



TERMS OF REFERENCE

Job title:	Project Support Specialist - assisting the implementation of the project objectives, ensuring the provision of high-quality development of products and services, as outlined in the Project Document
Duty Station:	Republic of Moldova, Chisinau
Reference to the project:	Enhancing democracy in Moldova through Inclusive and Transparent Elections (EDMITE / phase II)
Contract type:	Individual Contract (IC)
Assignment type:	National Consultant
Contract duration:	June 2022 – December 2022
Expected workload:	120 working days
Indicative starting date:	20 June 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.

Throughout the last electoral cycles, CEC and CCET demonstrated a high level of capacity in organizing the 2020 Presidential Elections and the 2021 Snap Parliamentary 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 1st 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).

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: 1) Enhance the inclusiveness of the electoral process by increasing the functional and technical capacities of the State Automated Information System "Elections" (SAISE); 2) Enhance the political participation of citizens by setting up and implementing the voters' information and civic

education programmes; 3) Strengthen the capacity for effective and coherent oversight and monitoring on political party financing; and 4) Improve the legal and regulatory framework to respond to the EOM recommendations.

2) OBJECTIVE AND EXPECTED OUTPUTS

The Project Support Specialist under guidance and supervision of the Project Manager and in close cooperation with the other members of the Project team, will ensure the provision of high-quality development of services and products, as outlined in the Project Document. All work will be based on an appreciation of human rights and gender equality approach.

The Project Support Specialist will contribute but not limit to the following:

1. Contribute to the timely and efficient delivery of outputs and products leading to the achievement of expected results and ensure full compliance of all the actions with UNDP policies and procedures;
2. Design and lead activities in a designated area(s) of the project's intervention;
3. Within the Project framework, work closely with other Project colleagues, contribute to the preparation and implementation of joint work plans that reflect the scope of activities, timing, sequencing, cost and other inputs for the implementation of activities;
4. Liaise as necessary with the CEC, CICDE, other stakeholders, donors and the UNDP country office to ensure that results are achieved, and objectives are met;
5. Work with the Project team to present work-plans, periodic narrative progress reports (on a quarterly, mid-year and annual basis, or more often as required by the Project Manager) and expenditure status reports to the Project Board, Project Steering Committee and UNDP Country Office;
6. Support the Project Manager in ensuring the effective management of human resources pertaining to the Project, including development of Terms of References, Technical Specifications for consultants/service providers and short-term experts, and conducting periodic performance appraisals and validating deliverables;
7. Guide the work of administrative project personnel and project individual consultants as applicable;
8. In collaboration with the relevant administrative project personnel contribute to compliant, effective and efficient utilization of the financial resources of the Project, including budgeting and budget revisions, as well as expenditure tracking and reporting;
9. Along with other team members, develop and maintain a monitoring system to ensure effective information sharing, provision of feedback and elaboration of top-quality progress reports;
10. Draft and translate relevant correspondence as required;
11. Support increasing collaboration among the CEC, Public Services Agency, e-Governance Agency, relevant Government authorities and other stakeholders;
12. Support the development of a shared approach to human rights and gender equality in all institutions;
13. Perform any other duties connected directly with the implementation of the Project requested by the supervisor.

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

No.	Key deliverables	Tentative: Deadline
1.	<p>Support to the timely and efficient delivery of outputs and products leading to the achievement of expected results - provided and full compliance of all the actions with UNDP policies and procedures - ensured.</p> <p>For the purposes of this deliverable, the National Consultant will:</p> <ul style="list-style-type: none"> • Design and lead activities in a designated area(s) of the project's intervention; 	by 31 December 2022

	<ul style="list-style-type: none"> • Within the Project framework, work closely with other Project colleagues, contribute to the preparation and implementation of joint work plans that reflect the scope of activities, timing, sequencing, cost, and other inputs for the implementation of activities. • Liaise with the CEC, CICDE, other stakeholders, donors, and the UNDP country office to ensure that results are achieved, and objectives are met. 	
2.	Support to the Project team to present work-plans, periodic narrative progress reports (on a quarterly, mid-year and annual basis, or more often as required by the Project Manager) and expenditure status reports to the Project Board, Project Steering Committee and UNDP Country Office – provided.	by 31 December 2022
3.	Support to the Project Manager in ensuring the effective management of human resources pertaining to the Project, including development of Terms of References, Technical Specifications for consultants/service providers and short-term experts, and conducting periodic performance appraisals and validating deliverables – provided.	by 31 December 2022
4.	Assist the work of administrative project personnel and project individual consultants as applicable – provided	by 31 December 2022
5.	In collaboration with the relevant administrative project personnel, a compliant, effective, and efficient utilization of the financial resources of the Project, including budgeting and budget revisions, as well as expenditure tracking and reporting – ensured.	by 31 December 2022
6.	Along with other team members, monitoring system (if required) to ensure effective information sharing, provision of feedback and elaboration of top-quality progress reports – developed and ensured.	by 31 December 2022
7.	Drafting of various relevant correspondence and legal documents – drafted and translated as required.	by 31 December 2022
8.	Increasing collaboration among the CEC, Public Services Agency, e-Governance Agency, relevant Government authorities and other stakeholders – supported.	by 31 December 2022
9.	Development of a shared approach to human rights and gender equality in all institutions – supported.	by 31 December 2022
10.	Any other duties connected directly with the implementation of the Project requested by the supervisor – performed.	by 31 December 2022
11.	Submission of monthly reports/timesheets on the performed activities, carried out tasks, containing relevant links, statistics, and disaggregated data – developed and submitted.	by 31 December 2022
12.	Final Activity Report (including details on all activities, achieved results, conclusions, and recommendations for subsequent activities) – submitted and approved by the Project.	by 31 December 2022

*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) INSTITUTIONAL ARRANGEMENTS

Under the guidance and supervision of the Project Manager, the incumbent provides effective and efficient contribution to the implementation of electoral component outputs through a range of actions contributing to the design, planning, implementation and monitoring of programme activities.

The Project Support Specialist applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations. He/she is responsible and accountable to the Project Steering Committee and the Project Board for results.

The Project Support Specialist works in close collaboration with the Project Manager, programme, operations, communications, and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to the resolution of complex programme/project-related issues and information delivery. The Project Support Specialist also collaborates with other UN projects and other development partners in supporting the Central Electoral Commission, Centre for Continuous Electoral Training, and other national partners. The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies, and strategies, as well as implementation of effective internal control systems.

The Senior Project Officer will engage in continuous collaboration with other Project colleagues on the delivery of joint initiatives and activities.

The timeframe for the work of the Project Support Specialist is planned for June 2022 – June 2023. All communications and documentation related to the assignment will be in Romanian and English.

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) CONFIDENTIALITY

Materials provided to the Consultant and all the proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

7) QUALIFICATIONS AND SKILLS REQUIRED

Academic Qualifications and achievements:

- Master's Degree or equivalent in law, public administration, international relations, political science, or other related areas. Additional postgraduate academic qualifications and achievements will be considered a strong advantage.

Experience and knowledge:

- At least four years of progressive working experience in the coordination and implementation of project-based activities, preferably related to international development, policy development, democratic governance, strategic advice and/or working in a relevant position to this post.
- Previous experience in developing assistance or related work for an international development organization, donor organization, governmental institutions, NGO or private sector / consulting firm or previous experience with UN agencies is compulsory.
- Valuable exposure and experience in the organization of workgroups, consultation meetings, conferences, and trainings with multiple participants.

Competencies:

- Previous demonstrated professional experience in working directly with public institutions and public regulators will be an advantage.
- At least (1) one assignment related to the coordination and monitoring of external consultants.
- Knowledge and understanding of the EDMITE Project main objectives and scope of work.
- Excellent communication skills, as well as the ability to communicate effectively with all stakeholders and to present ideas clearly and effectively.
- Fluency in spoken and written English, Romanian and Russian. Knowledge of English is mandatory for the purpose of the assignment.
- Belonging to the group(s) under-represented in the UN Moldova and/or the area of 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.

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8) DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following required documents/information to demonstrate their interest and qualifications:

- ✓ Personal updated CV, indicating all past positions held and their main underlying functions, their durations (month/year), the qualifications, as well as the contact details (email and telephone number) of the Candidate, and at least three (3) the most recent professional references of previous supervisors. References may also include peers.
- ✓ A cover letter (maximum length: 1 page) indicating why the candidate considers him-/herself to be suitable for the position.
- ✓ Other materials relevant to pre-assessing the relevance of their experience, such as reports, presentations, publications, or other materials.
- ✓ 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).

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

Incomplete applications will not be considered.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

9) ANNEXES TO THE TOR

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's letter confirming interest and availability, including financial proposal (template).