

# Terms of reference Promo-LEX Association is looking for two international and/or national trainers/communicators to train Police press officers

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Promo-LEX Association is looking to select two international and/or national trainers/communicators to train the Police press officers on how to efficiently communicate about the aim and results of the Police Development Strategy for 2016-2020, development of communication skills required for working in difficult environment and under stress, familiarization with new communication tools (including social media) that could be useful for their work etc.

***Based on the presentation scope of the training, the international and/or national trainers/communicators will work towards accomplishment of the following specific tasks:***

1. Evaluate the training needs of the press officers/communicators of the above mentioned institutions (for this purpose, one of the trainers/communicators is expected to travel to Moldova for a short 2-3 days mission for researching the

- training needs of the respective institutions and participants);
2. Develop a training agenda and a curriculum based on the identified needs of the participants selected from the Ministry of Interior and General Inspectorate of Police;
  3. Deliver a three-days training in accordance with the approved agenda (in Romanian, Russian or English language);
  4. Perform an evaluation of the participants' knowledge and abilities prior and after the training;
  5. Elaborate a short report on the conducted activities and on the outcomes & results of the training.

### **Timeframe, deliverables and honoraria**

The exact days of the training will be agreed and decided upon with the selected trainers, in consultation with the Ministry of Interior and General Inspectorate of Police. The training is expected to take place in Chisinau municipality.

The trainers are expected to perform their tasks during September – November 2019 and will work in total for about 16 days (calculated for two trainers), both at distance (via e-mail, Skype etc.) and in the Republic of Moldova. The honoraria will be paid in the end of the contractual period contingent on the delivery of the services.

### ***The main expected outcomes/deliverables:***

1. A short report on the training needs and expectations of the press officers/communicators of the above mentioned institutions (*elaborated after the 2-3 days mission conducted in Moldova*), including a presentation of the proposed training approach and methods (*a strong focus on practical exercises and presentation of case studies, role plays and other interactive training methods would represent a strong asset*);
2. A training agenda and a curriculum based on the

- identified needs of the participants;
3. A three-days training delivered in accordance with the approved agenda (in Romanian, Russian or English language);
  4. A short report on the conducted activities and on the outcomes & results of the training, including a short evaluation of the participants' knowledge and abilities prior and after the training.

### **Criteria for selecting the trainers**

Ideally, the International and/or National trainers should form a team before applying and submit a joint offer. Nevertheless, Promo-LEX will also accept separate offers/applications from individual trainers, both international and national ones, thus giving the opportunity to create the team of trainers later, at the beginning of the assignment. In any of these cases, Promo-LEX will sign individual contracts with the trainers.

The interested international and/or national trainers must meet the following criteria:

- **Education:** university degree in communication, public relations, public policy, management or other relevant fields.
- **Experience:**
  - Minimum 3 years of relevant professional experience as a communicator in a public institution, national/international NGO, international organization;
  - Relevant training experience & consultancy/assistance for a donor organization, governmental institutions or NGO/think-tank;
  - Excellent understanding of the specifics of communication in the central public authorities, with focus on home affairs sector shall constitute a strong advantage;
  - Previous working and training/consultancy experience in

the Eastern Europe and/or European Union's Eastern Partnership area and/or Central Asia shall constitute a strong advantage.

- ***Working languages and IT skills:*** the training shall be preferable delivered in Romanian language – a strong asset. The contractual deliverables and training services may be also presented in Russian and/or English – in this case the training methodology shall take into consideration the need for interpretation during the training from Russian/English into Romanian. Experience in the usage of computers and office software packages (MS Word, Excel, etc.);
- ***Other required skills:*** excellent communication and presentation skills, very good knowledge and abilities of integrating the use of social media into the work of Police and other relevant institutions.

Interested trainers should send below listed documents to [angajare@promolex.md](mailto:angajare@promolex.md) by September 6, 2019 (6 P.M. Chisinau time), with the subject line "Application\_Communication trainer\_Full name":

- ***CVs of trainer(s)*** (max. 3 pages, please include the contact phone and/or Facebook account (or Skype ID) for a possible interview), ***including a list of trainings on communication and consultancy assignments*** delivered for a relevant institution/organization (if any);
- ***Technical offer – presentation of the approach proposed for the completion of the above mentioned tasks*** (please specify the approach planned to be used for the evaluation of the participants' training needs, as well as the methodology of the training);
- ***Financial offer – the total number of working days to complete the above mentioned tasks*** (see the above estimated number of working days and propose your vision on the total duration of the assignment) ***and the expected honorarium – brutto rate per day, in Euro***);

**Note!** The applicant(s) undertakes to observe all applicable rules and to comply with his/her fiscal obligations declaring all fees received from the Beneficiary for tax purposes as required in his/her country of fiscal residence, as well as to submit to the Beneficiary a Certificate of fiscal residence in conformity with the applicable legislation.

- **The availability statement** – please confirm the availability to provide the services during September – November 2019.

**Promo-LEX will separately cover the costs of international travel, accommodation and per-diems during the accomplishment of this assignment within the limits set and approved by the donor in the project budget. All the costs related to the organization of the training and participants' attendance will be also fully supported by Promo-LEX Association.**

The contract will be awarded to the most experienced team of trainers, composed either from two international trainers, one international + one national trainer or two national trainers. The contract awarding shall take also into consideration the best proposal, both from the perspective of the technical and financial offer. The following criteria for assessing the quality of the proposals will be applied:

- **Experience of the trainer(s)** (max. 30 points);
- **The technical offer** proposed to accomplish the above mentioned tasks and deliverables (max. 35 points);
- **Financial offer** (maximum 35 points).

The evaluation of the applications will be done in two steps: (1) at the first stage, the applications will be analyzed in terms of compliance of the candidates and their technical and financial offers with the requirements stated above and (2) the second phase will consist of interviews with the pre-selected candidates. Only shortlisted candidates will be contacted for interview.

***Deadline for application – September 6, 2019 (6 P.M. Chisinau time).*** For any additional questions please contact Ms. Mariana Novac, Program Assistant at Promo-LEX Association via e-mail [mariana.novac@promolex.md](mailto:mariana.novac@promolex.md). ***Deadline for questions is August 30, 2019 (6 P.M. Chisinau time).*** In order to ensure equal treatment and equal chances for all the potential experts, ***Promo-LEX will answer all the questions by September 2, 2019.***