



**UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION**

**I. Position Information**

<b>Job Code Title:</b> BRIDGE Accredited Facilitator (Gender and Elections Module) <b>Position Number:</b> Consultant <b>Department:</b> BDP/DGG <b>Reports to:</b> GPECS Gender Advisor and Electoral Policy Specialist DGG/BDP <b>Location:</b> New York	<b>Duration of Assignment:</b> total of 10 working days between 15 October and 15 November (Workshop date is from 31 October to 4 November)
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**II. Organizational Context**

The BRIDGE Training (Building Resources in Democracy, Governance and Elections) was developed by the UNDP in partnership with the AEC, International IDEA, IFES, and UNEAD. It is a modular professional development program on electoral processes with the most comprehensive curriculum and workshop package available, designed to be used as a tool within a broader capacity development framework. BRIDGE comprises 24 modules on all aspects of election administration (Electoral Architecture, Electoral Stakeholders and Electoral Operations), and one of these module is dedicated to “Gender & Elections”.

The BRIDGE Gender & Elections module aims at (i) sensitizing electoral administrators about the importance of women’s empowerment and entry points for gender mainstreaming in the electoral process (ii) informing civil society organizations and women’s advocacy groups about strategies to promote women’s participation in electoral processes; (iii) providing tools for all participants to critically assess elections from a gender perspective; and (iv) offering a networking opportunity for women’s advocacy groups .

Earlier this year, training materials were developed by a consultant based on the existing BRIDGE Gender & Elections modules. The training materials were adapted for various target audiences, and tailored for the implementation of Gender & Elections workshops on a regional basis, taking into account regional nuances as appropriate. Now the materials need to be piloted at a workshop and finalized based on the feedback received.

In this context, UNDP in partnership with Electoral Assistance Division (EAD) of DPA organizes a five day workshop on “Gender and Elections” module for staff from both UNDP and EAD/DPA in order to pilot the new module. The workshop will take place from 31 October to 4 November in New York. UNDP therefore requires the services of a BRIDGE accredited facilitator to support the lead facilitator in delivering the five day Gender and Elections module workshop.

**III. Functions / Key Results Expected**

Under the supervision of the GPECS Gender Advisor and Electoral Policy Specialist DGG/BDP, the incumbent will engage with the following tasks:

- Support the lead facilitator in preparing and holding the BRIDGE workshop;
- Support the finalization of Facilitators and Participants Notes and Materials;
- Facilitate the five day BRIDGE workshop ;
- Fully accredit semi-accredited facilitators, if any;
- Provide feedback to lead BRIDGE facilitator/author of newly developed module, curriculum and materials based on the 5-day workshop; and
- Consolidate evaluations and prepare post-workshop feedback for UNDP and BRIDGE Office. Reports must be submitted in English.

#### IV. Competencies

- Experience in conducting BRIDGE modules
- Knowledge of gender related issues
- Experience in working with UNDP or UN on electoral assistance or capacity development activities an advantage
- Excellent communication skills
- Ability to interact and relate with people at all levels

#### V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Graduate degree (or equivalent) in International Relations, Political Science, Development , Education, Gender Studies or related field</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in the area of electoral assistance, democratic governance and/or relevant field.</li> <li>• Full accreditation as a BRIDGE facilitator is a must.</li> <li>• Accrediting or Expert level facilitator preferred. .</li> <li>• Experience of working in/for the promotion of gender equality and women’s empowerment is an asset.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English</li> </ul>

## VI. Other - SELECTION CRITERIA

### **Application Evaluation Process:**

Individual consultants will be evaluated based on the **Cumulative Analysis** methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.
  - Technical Criteria weight; [70%]
  - Financial Criteria weight; [30%] – will be requested to shortlisted candidates

The following criteria will be used in Technical Evaluation.

- Demonstrates proven achievements in the area of electoral assistance and/or democratic governance (25 points)
- Proven experience of facilitating BRIDGE workshops (25 points)
- Knowledge and understanding of electoral cycle approach and electoral capacity development tools (25 points)
- Past experience in working in/for the promotion of gender mainstreaming and/or women's political participation. (25 points)

Only Individual Consultants obtaining a minimum of **70% of the obtainable points of 100 points** in technical evaluation would be considered for the Financial Evaluation.

**Shortlisted candidates for the final evaluation will be contacted by UNDP to submit a financial proposal.**