

TERMS OF REFERENCE

FACILITATOR IN THE CENTER FOR EDUCATION DIGITAL

PROJECT TITLE:

Capacity Building and Online Learning Activities for Ukrainian Children's Rights (EduTech labs)

CONTRACT DURATION:

3 months, starting in February 2025

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

WORKPLACE:

Strășeni, Căzănești village, Chițcanii village Old, the village Scorțeni, or Chisinau, mun . Chisinau, or Berne We, or Calarasi, town. Călărași, village of Hîrjăuca, town Criuleni, Bălțața village, Pîrîta village, town Hîncești, village Dancu, commune Cărpineni, village Costești, town Ialoveni, Milești village, Iurcenii commune, town Orhei, Balti, Drochia., Pelinia village, Florești, Ștefănești village, town Ungheni, town Ocnița, village Alexeevca, town Soldănești, town Briceni, town Lipcani, town Ungheni, Băhrinești village, Costești village.

FIELD OF ACTIVITY:

Facilitating the education process nonformal in online format in the first part of the day and informal education activity offline in the second part of the day, for a group of children of age 6-17 years in EDUTechLab digital center.

DUTIES AND RESPONSIBILITIES (tasks):

- Facilitator is responsible for the operation **laboratory EDUTech Labs** conformable action plan agreed (Meaning: Meet weekly with coordinator to discuss the agenda of activities for next week, which can include both online and offline sessions), in the time interval 08.00 - 18.00, from Monday till Friday;
- Oversees and support of children's learning activity due to age, gender, age characteristics and the needs at the time agreed upon;
- Provides safe and friendly atmosphere for children in the EduTech Labs;
- Perform evaluation of children's daily life and reports suspected of abuse;
- Ensured that children feel comfortable, in safety and treated with respect
- Register present children each day and report statistics weekly to PIN Coordinator;
- Ensured that all the equipment is stored in safety at the end of the day;
- Understand and follows the principles of operation of EduTech Labs due to Code of Conduct, Child Protection Policy and other relevant child protection directives;

- Facilitator engages saddle complete online or offline PSEA training in term of one month from day of signing the service contract;
- Facilitator provides additional services, included in the scope of the contract, which will be paid in according to the tariffs specified in Art. 3 of the present contract.

REQUIREMENTS FOR CANDIDATES (eligibility):

Candidates must possess the following mandatory minimum qualifications, which will be evaluated based on the Admitted/Rejected criteria:

- Bachelor's degree or higher education in pedagogy, or psychology, or psychopedagogy, social science or social worker;
- At least 2 years of experience in the field of education;
- Previous experience working with children, at least 2 years;

Other personal skills, which will be evaluated during an interview:

- Fluent knowledge of Russian, Romanian (mandatory), Ukrainian (advantage);
- Previous experience working with children with special needs will be considered an advantage;
- Excellent interaction and communication skills;
- Ability to work under pressure and in stressful situations (patience)
- Ability to control classes with a large number of children.

WE OFFER:

- Friendly work environment within an international organization
- Ongoing support from program staff at local and international organizations
- Contributing to the development of children from crisis-affected communities.

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 - 12,400 MDL (taxes included). The payment of the fee will be made monthly, based on the act of acceptance and handing over the services (tasks).

APPLICATION PROCEDURE:

Interested candidates should send CVs to the following email address: tender.moldova@peopleinneed.net.

Application deadline:**03.02.2025**. Applicants will be invited for interviews on a rolling basis. The application process may be stopped early if a suitable Candidate is identified before the application deadline.

EVALUATION:

Initially, Candidates will be shortlisted based on minimum qualification criteria, mentioned in "Requirements for Candidates". Afterwards, the Candidates on the short list will continue to be invited to the interview for the assessment of personal skills.

The award of the contract will be made to the Candidates who will be established by the evaluation committee as eligible and compliant with all the requirements present in the "Requirements for Candidates", as well as the acceptance of the proposed fee.