

Facilitator in the digital center

1. PROJECT TITLE:

Data Collection Survey for Improving the Educational Environment for Ukraine Refugee Children in the Republic of Moldova

2. ABOUT A PROJECT:

Background: Due to the Russian invasion, many Ukrainians took refuge in surrounding countries. Republic of Moldova, one of the neighboring countries of Ukraine, has been heavily affected by accepting more than 100,000 Ukrainian refugees as cumulative amount. Ukrainian refugees are allowed to hold the Temporary Protection rights to access Moldova public service. Since the Russian invasion is continuing, the burden borne by Moldova has been increasing and more support is needed to Moldova. Regarding the educational situation of young Ukrainian refugees in Moldova, the parents prefer to educate them under the curriculum of Ukraine. Given this situation, the Moldovan government has developed a system that allows degrees earned in Moldovan schools to be considered as Ukrainian diplomas. On the other hand, the lack of available school, learning materials and language learning opportunities are considered as big challenge. As Ukrainian refuge has been prolonged, the burden of educational sector has been significantly increased. To enhance sustainability, it would be important to explore the possibility of approach in different ways such as increasing number of suitable schools and empowering Ukrainian refugee community.

Purpose: This project is a Data Collection Survey with pilot activities, which will generate recommendations for future assistance. Through the survey the Consultant will examine the educational situation of young Ukrainian refugees in Moldova and review, plan, and select extracurricular activities deemed effective for implementation as pilot activities. The results of pilot activities will be analyzed, and the insights obtained will be used to make recommendations to the Ministry of Education and Research of Moldova. Additionally, in this project, providing the opportunities for socializing young Ukrainians, Moldavian people and other minorities, the target population is not limited to young Ukrainian refugees.

3. OBJECTIVES

- To organize the operational process of Digital centers in all locations.

4. SCOPE OF WORK

- To organize and facilitate formal and informal educational activities;

5. CONTRACT DURATION:

- 6 months, from 1 June 2026 till 30 November 2026

6. WORKPLACE:

- Chişinău Municipality, Taras Shevchenko Gymnasium;
- Bălţi Municipality, Ştefan cel Mare Theoretical Lyceum;
- Bălţi Municipality Mihail Lomonosov Theoretical Lyceum;
- Carpineni, Dumitru Creţu Gymnasium;
- Ceadîr-Lunga, Mihail Ciachir Theoretical Lyceum;
- Anenii Noi, Alexandru Puşkin Theoretical Lyceum;
- Comrat, Dmitrii Mavrodi Theoretical Lyceum;
- Orhei, Mihail Lomonosov Theoretical Lyceum;
- Ocniţa, Calaraseuca Kindergarten-Gymnasium;
- Hînceşti, Mihail Lomonosov Theoretical Lyceum.

7. FIELD OF ACTIVITY:

Organization of the formal and informal educational process for the group of school age children in the digital center.

8. DUTIES AND RESPONSIBILITIES (tasks):

- Facilitator is responsible for the daily operation of the Digital center according to the agreed action plan, in the time interval 08:00 – 13:30, Monday to Friday (June 2026 - August 2026) and 13:00 – 17:30, Monday to Friday (September 2026 - November 2026).
- Meets weekly with the PIN Coordinator to plan and review weekly activities, which may include both online and offline sessions.
- Organizes and facilitates informal educational activities adapted to the children's age, gender, background, and individual learning needs.
- Creates and maintains a safe, inclusive, and child-friendly environment in the Digital Center.
- Ensures that children are supervised at all times during working hours. Any meetings or breaks must be scheduled when another responsible adult (e.g., school staff) is present or outside of active activity hours.

- Monitors children's wellbeing and behavior, and immediately reports any suspected cases of abuse, in line with PIN's Child Protection Policy.
- Ensures that all children feel respected, supported, and safe in the learning space.
- Records daily attendance of children and provides weekly reports to the PIN Coordinator.
- Secures all educational equipment and materials at the end of each working day.
- Maintains regular communication with the school administration and is actively involved in school life, including meetings and relevant events.
- Provides updates on Digital center activities to the school principal and shares relevant information or concerns.
- Ensures compliance with the operational standards of the Digital center and follows PIN's Code of Conduct, Child Protection Policy, and other internal guidelines.
- Completes mandatory PSEA (Protection from Sexual Exploitation and Abuse) training — online or offline — within one month of signing the service contract.

9. REQUIREMENTS FOR CANDIDATES ([eligibility](#)):

Mandatory qualification criteria, candidates must possess the following mandatory minimum qualifications, which will be evaluated based on the Pass/Fail criteria:

- University (college) degree in the education, psychology, social and relevant field or higher (* student with the completed three full courses at a pedagogical university shall counted as college degree);
- Minimum 1 school year of experience in the field of education or previous experience working with children (teaching practice);
- Fluency in Russian.

10. Evaluation Criteria:

Scoring table method will be used for identifying the candidate with the maximum score:

Criteria	Scoring	Maximum Points Obtainable
Technical evaluation		

University (college) degree	College degree – 10 pts University degree - 15 pts	15
Min. 1 school year of professional experience in the education sector or previous experience working with children	1 year - 10 pts., More than 2 year - 20 pts., More than 3 years - 30 pts.	30
Previous experience with NGO	No - 0 pts., Yes – 5 pts.	5
Fluency in Russian, Ukrainian and Romanian is an advantage	10 pts for Russian 10 pts for Ukrainian	20
Maximum Total Technical Scoring		70

Applicant scored more than 30 pts will be invited for interview.

Hiring decision will be taken based on Total Technical Scoring and interview.

WE OFFER:

- Friendly work environment within an international organization.
- Ongoing support from program staff.
- Gain experience working on an international project.

12. FEES AND TERMS OF PAYMENT:

In order to carry out the mentioned tasks, PIN has provided a budget for the payment of the services provided by each Facilitator - 73.80 MDL (taxes included) per hour but not more than 6200 MDL (taxes included) monthly. The payment of the fee will be made monthly, based on the act of acceptance and handing over the services (tasks).

13. APPLICATION PROCEDURE:

The interested candidates should send CVs to the following email address: tender.moldova@peopleinneed.net, with the e-mail subject line **“Facilitator Digital Centers”**, until **02.06.2026, EOD**.

The offer must include: Full CV (only). By submitting the CV, the candidate accepts the proposed fees.