



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 August 2011

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Country: Home based with travel to La Paz, Bolivia and Quito, Ecuador

Description of the assignment: BRIDGE Facilitator for two BRIDGE Showcase Workshops

Project name: Global Programme for Electoral Cycle Support, Global and Latin America and the Caribbean Components.

Period of assignment/services (if applicable): 8 working days for two half-day workshops. The consultancy will start on 29 August and will end on 30 October.

Proposal should be submitted by email to [aleida.ferreyra@undp.org](mailto:aleida.ferreyra@undp.org) no later than 23<sup>rd</sup> August 2011.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. DGG/BDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

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### 1. 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.

GPECS recognizes that important steps have been taken in the region, in the last decades, towards strengthening democratic processes. However, it is presently critical to consolidate these efforts and to develop more participatory democratic processes. This cannot be done without the political integration of indigenous peoples. Therefore, Latin America and Caribbean Component of GPECS, in partnership with GPECS Global Component, proposes training initiatives to enhance capacities on political

participation and regional electoral cycle programming for indigenous peoples, especially indigenous women and youth, practitioners professionals and EMBs.

The GPECS Regional Component for Latin America and the Caribbean centers all its efforts in supporting indigenous women's political and electoral participation. The region strategy has three key priorities:

- 1) To strengthen the indigenous, and in particular indigenous women's, networks and information (indigenous forum, women electoral magistrates' networks). The program will map the support provided by EMBs to political/electoral participation of indigenous women and develop a website for data on indigenous women support;
- 2) to support capacity building initiatives for EMBs and indigenous women (such as Escuela Virtual courses or BRIDGE workshops);
- 3) To produce knowledge products such as studies and documentaries to raise awareness on indigenous women's political/electoral participation in LAC.

## 2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

As part of the activities and meetings being organized in the region under the umbrella of the project, two half-day BRIDGE (Building Resources in Democracy, Governance and Elections) showcases will take place. The first one will take place in Bolivia in September and will focus on gender and elections module. The second showcase will take place in Ecuador in October and will focus on the media and elections module. It is envisaged that a regional BRIDGE Train the Facilitator workshop will be conducted later in the day with the participation of indigenous women and EMB representatives from the region. The showcases will serve for familiarizing stakeholders with the BRIDGE methodology, but also to assess their future interest in such a regional TTF.

For this reason, UNDP requires the services of a BRIDGE accredited facilitator who can deliver two half-day BRIDGE showcase workshops.

## 3. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

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

- Prepare two half-day BRIDGE workshops in Spanish for the BRIDGE showcase targeting indigenous people and women; one focus on gender and elections and another one on media and elections;
- Prepare Facilitators and Participants Notes and Materials in Spanish;
- Facilitate two half-day BRIDGE showcases in Spanish; and

- Consolidate evaluations and prepare post-workshop feedback for UNDP and BRIDGE Office. Reports must be submitted in English.

For detailed information, please refer to Annex 1- Terms of Reference.

#### 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The BRIDGE Facilitator should have:

- Graduate degree (or equivalent) in International Relations, Political Science, Development , Education or related field
- Minimum 5 years of experience in the area of electoral assistance, democratic governance and/or relevant field.
- Full accreditation as a BRIDGE facilitator is a must.
- Experience facilitating BRIDGE media and gender module, an advantage

#### 5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information:

##### 1. Proposal:

(i) Explaining why you are the most suitable for this work (maximum 1000 words)

##### 2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

#### 6. FINANCIAL PROPOSAL

Consultants must present a comprehensive financial proposal to be assessed by the panel. The financial proposal must include consultancy fee, travel expenses and any other cost.

- Contracts based on daily fee

The financial proposal should specify the daily fee, travel expenses and per diems, quoted in separate line items, and payments will be made based on the actual number of days worked.

- Travel

All envisaged travel costs must be included in the financial proposal.

Travel costs must include the following:

1. Cost of round air ticket from point of departure to La Paz Bolivia and from point of departure to Quito, Ecuador. UNDP will not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using own resources.

2. Daily per diem (not more than UNDP's Daily Subsistence Allowance (DSA) of US\$ 163.00 for La Paz and \$ 198 for Quito)

## 7. EVALUATION

Evaluation of the proposal will be made based on cumulative analysis of the technical and financial proposal. The technical criteria will weight 70 percent and the financial criteria will weight 30 percent.

The following criteria will be used in the Technical Evaluation.

- Demonstrates proven achievements in the area of electoral assistance and/or democratic governance
- Proven experience of facilitating BRIDGE workshops
- Past experience in working for indigenous people, youth and/or women

Only candidates obtaining a minimum of 50 points will be considered for the Financial Evaluation

### ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR) – [to be provided by procuring unit with the individual consultant procurement notice]

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS – [to be provided by procuring unit with the individual consultant procurement notice]