

TERMS OF REFERENCE
BRIDGE ACCREDITED FACILITATOR

Job ID/Title : 24679 - BRIDGE Accredited Facilitator

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 : 01-Aug-11

Type of Contract : Individual Contract

Post Type and Level : International Consultant

Current status : **Approved** by cecilia.quirino on 20-Jul-11 @ 04:16:PM

Duty Station : Home based and, TURKMENISTAN

Languages Required : English Russian

Starting Date : 01-Sep-2011
(date when the selected candidate is expected to start)

Duration of Initial Contract :

Expected Duration of Assignment : 12 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 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 for UNDP staff in country offices and representatives of Electoral Management Bodies (EMB) from the Commonwealth of Independent States (CIS) region. The training will be delivered in Russian, from 12 to 16 September 2011 in Ashgabat, Turkmenistan.

This five-day workshop is intended to introduce BRIDGE to UNDP staff in country offices and representatives from their respective EMBs the main principles and concepts of Electoral Systems. The training is also interested in exploring the effects of electoral systems on representation. It also intends to forge ties between UNDP country offices and EMBs for future cooperation.

For that reason, UNDP requires the services of a BRIDGE accredited facilitator who could co-facilitate the training.

Description of Responsibilities :

Under the supervision of the Electoral Policy Specialist DGG/BDP and Democratic Governance Practice Leader in the UNDP Bratislava Regional Center (BRC), the incumbent will engage with the following tasks:

- Customizing and tailoring BRIDGE curricula for the UNDP/EMB BRIDGE Module Workshop on Electoral Systems
- Support the finalization of Facilitators and Participants Notes and Materials
- Co-facilitate BRIDGE workshop and accredit other semi-accredited facilitators
- 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 Russian
- Knowledge of Electoral Systems and Electoral Systems BRIDGE Module
- Experience in working with UNDP or UN on electoral assistance or capacity development activities as advantage
- Excellent communication skills
- Ability to interact and relate with people at all levels

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 assistance, democratic governance and/or relevant field.
- Experience in facilitating BRIDGE workshops.

Language:

- Fluency in Russian and in English

Application Procedure:

Please submit the following to demonstrate your interest and qualifications:

1. Proposal

- 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

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:

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method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable
- 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
- Proven ability and experience to provide strategic analysis and inputs related to electoral assistance
- Knowledge and understanding of electoral cycle approach and electoral capacity development tools
- Quality of approach and methodology submitted to highlight how the expected outputs are going to be delivered