



CICDE
Centrul de Instruire Continuă
în Domeniul Electoral



“Level Up: Political Finance with Integrity”

Terms of Reference

Programme Coordinator Moldova (full time)

Dates of assignment: April 2018 – August/September 2019 (16-18 months), or as soon as possible.

Context:

The International Institute for Democracy and Electoral Assistance (IDEA), together with the Center for Continuous Electoral Training by the CEC Moldova (CICDE) have been awarded an EU-grant to implement a project on political finance in Moldova. The purpose of the project is to help the CEC establish political party consensus on some political finance reforms through dialogue and comparative knowledge, and to support greater compliance of political parties with political finance legislation.

Given the multiplicity of the activities, and the diversity of stakeholders involved, International IDEA/CICDE are recruiting a Country Programme Coordinator. This person, who will be employed by International IDEA but embedded in CICDE, will ensure sound management of the project and coordination with all relevant stakeholders, including the CEC, political parties, EU, civil society, and UNDP.

General functions:

The Programme Coordinator has the responsibility to ensure the effective and efficient day to day implementation of the project under the overall guidance and supervision of the CICDE Director. The Country Programme Coordinator will have the day-to-day responsibility of setting up and managing the project. This includes daily programme design and implementation, and frequent coordination with the donor and all partners involved. The Country Programme Coordinator will be supported by a full-time Programme Assistant and a part-time Finance Officer. He/she will be expected to operate with a high level of independence, personal initiative, and political dexterity.

Specific responsibilities:

Under the supervision of the CICDE Director, the Country Programme Coordinator will perform the following duties and responsibilities:

- Establish the project, including through design of programme components/budgets; office establishment; and setting of internal and external communication and reporting procedures;
- Deepen and develop the work of the CEC and CICDE in the area of political finance.
- Implement the programme and its activities: organise events, facilitate dialogues, develop relevant knowledge materials, perform trainings, provide input to drafts etc.
- Ensure availability of international best practices together with CICDE and International IDEA staff involved.
- Provide day-to-day management of one Programme Assistant and a part-time Finance Officer.
- Ensure sound management of the project, including planning, budgeting, reporting.
- Day-to-day financial management and budget tracking of project.
- Coordinate between all project owners, including International IDEA, CICDE and CEC on project progress and implementation issues.
- Function as the point of contact for the EU Delegation in Moldova.
- Coordinate and engage with all other core stakeholders and partners such as political parties and civil society; provide support to the coordination between CEC, UNDP and any external partners.
- Actively integrate the inclusion of a gender-perspective in all project-related activities.
- Prepare for and respond to the programme/projects audit.
- Performs any other task assigned by the CICDE Director.

Qualifications and Required skills :

Level and type of formal education:

Post-graduate qualifications in either law, social sciences, political science, development or a related field.

General profile

- Can work with minimal guidance and supervision.
- Has an impeccable reputation that allows him/her to work with all political actors in Moldova.
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines.
- Will contribute significantly to assigned projects all along the project life cycle, i.e. from project design and funding to project assessment; will lead meetings and discussions, supervise publications and review input from external providers.

Professional experience

- Minimum of 8 (eight) years of professional experience working with democratic development, electoral support, political party support or similar in (inter)governmental institution, civil society or academia.
- Experience in managing at least 2 (two) projects in the last 3 (three) years with a minimum budget of 40 000 euro each. Experience in working with EU grants would be considered an asset.
- At least 2/3 years' experience managing and mentoring staff.
- Good knowledge of public budgeting and financial planning processes.
- Professional experience in and sound knowledge of the area of political party support and political/campaign finance.

Functional competencies:

- Interpersonal skills.
- Personal flexibility and high motivation.

Reporting and Supervision:

- The Programme Coordinator will report to International IDEA's Senior Programme Manager for Wider Europe, or his designate, and the CICDE Director.

Difficulty of work:

- The Country Programme Coordinator is expected to show a high level of professionalism, personal initiative, creativity, respect for the rule of law, impartiality and neutrality. S/he should be able to work under tight deadlines and to cope with situations of stress.

Language skills:

- Fluency in verbal & written Romanian and English.
- Working knowledge of Russian will be considered an asset.

Computer skills:

- Excellent knowledge of Microsoft Office and internet and web search tools is a must.