

### Terms of Reference

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<b>Location:</b>	Cairo, Egypt
<b>Application deadline:</b>	Thursday 14 August 2014 <b><u>(extended to Thursday 21 August 2014)</u></b>
<b>Type of contract:</b>	Individual Contract
<b>Title:</b>	Bridge accrediting facilitator for “Gender and Election” training
<b>Languages required:</b>	Arabic, English
<b>Duration of the assignment:</b>	14 days in September 2014
<b>Description of the assignment:</b>	The consultant will help deliver BRIDGE trainings in Arabic on the topic of Gender and elections between 4 September and 26 September 2014.
<b>Location of the assignment:</b>	Cairo, Egypt

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## 1. CONTEXT

Elections give people a voice in the democratic process. In Egypt, the electoral process is an essential step in the transition period to consolidate the path to democracy. Within this context, the UNDP Electoral Project will cooperate with the Government of Egypt in the area of elections with a focus on a) strengthening public outreach and voter information on the parliamentary elections; b) strengthening technical and operational capacity of national electoral authorities to conduct 2011 and future elections; c) incorporating lessons learned and best practices of the 2011 elections in the subsequent elections processes; and d) increasing access of women and rural dwellers to their citizenship rights in the 2011 and future elections.

Gender inequalities within electoral processes are common all around the world, strengthened by and connected to the social, cultural and economic barriers facing women in most societies. Gender issues affect all aspects of an election. There are numerous barriers to women’s participation and representation in political and electoral processes.

The UNDP Elections Support Project in Egypt is planning to hold a two trainings in Arabic on the “**Gender and elections**” to take place between the 4-26 September in Cairo...specifically the trainings will be 14<sup>th</sup> -17<sup>th</sup> September and 21<sup>st</sup> – 24<sup>th</sup> September. The target audience of the training will be decision makers and opinion leaders The participants will be selected in coordination with UNDP Regional centre gender adviser. Key note speakers will be invited to give presentations.

To this aim, the project is looking for an accrediting Bridge facilitator to facilitate the BRIDGE training in Arabic on Gender and Elections. The accrediting Bridge Facilitator will collaborate and facilitate the workshops with an accredited and a semi-accredited Bridge facilitator and evaluate their performance and accredit the hours accumulated towards the Bridge accreditation.

## 2. SCOPE OF WORK, RESPONSIBILITIES

### Duties and Responsibilities:

The **Accrediting Facilitator** will be expected to:

- Develop an implementation plan and timeline.
- Develop a 4-day agenda based on the UNDP customized gender module in collaboration with the 2 co-facilitators...**for each course ( there will be two 4 day courses and the agenda may vary slightly)**
- Ensure that the BRIDGE methodology is adhered to in terms of training methods selected, development of learning plan and the Participant Handbook and handouts.
- Facilitate sessions during the workshop.
- Prepare a final report (in English) upon completion of the training course.

## 3. EXPECTED OUTPUTS/DELIVERABLES OF THE CONSULTANCY ASSIGNMENT

- A final workshop report (in English) within 2 weeks following the training completion. The report should contain: (i) A summary discussion of the implementation of the assignment; (ii) A summary and analysis of Evaluation Forms completed by the participants.

## 4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### Required skills and Experience

#### Education

- At least a Master's degree in Political Science, International Relations, Development Studies, Sociology, Public Administration and Management or other Social Science. A first-level university

degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Experience

- Not less than 10 years working and training experience related to electoral support and democratic governance
- Must have BRIDGE Accrediting Facilitator status
- Previous experience of running BRIDGE module workshops
- Strong communication and writing skills

### Language Requirements

- Fluency in Arabic and English

### Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism

### Functional Competencies

- Knowledge of the Egyptian context and the current transition would be an advantage;
- Extensive experience in organizing, speaking, and reporting on workshops with high level national stakeholders, especially on media.

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

Interested individuals must submit the following documents/information to demonstrate their qualifications to the following e-mail address: [info.electionsproject@gmail.com](mailto:info.electionsproject@gmail.com) with an email titled "Bridge accrediting facilitator for 'Gender and elections' training", no later than **Thursday 14 August 2014 (extended to Thursday 21 August 2014)**:

1. Technical proposal explaining why you are the most suitable for this assignment

2. Financial proposal
3. Completed and signed P11 form including past experiences
4. Three reference letters
5. Implementation Plan and Timelines

## 6. FINANCIAL PROPOSAL

### Daily fee contract

The financial proposal should specify the daily fee and a breakdown for all envisaged costs (all travel costs to join duty station/repatriation travel including tickets (economy class), lodging and terminal expenses will be paid at UNDP rate).

Note: Payments are made to the Individual Consultant based on the number of days worked as well as the deliverables.

## 7. EVALUATION

### Cumulative analysis

The award of the contract will be made to the individual consultant whose offer will be evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight: 70 %

\* Financial Criteria weight: 30 %

Rating Criteria	Weight Factor
Background and academic qualifications	15
Experience in working as an accreditation facilitator in the Bridge methodology	40
Experience in delivering training on gender	15
Financial Offer	30
<b>Total Score</b>	<b>100</b>

Note: The successful candidate will be informed in writing immediately after the decision of the review panel is made in order to proceed with the assignment the following day. Number of working days at home, if any should be included within the contract after certification from the supervisor.