

TERMS OF REFERENCE

FACILITATOR IN THE CENTER FOR DIGITAL EDUCATION

1. PROJECT TITLE:

EduTech Labs Learning Solutions: Supporting Refugee Children's Inclusion

2. ABOUT A PROJECT:

The EduTech Labs is a joint initiative of the Ministry of Education and Research of the Republic of Moldova and UNICEF, implemented by People in Need.

Aim of the project is to ensure access to quality education and promote social cohesion by supporting the learning and integration of Ukrainian refugee children alongside their Moldovan peers.

The Labs operate five days a week, from 8:00 to 16:30. Between 8:00 and 13:00, they provide support for online learning, enabling Ukrainian students to follow the formal Ukrainian school curriculum remotely. To promote integration with Moldovan schools, the Labs also organize joint activities such as sports, art classes, presentations, and events after school. This approach facilitates the future transition of refugee children into the Moldovan formal education system, as they experience learning within a formal school setting.

From 13:00 to 16:30, the Labs offer non-formal education activities tailored to children's interests and parental requests, for both Ukrainian and Moldovan children. These include remedial education in key subjects such as Math, Ukrainian, and English, as well as Romanian bridging classes designed to support integration into the Moldovan education system. Recreational and cultural activities further promote social cohesion among participants.

3. OBJECTIVES

- To organize the operational process of EduTech lab.

4. SCOPE OF WORK

- To organize and facilitate formal and informal educational activities;
- To support children attending online learning programs.

5. SERVICE CONTRACT DURATION:

6 months, from November 2025 till May 2026

Responsible **person from PIN**: PIN Project Officer – consultation and coordination the steps necessary due to action plan and the daily agenda together with the facilitator.

6. WORKPLACE:

Chişinău Municipality (4 locations), Cahul (1 location), Călăraşi (1 location), Basarabeasca (1 location).

7. FIELD OF ACTIVITY:

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

8. DUTIES AND RESPONSIBILITIES (tasks):

- Facilitator is responsible for the daily operation of the EduTech Lab according to the agreed action plan, in the time interval 08:00 – 18:00, Monday to Friday.
- 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.
- Supports children attending online learning programs by assisting with digital tools and educational tasks.
- Creates and maintains a safe, inclusive, and child-friendly environment in the EduTech Lab.
- 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 EduTech Lab activities to the school principal and shares relevant information or concerns.

- Ensures compliance with the operational standards of the EduTech Lab 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 relevant field or higher;
- 1 school year of experience in the field of education or Previous experience working with children, min. 1 school year;
- 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	University (college) degree – 20 pts	20
1 school year of professional experience in the education sector or previous experience working with children, min. 1 school year	1 year – 10 pts., More than 20 year - pts. More than 3 years - 30	30
Previous experience with PIN	Yes – 5 pts- no 0 points	50
Fluency in Russian, Ukrainian	5 pts for Russian 15 pts for Russian and Ukrainian	15
Maximum Total Technical Scoring		70

If applicant score more than 50% he/she will be invited for interview to confirm CV details and check safeguarding understanding. Hiring decision will be made based on Total Technical Scoring and interview.

11. 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 equal to 73.80 MDL per hour (including all taxes), but not more than 12,400 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).

12. APPLICATION PROCEDURE:

The interested candidates should send CVs to the following email address: tender.moldova@peopleinneed.net, with the e-mail subject line **“Facilitator EduTech labs”**, until **25.11.2025**, EOD.

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

The application process may be stopped early if a suitable Candidate is identified before the application deadline.