



TERMS OF REFERENCE

Job title:	Two National Training Experts to develop and carry out a Training of Trainers course aimed at increasing training capacity of the Center for Continuous Electoral Training
Duty station:	Chisinau, Moldova
Reference to the project:	Democracy Programme/Elections
Contract type:	Individual Contract (IC)
Expected workload:	10 days
Training dates:	13-24 October 2014

1. Background:

The Center for Continuous Electoral Training (CCET) was established by the Central Electoral Commission of Moldova in 2011, with its operations launched in 2013. The CCET mission is to create a favorable climate for insuring a correct and fair organization of unfolding elections in the Republic of Moldova promoting international standards and best practices in election management.

The goal of the CCET is to establish a professional training center in Moldova with the capacity to design, implement and conduct training, teaching, and research for various electoral stakeholders.

The Electoral Code of Moldova requires that members of electoral councils and bureaus appointed under the Electoral Code must have, from the 2013 elections onwards, an appropriate certificate of competency from the CCET. The next Parliamentary are planned for 30 November 2014 and the CCET must train and certify around 20,000 people.

The CCET main focus now is to create a pool of trainers capable of providing a professional training for the potential electoral staff. A series of trainings of trainers have been organized over the last year, starting with July-August 2013. However, due to large number of people CCET has to train before parliamentary Elections 2014, there is a need to train more trainers. Therefore, the CCET will organize three more ToTs will be scheduled for October, 2014.

2. Scope of Work

The purpose of the ToT course is to increase the training capacity of the Center for Continuous Electoral. The CCET in collaboration with the UNDP and with funding provided by the Government of Norway is

looking to hire Trainers of Trainers. The TOT trainers will train about 100 trainers which will be employed to conduct countrywide trainings and certification of individuals with different background as potential electoral officials appointed by the local public administration and parliamentary political parties.

The selected training experts will:

- Develop the training course (including agenda, working methods and learning procedures, background materials) corresponding to 4 complete days of training (not including the lunch and coffee break time) ;
- Prepare the handouts for the participants at the training, including case-studies, simulation practice and other relevant support materials/handouts in coordination with the Center for Continuous Electoral Training, corresponding to 1 complete day of work.
- Deliver the course during 13-24 October, 2014 according to the agreed schedule;
- Organize and participate, together with two national training expert assistants in evaluation of trainers and final testing of the course, corresponding to 4 complete days of work;
- Submit the evaluation forms filled in by trainees to the Electoral Specialist and to the Center for Continuous Electoral Training management.
- Draft and submit a report to the Electoral Specialist upon training delivery, including a Summary of the evaluation by the trainees.

Working language:

The training shall be performed in either Romanian or Russian language. All training materials prepared by the Trainers of training shall be in Romanian language. The Trainers of training shall submit all training materials and hand-outs to the Electoral Specialist at least 1 week in advance to ensure adequate quality.

Institutional arrangements:

The Experts will work in close collaboration with the Center for Continuous Electoral Training – for substantive aspects of the assignment and under the direct supervision of the project Electoral Specialist – for administrative aspects.

Tasks and responsibilities:

Under the supervision of the CCET Director the TOT Trainers will:

- Elaborate agenda and methodology of ToT training;
- Co-facilitate Training of Trainers workshop to introduce a training methodology to the newly recruited trainers;
- Develop the skills of the trainers in the use of participative training methods, and the efficient use of training tools such as presentations, multimedia and interactive activities;
- Elaborate evaluation methodology of participants and participate in the evaluation of the participants;
- Evaluate skills of future trainers at the end of the course.

3. Reporting

The reports on the provided trainings should be submitted to the Electoral Specialist and the Center for Continuous Electoral Training in a hard copy and in the electronic form not later than five days after the conclusion of the training.

The Reports will include the following:

- The training agenda.
- Concise presentation of materials presented and discussed at the workshop.
- Conclusions and recommendations based on lessons learnt for future interventions.
- Other relevant materials.

4. Key deliverables and timeframe:

Deliverables	Timeframe		
	October	October	October
1. Provide an activity work plan prior to the deployment			
2. Deliver a four day training of trainers			
3. Provide a methodology for participants evaluation			
4. Evaluate trainers and provide final training report and recommendations for the CCET activities for Parliamentary Elections 2014			

5. Requirements for Experience and Qualifications

Academic Qualification

- Relevant University Degree in Political Science, International Relations or related discipline (Masters degree – an advantage).
- Formal teacher training qualifications. BRIDGE accreditation is an advantage;

Experience

- Minimum 5 years of experience in training and capacity building in elections;
- Demonstrated experience in designing training programs for electoral officials with different background;
- Proven previous experience in the area of training and capacity building in Moldova highly desirable;

Competencies

- Strong analytical and drafting skills.
- Ability to analyse, plan, communicate effectively with stakeholders and present ideas clearly and effectively.
- Demonstrated interpersonal and diplomatic skills.
- Ability to enter new environments, adapt quickly and produce immediate results.
- Computer literacy - competent user of Microsoft Office programs.

Language requirements

- Fluency in written and spoken Romanian and Russian. Knowledge of English would be an asset.

6. Documents to be included when submitting the proposals

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

- **Proposal:** explaining why they are the most suitable for the work;
- **Technical proposal to include brief** of the training course with the description of the content and training techniques; (by days and hours);
- **Financial proposal;** in (USD, specifying a total lump sum amount and the number of anticipated working days);
- **Personal CV** including past experience in similar projects and at least 3 references.