

28120 - TWO SPANISH language BRIDGE Accrediting Facilitators - Granada, Managua, NICARAGUA

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Job ID/Title :	
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
Brand :	UNDP
Practice Area :	Democratic Governance
Application Deadline :	17-Feb-12
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Duty Station :	Granada, Managua, NICARAGUA
Languages Required :	English Spanish
Starting Date : (date when the selected candidate is expected to start)	11-Mar-2012
Duration of Initial Contract :	16 days
Expected Duration of Assignment :	16 days

Background:

UNDP's support for elections covers all aspects of the electoral cycle with a focus on building the long-term sustainable capacity of national entities to administer free and fair elections. To consolidate the electoral cycle approach, and develop stronger substantive and programmatic linkages between electoral assistance and democratic governance, UNDP launched the Global Programme for Electoral Cycle Support (GPECS) in 2009, which provides targeted support to strengthen national capacity for electoral administration and management over time. One of the key objectives of GPECS is to strengthen the capacities of Electoral Management Bodies (EMBs), contribute to professional networks of electoral officials and reinforce the UNDP electoral assistance programming.

Within the GPECS Latin America and the Caribbean component, the UNDP's Democratic Governance Group of the Bureau for Development Policy (DGG/BDP) is organizing a twelve-day BRIDGE (Building Resources in Democracy, Governance & Elections) customized training on Electoral Management and Access to Electoral Processes for indigenous women belonging to established Latin American NGOs and social organizations, representatives of Electoral Management Bodies (EMB), and UNDP staff of the region. The training will be delivered in Spanish, from 12 to 23 March 2012 in Managua, Nicaragua.

The workshop also intends to forge ties between indigenous peoples' organizations, NGOs, EMBs, and UNDP country offices for future cooperation. During this workshop, participants will acquire the corresponding BRIDGE accreditation.

For that reason, UNDP requires the services of one accrediting BRIDGE facilitator who will co-facilitate the trainings in Spanish and assure accreditation of participants.

Description of Responsibilities:

- Work with the team to develop BRIDGE curricula for the complete BRIDGE Course on Electoral Processes
SPANISH language BRIDGE Accrediting Facilitators.
- Support and coordinate the accreditation of Facilitators and Participants Notes and Materials.
- Co-facilitate BRIDGE workshop as to accredit participants.
- Consolidate evaluations and prepare post-workshop feedback for UNDP and BRIDGE Office. Reports must be submitted in English.

Competencies:

- Experienced accrediting BRIDGE facilitator
- Experience in conducting BRIDGE modules in Latin American region is a plus.
- Knowledge of Electoral management Design and Access to Electoral Processes Modules is an advantage.
- Experience in working with UNDP or UN on electoral assistance or capacity development activities is an advantage.
- Excellent communication skills.

Qualifications:

Education:

- Graduate degree (or equivalent) in International Relations, Political Science, Development , Education or related field.

Experience:

- Minimum 5 years of experience in the area of electoral administration, electoral assistance, democratic governance.

- Proven experience in facilitating BRIDGE workshops.
- Ability to interact and relate with people at any level.

Language:

- Fluency in written and spoken Spanish and English essential.

Application Submission Process: Please submit the following to demonstrate your interest and qualifications:

1. Proposal:

- (i) Together with your CV, explain why you are the best candidate for this assignment (1,000 words maximum)

2. Price proposal (All inclusive fee): Interested individuals are kindly requested to submit an all inclusive consultancy fee which may be made up as follows:

- Daily fees
- Applicable cost of travel from home to duty station – most direct economical route
- Living costs

3. Personal CV and/or P11

- Interested individuals must submit their applications online through UNDP Online Recruitment System. Correspondence (either in hard or soft format) will not be considered until the advance stage of the selection process. Applicants are encouraged to fill and sign a P11 Form and submit it on the online application, although regular CVs are also acceptable. The P11 Form can be obtained at http://sas.undp.org/Documents/P11_Personal_history_form.doc

4. How to Submit Application:

- Download and complete the UN Personal History Form (P11).
- Merge your P11 and/or Personal CV, Proposals and other relevant documents into a single file.
- Click on the Job Title.
- Click "Apply Now" button, fill in necessary information on the first page, and click "Submit Application".
- Upload your application.
- You will receive an automatic response to your email confirming receipt of your application by the system.

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%]

The following criteria will be used in Technical Evaluation:

- Demonstrates proven achievements in the area of electoral administration, electoral assistance and/or democratic governance (30%)
- Knowledge electoral management design and key issues regarding access to electoral processes by different groups in society (25%)

Proven experience in facilitating BRIDGE workshops in the following areas:

- BRIDGE facilitator level
- Number of BRIDGE workshops facilitated
- Number of countries/regions where the workshops were facilitated
- Knowledge and experience in facilitating Electoral Management and/or Access to Electoral Processes modules (50%)
- 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.

UNDP practices a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. UNDP retains the right to contact references directly. Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.