



UNITED NATIONS DEVELOPMENT PROGRAMME  
JOB DESCRIPTION

I. Position Information

Job Code Title: English Language BRIDGE Accrediting Facilitator  
Position Number: Consultant  
Department: BDP/DGG  
Reports to: Electoral Policy Specialist DGG/BDP.  
Location: Home based with travel to Georgia

Duration of Assignment: 12 working days from 6 to 21 February 2012.

II. Organizational Context

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 Europe and CIS component, the UNDP's Democratic Governance Group of the Bureau for Development Policy (DGG/BDP) is organizing a five-day BRIDGE (Building Resources in Democracy, Governance & Elections) training on Gender and Elections for UNDP staff in country offices and representatives of Electoral Management Bodies (EMB) from the Europe and Commonwealth of Independent States (ECIS) region. The training will be delivered in two parallel sessions in Russian and English, from 13 to 17 February 2012 in Georgia.

UNDP has developed BRIDGE agenda and new materials for the Gender and Elections Module. They have been tested in several regions and will be used during the workshop.

During the five-day workshop the UNDP staff in country offices and representatives from their respective EMBs are expected to learn and build knowledge on mainstreaming gender throughout the electoral cycle and raise awareness about gender-sensitive approach to electoral administration. The workshop also intends to forge ties between UNDP country offices and EMBs for future cooperation. During this workshop, BRIDGE semi-accredited facilitators will complete their accreditation.

For that reason, UNDP requires the services of one accrediting BRIDGE facilitator who will co-facilitate the trainings in English and complete accreditation of semi-accredited facilitators.

### III. Functions / Key Results Expected

Under the supervision of the Electoral Policy Specialist the incumbents will engage with the following tasks;

1. Work with the team to finalize BRIDGE curricula for the UNDP/EMB BRIDGE Module Workshop on Gender and Elections
2. Support the finalization of Facilitators and Participants Notes and Materials, including preparing other related materials (presentation, workshop agenda, etc)
3. Co-facilitate BRIDGE workshop and accredit other semi-accredited facilitators
4. Consolidate evaluations and prepare post-workshop feedback for UNDP and BRIDGE Office. Reports must be submitted in English.

### IV. Competencies

- Experienced Accrediting BRIDGE facilitator
- Experience in conducting BRIDGE modules in Europe and CIS region is a plus
- Knowledge of Gender and Elections BRIDGE Module is an advantage
- Experience in working with UNDP or UN on electoral assistance or capacity development activities as advantage
- Excellent communication skills

### VI. Recruitment Qualifications

Education:	Graduate degree (or equivalent) in International Relations, Political Science, Development, Education or related field
Experience:	<ul style="list-style-type: none"><li>• At least 5 years of experience in the area of electoral assistance, democratic governance and/or gender mainstreaming</li><li>• Proven experience in facilitating BRIDGE workshops</li><li>• Ability to interact and relate with people at any level</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in English, knowledge of another UN language is an asset</li></ul>

### VII. Other - SELECTION CRITERIA

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](http://sas.undp.org/Documents/P11_Personal_history_form.doc)

## 4. How to Submit Application

To submit your application online, please follow the steps below:

- 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 assistance and/or democratic governance (25%)
- Knowledge of gender mainstreaming in electoral cycle, especially in the area of electoral administration (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 Gender and Elections module
  - Experience in facilitating BRIDGE workshop using translators (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 is applying 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.