



## TERMS OF REFERENCE

<b>Job title:</b>	Principal National Consultant (Team Leader) to support the elaboration of the electoral education and democratic processes curriculum and course in the selected universities and faculties and promotion of the electoral education and democratic processes curriculum and course in the academic year.
<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>	National Consultant
<b>Contract duration:</b>	January 2022 – December 2022
<b>Expected workload:</b>	60 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 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: 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.

The assignment is aimed to be implemented in two stages. The second stage will be subject to additional funding approval and confirmation of the assignments under the second stage will be confirmed separately after the fulfillment of the first stage. Specific objectives will include:

During the first implementation stage (January-March 2022):

- 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.
- 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.

During the second implementation stage subject to additional funding approval (April – November 2022)

- elaboration of the university course on electoral education and democratic processes for students and support in piloting the curricula and course.

For the purposes of this assignment, the Principal National Consultant will collaborate with other national and international Consultants contracted by the UNDP Project. The Principal National Consultant will act as the Team Leader and will be responsible for the overall coordination of the team of national consultants (3 nationals) and submission of all the main deliverables. The Principal National Consultant (Team Leader or depending on the context – the Consultant) will provide expertise and coordination support for the implementation of the assignment. For the realization of the assignment the consultant will undertake premises visits to the university / faculty aiming to engage with the university teachers, students, and faculty staff members. In case of covid restrictions, the consultant will continue to engage staff and people by setting and conducting online meetings.

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

During the first stage:

- Research on the current Moldovan university curriculum and best national / international practices in electoral education and democratic processes.
- Refer to national regulatory and legal framework in the field, including to implement the Reference framework for the university education curriculum, approved by the Ministry of Education, other education policy documents.
- Undertake a needs assessment of implementing university education curriculum and course on electoral education and democratic processes, showcasing new and innovative curriculum practices. The needs assessment will contain but not be limited to the following: analysis on the selected University overall curriculum's and course structure, internal education administration and procedures, justification for adopting new education curriculum and course on electoral education; analysis of the exiting educational courses, students' interest in optional courses; relevance of the curriculum and course on electoral education within the university educational program; conclusions and recommendations on the optimal content and organization of the curriculum (optional/mandatory; faculty-based or interdisciplinary, etc.) based on the feasibility and sustainability for its implementation and recommendations for piloting the electoral curriculum and course.
- Setting and carrying a series of meetings/in-depth interviews/focus-group discussions with the university teachers, students, the Centre for Continuous Electoral Training, university/faculty staff, Ministry of Education and other relevant stakeholders. Keep records for the carried meeting and focus groups for the adequate development and implementation of the education curriculum and course on electoral education and democratic processes.
- The consultant will undertake premises visits to the university / faculty aiming to broadly engage with the university teachers, students, and faculty staff members. In case of covid restrictions, the consultant will continue to engage staff and people by setting and conducting online meetings. In this respect, the consultant will comply to all covid related requirements when undertaking the assignment.
- Provide additional support, participation and consultations opinions via conference calls, emails, video calls and in person, with special focus towards the elaboration of the curriculum and course on electoral education and democratic processes (as requested).
- When required and with the approval of the project team, act as a focal point of the project team in the discussions for the coordination of the curriculum, training course and approval of such within the academic year in the Universities/faculties, among teachers, with other involved parties.

- Design in cooperation with the team of consultants the university education curriculum on electoral education and democratic processes in line with the national approved standards for university curriculum guidelines and necessary supportive materials.
- Ensure adequate correlation of the educational curriculum and course to the complexity, characteristic to the level of education and according to the structure established in Art.12 of the Education Code, approved by Law No.152/17.07.2014. Subsequent, support in the approval of the curriculum on electoral education and democratic processes in the academic program.
- Prepare 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.

For the second stage (subject to additional approval):

- Develop the university course on electoral education and democratic processes
- Ensure participation and facilitation via conference calls, emails, and other technical means for the organization of consultation meeting and work groups through the course development process.
- Ensure adequate correlation of the educational course to the complexity, characteristic to the level of education and according to the structure established in Art.12 of the Education Code, approved by Law No.152/17.07.2014.
- Provide specific recommendations on piloting the developed curriculum and course and integrating the electoral curriculum and course in the annual university education plan.
- Facilitate the approval of the curriculum and course on electoral education and democratic processes within the selected universities and faculties in close coordination with the project team.
- Offer additional and effective coordinate support in promoting and piloting the electoral education and democratic processes curriculum in the universities and the engagement and training of students, teachers, and other relevant stakeholders.
- Carry out an ex-ante assessment of the course based on questionnaires filled in by students, and professors; organized focus-groups.
- Prepare a final comprehensive report, documenting all conducted activities, focusing on the results achieved, issues and challenges of the curriculum and course development process, lessons learned and recommendations.

*Note: for the purposes of the assignment, it is suggested that the consultant conducts on-site assessments and interviews with the representatives and staff of the relevant selected university and faculties, teachers, students.*

### 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
<b>Stage I (January – March 2022)</b>	
<b>A. Conduct a Needs assessment for the adoption of the curriculum and course on electoral education and democratic processes.</b> The needs assessment will contain but not be limited to the following: analysis on the selected University overall curriculum's and course structure, internal education administration and procedures, justification for adopting new education curriculum and course on electoral education; analysis of the exiting educational courses, students' interest in optional courses; relevance of the curriculum and course on electoral education within the university educational program; conclusions and recommendations on the optimal content and organization of the curriculum (optional/mandatory; faculty-based or interdisciplinary, etc.) based on the feasibility and sustainability for its implementation and recommendations for piloting the electoral curriculum and course.	by 10 <sup>th</sup> February 2022 (estimated - 10WD)
<b>B. Needs Assessment Report and a summarizing Power point presentation</b> presented to Project and key stakeholders. Feed-back collected and final needs Assessment report submitted	

To execute the assignment, the consultant will follow the responsibilities indicated under the OBJECTIVE AND EXPECTED OUTPUTS Section of the ToR.	
<b>C. Develop the curriculum on electoral education and democratic processes.</b> The process of developing the curriculum will include the following stages: <ul style="list-style-type: none"> <li>Organize and coordinate required focused groups, consultation meetings with the selected Universities and Faculties, Centre for Continuous Electoral Training, Ministry of Education, teachers, students, and academia staff, to discuss the draft concept of the curriculum, and necessary supportive materials. A record keeping of the meetings will be provided to project team.</li> </ul>	by 15 <sup>th</sup> of March 2022 (estimated – 12WD)
<ul style="list-style-type: none"> <li>Draft the concept of the curriculum, methodology and necessary supportive materials (first version). Ensure the compliance of the concept curriculum to the national standards for university curriculum structure and recommendation of the Ministry of Education. Broadly discuss the produced concept with all relevant stakeholders.</li> </ul>	
<ul style="list-style-type: none"> <li>Finalize the electoral education curriculum (final version) – revised and submitted for approval. Participate and present within a public event the developed electoral curriculum - submitted and approved.</li> </ul>	
<ul style="list-style-type: none"> <li>Final comprehensive report and a summarizing power point presentation, documenting all conducted activities including progress, issues and challenges of the curriculum development process, results, and recommendations – prepared and submitted.</li> </ul>	by 22 <sup>nd</sup> of March April 2022 (estimated – 3WD)

*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.

### 3.2 Additional group of Deliverables referring to the development of the electoral education course – stage II.

*Note:* The group of deliverables No.3.2 are subject to the confirmation of additional funding received for the implementation of the project EDMITE and is expected to be completed in the period between April – November 2022. Building on the results achieved within the development of the needs assessment and curriculum for the electoral education, these deliverables will focus on developing the educational course and supporting materials and the piloting of the course within universities.

Deliverables	Tentative Deadline
<b>D. Development of the course on electoral education and democratic processes.</b> The process of developing the curriculum may include, but will not be limited to the following stages: <ul style="list-style-type: none"> <li>Provide necessary assistance, participation and facilitation via conference calls, emails, and other technical means for the organization of consultation meeting and focus groups, aiming to elaborate the course (as required).</li> </ul>	by 30 <sup>th</sup> of May 2022 (estimated – 20WD)
<ul style="list-style-type: none"> <li>Drafting the course concept, structure and materials on electoral education and democratic processes in the universities and the engagement and training of students, teachers, and other relevant stakeholders – developed and submitted for approval.</li> </ul>	
<ul style="list-style-type: none"> <li>Based on the approved concept and structure, finalize the electoral education course, and produce a summarizing power point presentation (final version) – revised and submitted for approval. Participate in a presentation event to highlight the developed electoral course - submitted and approved.</li> </ul>	
<b>E. Support the approval and piloting of the course on electoral education and democratic processes in the academic program.</b>	by 30 <sup>th</sup> of November 2022 (estimated – 12WD)

<ul style="list-style-type: none"> <li>Methodological and technical support the promotion and piloting of the course on electoral education and democratic processes in the universities/faculties and coordinate the engagement of students, teachers, and other relevant stakeholders – support offered to the selected Universities</li> </ul>	
<ul style="list-style-type: none"> <li>Final comprehensive report documenting all conducted activities including progress, issues and challenges of the course development process, results, and recommendations – prepared and submitted.</li> </ul>	by 10 <sup>th</sup> of December 2022 (estimated – 3WD)

#### 4) ADMINISTRATIVE ARRANGEMENTS

This is part time consultancy. The timeframe for the first group of deliverables (1st stage) is planned for the period January 2022 – March 2022. The timeframe for the second group of deliverables – 2<sup>nd</sup> stage (subject to the confirmation of additional funding received for the implementation of the project is expected to be completed in the period April – November 2022. During this time the Consultant is expected to work 25 working days for the first group of deliverables and 35 working days for the second group of deliverables. 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 and interacting with the relevant university and faculty representatives and stakeholders. The Project Team and the Center for Continuous Electoral Training 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 5 years of demonstrated teaching, academic and/or coordination experience within the high education cycle (university level: bachelor's degree, master's degree courses, or PHD).
- At least two (2) analytical documents elaborated for the education curriculum models and course in universities and faculties (*examples should be explicitly detailed in his/her CV*).
- At least (1) one assignment related to coordination of teams of consultants/teachers in academic projects.

##### Competencies:

- Demonstrated experience in developing academia books, articles, research, and assessments (reference/links to be included in the application package).
- Previous demonstrated experience in the design and delivery of lectures, trainings, workshops, or education seminars, as well as moderating/facilitating public events would be a strong advantage.
- Previous assignments related to electoral/democratic processes education is a strong advantage.
- Previous experience of work with UNDP, ISFED and/or other development partners is an advantage
- Strong knowledge in using IT 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.