

INTERNATIONAL TRAINER TO TOT FOR REGIONAL ELECTORAL COMMISSION MEMBERS

Location :	Ashgabat, TURKMENISTAN
Application Deadline :	09-Apr-12
Additional Category	Democratic Governance
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English Russian
Starting Date : (date when the selected candidate is expected to start)	30-Apr-2012
Duration of Initial Contract :	15 working days
Expected Duration of Assignment :	15 working days

Background

Turkmenistan has witnessed numerous profound changes since early 2007. For the first time since independence presidential elections were contested by more than one candidate, and the exercise was conducted under a specific election law. In line with the 1990 OSCE Copenhagen Document, domestic and international observers were invited to observe the election, demonstrating increased openness and willingness to cooperate with the international community. Statements by the new President Gurbanguly Berdimuhamedov indicate orientation towards gradual but broad reforms in such sensitive areas as democratization, human rights, rule of law and civil liberties. Constitutional amendments made following 2007 presidential elections were a step towards democratic path which made the electoral assistance project feasible.

The President lauded the elections of the Parliament in December 2008 as a departure from the past and for the first time ever invited international observers to the country as it strives to make a transition to a more open political system. Recent statement of President indicates the transition of Turkmenistan to the Multi-Party political system which promises range of challenges for the electoral process and the democratic development in general.

Since 2008 the UNDP Country Office in Turkmenistan implements a project on enhancing the electoral system and processes in Turkmenistan, which focuses on providing electoral assistance to the Government of Turkmenistan.

More specifically, the project assists the Government of Turkmenistan to:

1. Review and amend the electoral legal framework in line with international standards and best practices;
2. Improve administration of elections through a series of technical assistance trainings and other initiatives, such as comprehensive BRIDGE (Building Resources in Democracy Governance and Elections) exercise, roundtable and seminars on international standards and best practices; and
3. Nurture a democratic culture to emerge through direct support of all actors of electoral process, such as voters, candidates and their representatives, media representatives and national observers through tailor-made trainings and public education materials.

Duties and Responsibilities

Under the overall supervision of the UNDP Deputy Resident Representative, the International Trainer will facilitate the Training of Trainers for the members of regional electoral commissions of Turkmenistan on electoral administration and procedures together with the staff of the Central Electoral Commission of Turkmenistan.

Responsibilities:

- Develop the Training of Trainers curriculum;
- Develop the training materials together with the Central Electoral Commission staff;
- Prepare monitoring and evaluation tools for the training;
- Facilitate 2-3 day Training of Trainers for representatives of Regional Electoral Commissions;
- Develop illustrated 'user-friendly' pollworker manual;
- Prepare the final report with recommendations on future trainings for the CEC staff.

Proposed Time Frame:

- Preparation of a training of trainers and reference materials, including a teaching package for a basic human rights training (Home based)- 3 days;
- Meeting with CEC officials and adaptation of a teaching package (Field work) - 2 days;
- Facilitation of the training of trainers (Field work) - 3 days;
- Preparation of illustrated 'user-friendly' pollworker manual (Field work) - 5 days;
- Final mission report (Home based) - 2 days;
- Total number of days -15

Payment schedule:

- Payments will be done in two installments:
 - 1)1st installment - 50% upon completion of the TOT course;
 - 2)2nd installment - 50% upon preparation of pollworker manual and final mission report;
- Travel expenses for the mission to Turkmenistan including visa, DSA, terminal costs, economy class air ticket will be covered separately;
- Payments will be made only upon confirmation and certification of UNDP Programme Specialist on Democratic Governance on satisfactory performance.

Competencies

- Knowledge of the UN mandate in the area of democratic governance;
- Excellent training, facilitation and communication skills;
- Results driven, ability to work under pressure and to meet required deadlines;
- Cultural and gender sensitivity;
- Diplomatic skills.

Required Skills and Experience

Education:

- University degree in a relevant field, such as law and political science.

Experience:

- At least 5 years of relevant work experience in the area of elections;
- Knowledge of electoral administration issues;
- Excellent analytical skills;
- Familiarity with political, economic, and social issues in the CIS region.

Language Requirements:

- Excellent written and spoken English and Russian.

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.