources; methodological recommendations for practical exercises, etc.
- Prepare a report on the assignment, documenting all conducted activities, focusing on the results achieved, issues and challenges of the curriculum development process, lessons learned and recommendations.

*Note: for the purposes of the assignment, it is suggested that the consultant conducts on-site assessments and consultation meetings with the national consultants, relevant stakeholders, and the project team.*

## 3) KEY DELIVERABLES AND TENTATIVE TIMETABLE

*Note: All deliverables and the activity timeline can be amended or further specified for the purpose of the assignment.*

### 3.1 Group of Deliverables referring to the development of the education curriculum in electoral education

Key deliverables	Tentative: Deadline
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<p><b>A.</b> Support and substantive inputs in conducting a needs assessment for the current University educational programs in three Universities on the incorporation of Electoral Education curricula or mainstreaming of the elements of the Electoral module in existing University educational programs provided, considering the international aspects related to the best standards and practices from the region of Eastern European and/or CIS. The international consultant will contribute to the drafting of the final needs assessment by providing the relevant analysis that will address the new and innovative curriculum practices and comparative analysis of applicable standards from the region of the Eastern European and/or CIS.</p>	<p>by 10<sup>th</sup> February 2022 (estimated - 10WD)</p>
<p><b>B.</b> The needs Assessment Report and a summarizing Power point presentation presented to Project and key stakeholders. Feed-back collected and final needs Assessment report submitted</p>	
<p>o To execute the assignment, the consultant will follow the responsibilities indicated under the OBJECTIVE AND EXPECTED OUTPUTS Section of the ToR.</p>	
<p><b>C.</b> Support and substantive inputs for the design of the curriculum on electoral education and democratic processes considering the best standards and practices in the region of the Eastern European and/or CIS provided. Specifically, the inputs will include but not limited to and necessary supportive materials theoretical and comparative aspects of the contemporary electoral systems and practice; necessary supportive materials and sources; methodological recommendations for practical exercises, etc.</p>	<p>by 15<sup>th</sup> of March 2022 (estimated – 12WD)</p>
<p>o Final report and a summarizing power point presentation, documenting all conducted activities including progress, issues and challenges of the curriculum development process, results, lessons learned and recommendations – prepared and submitted.</p>	<p>by 22<sup>nd</sup> of March 2022 (estimated – 3WD)</p>

Note\*\*: The number of days indicated per each deliverable are used for purposes of calculating the total price for each deliverable. The payment against the contract will be lump sum amount based, disbursed in several instalments, upon submission and approval of deliverables and certification by UNDP Moldova Project Manager that the services has been satisfactorily performed.

#### 4) ADMINISTRATIVE ARRANGEMENTS

This is part time consultancy. The timeframe is planned for the period January 2022 – March 2022. During this time the Consultant is expected to work 25 working days. Upon requirement the contract can be amended by the project team should it become necessary to extend the number of working days or period for the delivery.

The Consultant will be required to individually obtain the necessary information (incl. core data) and materials for the fulfillment of the assignment, including the required support for organizing the necessary meetings/ interviews. The Project Team will offer administrative and logistical support by means of the established partnerships with the selected universities across the country.

All envisaged travel costs (economy class) must be included in the financial proposal. In the case of unforeseen travel, payment of travel costs (incl. tickets, accommodation, and terminal expenses) shall be agreed upon with the Project prior to travel for a decision on reimbursement.

The assignment shall be performed in close coordination with the Project Team, under the supervision of the Senior Project Officer, Project Manager, or other members of the UNDP EDMITE Project. Subsequently, the deliverables will be approved by the UNDP Project.

#### 5) FINANCIAL ARRANGEMENTS

The payments will be disbursed in multiple tranches upon completion and approval of the deliverables and the submission of the timesheets and supporting evidence certifying that the services have been satisfactory performed.

#### 6) QUALIFICATIONS AND SKILLS REQUIRED

**Academic Qualifications:**

- Master's degree in education or other relevant fields (Social Science, Law, Journalism, Political Science, Public Administration, other relevant).

**Experience and knowledge:**

- At least 6 (six) years of professional experience related to the development of university curriculum and courses, or academic experience in the related field in the region of Eastern Europe and/or CIS.
- Participation in the development and delivery of at least one education development plan or other relevant educational policy documents, assessments for universities (examples should be explicitly detailed in his/her CV)

**Competencies:**

- Previous demonstrated experience in the design and delivery of lectures, trainings, workshops, or education seminars, as well as moderating/facilitating public events.
- Previous assignments in electoral/democratic processes education (developing educational materials, teaching experience, etc.) is a strong advantage.
- Demonstrated knowledge of new curriculum development process and stages.
- Knowledge and understanding of the main objectives for electoral education at university level.
- Excellent communication skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.
- Previous experience of work with UNDP, ISFED and/or other development partners is an advantage.
- Strong knowledge in using ICT tools (Microsoft package, Mac package) is required.
- Fluency in Romanian and Russian language (verbal and written) is a must. Knowledge of English will be considered as an advantage for the purpose of the assignment.

**Personal qualities:**

- Proven commitment to the core values of the United Nations, in particular respecting differences of culture, gender, religion, ethnicity, language, age, HIV status, disability, and sexual orientation, or other status.
- Excellent research, analytical and writing skills.
- Responsibility, creativity, flexibility and punctuality, ability to meet deadlines and prioritize multiple tasks.
- Demonstrated interpersonal and diplomatic skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.

*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 for the Individual Contractor assignment.
- ✓ Technical proposal (*including brief description of experience, approach, and methodology for the completion of the assignment*).
- ✓ Financial proposal (in USD, specifying a total requested amount per working day and per deliverable, including all related costs, e.g. fees, phone calls, etc. The financial proposal will detail the daily fee, travel expenses and per diems quoted in separate line items).
- ✓ Personal updated CV.

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