

## **Terms of Reference**

### **International Consultant on Electoral Procedures and Practices and Training**

**Duty Station:** Ashgabat, Turkmenistan

**Duration:** 4 months

**Starting Date:**

#### **I. Background**

The UNDP project on ‘Cooperation on Enhancing Electoral System and Processes in Turkmenistan,’ has been implemented since 2008. The project has provided technical support with the aim of making available to national institutions expertise to support the democratization process over the long-term, using the electoral process as a starting point. The project has provided support to the Government of Turkmenistan mainly in three areas: (i) review and amend the electoral legal framework with the ultimate goal of adopting a single, Unified Electoral Code (UEC) by the end of 2011; (ii) support the efforts of electoral administration to improve management of the elections through the conduct of capacity-building trainings, roundtables and seminars; and (iii) nurture a democratic culture to emerge through direct support to the targeted actors in the electoral process, such as candidates, voters, the media and domestic observers. UNDP Turkmenistan has already provided assistance in revision of electoral legislation, including drafting of Unified Electoral Code; BRIDGE trainings to electoral administration officials on election administration; organization of study tour for representatives of CEC, REC, NIDHR and Mejlis; publishing voter education bulletins.

Turkmenistan will hold Halk Maslahaty Elections in December, 2010. In order to contribute to preparation of Halk Maslahaty elections in December, 2010 the assistance of UNDP Turkmenistan in the area of capacity building will be based on the support that has been provided through BRIDGE trainings for electoral administration and development of comprehensive program of trainings for mass media representatives and electoral candidates. These activities will include comprehensive BRIDGE trainings, trainings for electoral candidates and mass media representatives on election coverage in media

#### **II. Objectives**

The overall objective of this assignment is to facilitate UNDP Turkmenistan efforts in provision of technical and advisory support to Government of Turkmenistan ahead of upcoming elections on 5th December, 2010 in capacity development of electoral stakeholders on international standards of electoral operations and conducting elections in democratic manner. International Consultant will be responsible for pushing forward international electoral standards.

#### **III. Required services**

The International Consultant will contribute to the election administration capacity building and strengthening democratic processes components of the project through on-going confidence building measures, technical assistance, designing and delivering a range of training programmes, monitoring and facilitation of trainings conducted by national partners. More specifically, the Consultant will:

- Organize, facilitate and monitor regular interactive internal BRIDGE seminars on election management principles and best practices with the focus on procedures and ethics for the CEC, Regional Election Commissions (RECs), and lower level poll workers in order to ensure that they are better trained and their level of knowledge is increased in lieu of 2010 elections in Turkmenistan.
- Develop comprehensive training programme for electoral candidates with regard to such essential issues as their rights and responsibilities, fair and balanced coverage by the media during electoral campaigns, and principles related to free, fair and competitive electoral races during an election period.
- Conduct training sessions for electoral candidates with regard to such essential issues as their rights and responsibilities, fair and balanced coverage by the media during electoral campaigns, and principles related to free, fair and competitive electoral races during an election period
- Develop comprehensive training programme on electoral observation for the electoral institutions and other stakeholders
- Deliver comprehensive training on electoral observation for the electoral institutions and other stakeholders
- Revise CEC's procedural regulations and instructions and propose recommendations for elimination of any legal and technical inconsistencies in order to bring them into compliance with the proposed election code and other main laws of the country such as Constitution.

#### **IV. Deliverables**

Upon completion of the Assignment, the Consultant is expected to deliver the following outputs:

- 5 BRIDGE interactive seminars on election management principles and best practices with the focus on procedures and ethics for the CEC, Regional Election Commissions (RECs) are organized, facilitated and monitored
- Comprehensive training programme for electoral candidates is developed and delivered
- Comprehensive training programme on electoral observation for the electoral institutions and other stakeholders is developed and delivered
- Report on CEC's procedural regulations and instructions and recommendations for revision

#### **V. Qualification requirements**

- The successful candidate must have a university degree in political science, international relations, law, social sciences, public administration, public policy, or a related field;
- A minimum of 7 years of related professional experience in electoral processes, with particular emphasis electoral procedures and practices;
- A minimum of 5 years of training experience;

- Fully accredited BRIDGE facilitator (either workshop, accrediting or expert levels);
- Must have a proven track record in providing and co-ordinating advice to senior stakeholders in electoral processes, specifically to election management bodies and civil society organizations;
- Must be fluent in English and Russian, both written and spoken;
- Previous work experience in transitional or emerging democracies, and CIS countries, is an asset.

#### **VI. Working Conditions**

BRIDGE Training Facilitator will work under the guidance of Deputy Resident Representative and supervision of National Programme Officer/Assistant Resident Representative and in close collaboration with the National Institute of Human Rights and Democracy of Turkmenistan, Central Elections Commission and other stakeholders. Transportation and office facilities will be made available to Training Facilitator.

#### **VII. Duration of Assignment**

BRIDGE Training Facilitator will be recruited for a period of \_\_\_\_ month for this assignment.