

# SENIOR BRIDGE FACILITATOR ARABIC LANGUAGE (UNDP)

Location :	Tunis, TUNISIA
Application Deadline :	04-Apr-12
Additional Category	Democratic Governance
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	Arabic English French
Duration of Initial Contract :	30 days
Expected Duration of Assignment :	30 days

## Background

At the beginning of 2011, the Tunisian interim Government requested the United Nations to provide technical and financial support for the electoral process. In response, UNDP Tunisia, in coordination with DPA-EAD, set up the project "Support to the Electoral Process in Tunisia" (SEPT), which provides technical assistance to the national authorities responsible for managing the electoral process as well as support to civil society organizations for public outreach activities and support to women candidates. The project uses an electoral cycle approach designed to provide support to both first and second-generation elections.

From April 2011 onwards, the project supported the holding of the elections for the National Constituent Assembly (NCA), including through technical assistance to the election management body responsible for organizing them, the Instance Supérieure Indépendante pour les Elections (ISIE). The electoral law stipulates that ISIE is to be disbanded after the NCA elections. SEPT will continue to make technical support available to the Tunisian institutions in charge of electoral processes, and to provide support to civil society and women candidates.

The achievement of the project's Outcome Two "Citizens are able to make informed choices" requires civil society organizations to be able to communicate meaningfully with the electoral authorities and with the electorate. To enhance civil society capacity, the project will provide professional training, especially on public outreach, using the Building Resources in Democracy, Governance and Elections (BRIDGE) methodology. For this purpose, the project is recruiting a Senior BRIDGE Facilitator.

## Duties and Responsibilities

### Summary of Key Functions:

Under the direct supervision of the Capacity Development Advisor or his/her designate, the Senior BRIDGE Facilitator will work with the Capacity Development and Output 2 team in the conceptualization, preparation and delivery of BRIDGE activities.

The Senior BRIDGE facilitator will be expected to perform the specific tasks with the respective deliverables, as per below:

### Task:

- To prepare and facilitate one BRIDGE show-case.

### Deliverables:

- Agenda, list identifying activities and materials for translation, quality translations (through supervision); list of participants (contribution to); facilitation of the workshop, activity report and evaluation

Task:

- To prepare and facilitate one Training the Facilitator (TtF) workshop.

Deliverables:

- Agenda, list identifying activities and materials for translation, quality translations (through supervision); list of participants (contribution to); facilitation of the workshop, activity report and evaluation.

Specific duties include:

- Working with the Capacity Development Advisor to identify training needs and capacity development strategy;
- Working on the identification of BRIDGE materials to be used on the different workshops;
- The consultant may work from home on the initial preparations of the training agenda;
- Developing and/or sourcing curricula if required for specific modules;
- Creating agendas and training programmes;
- Identifying the needs for translation;
- Supervising the quality of translations of training materials;
- Creating, together with the semi-accredited BRIDGE facilitators, new or additional training materials, if necessary, to the adaptation of Tunisian context;
- Bearing in mind the particular cultural context in Tunisia, design appropriate strategies to raise awareness about women's participation in the electoral process;
- Facilitating BRIDGE activities such as: show-case and TtF (according to the BRIDGE programme);
- The consultant may conduct the work for the preparation phase of the BRIDGE workshops from his/her home.

## Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies:

- Knowledge and expertise in BRIDGE training programme, techniques and methodology at the level of "Accrediting Facilitator";
- Significant experience in BRIDGE training in Arabic;
- Practical experience of working with civil society groups;
- Strong communication and interpersonal skills, ability to foster networks and partnerships;
- Demonstrates sound knowledge of UN rules, regulations, policies, procedures and best practices in the electoral assistance field;
- Analytical judgment and a demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- Demonstrates strong intellectual and operational capacity in preparing training sessions and raise awareness on electoral issues, to civil society groups;
- Demonstrates openness to change and ability to manage complexities. Demonstrated ability to multitask under pressure and to meet strict deadlines often under hardship conditions;
- Excellent organizational skills and ability to work effectively in teams, delivering through and

- with others;
- Self-management, including conflict management/negotiating skills.

## Required Skills and Experience

### Education:

- Masters degree in the field of political science or other social science related subject.

### Experience:

- Accredited as Arabic-language BRIDGE facilitator, at the level of "Accrediting Facilitator".
- Must be able to work effectively in a politically sensitive environment and exercise discretion, impartiality and neutrality;
- Experience in working with emerging democracies and post-conflict environments an asset;
- Knowledge of political processes in the Arab world is highly desirable;
- The post requires considerable cultural and political sensitivity and an ability to meet deadlines.

### Language Requirements:

- Fluency in Arabic required, and fluency in English, and/or French.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.