

Annex 2 - TERMS OF REFERENCE

Company to provide ToT in adult learning for border teaching personnel

1. GENERAL PURPOSE AND NATURE OF THE TASK

The Republic of Moldova continues to prioritize the modernization of its border management systems to ensure alignment with international standards and to enhance national and regional security. In this context, the professional development of border personnel plays a critical role in safeguarding the country's borders, facilitating legal cross-border movement, and countering transnational threats.

The project *“Enhancing the Border Police’s operational and training capacity towards strengthened border management in the Republic of Moldova”* financially supported by the **Bureau of International Narcotics and Law Enforcement Affairs (INL)** within the United States Department of State and implemented by the International Organization for Migration (IOM), contributes to addressing multifaceted border management challenges by strengthening the institutional and operational capabilities of border authorities.

Border personnel in Moldova operate within an increasingly complex and dynamic environment, demanding a high level of technical expertise and operational competence. However, the current training approach delivered by the General Inspectorate of Border Police (GIBP) remains largely theoretical, with limited emphasis on critical thinking and practical application. This disconnect significantly undermines the effectiveness and outcomes of the training programs.

A key challenge lies in the limited andragogical knowledge and skills of border police trainers in professional continuing education. Most trainers lack sufficient competence in areas such as training planning, the organization of learning environments, the use of appropriate tools and materials, and the adaptation of teaching methods to accommodate diverse learner needs. In the context of continuing education development and modernization, there is a clear need to shift towards participatory and interactive training formats grounded in effective adult learning practices.

Therefore, IOM Moldova is launching a **comprehensive capacity-building initiative** aimed at enhancing the skills in adult learning and in training sessions development in professional continuing education for border and customs teaching personnel. This initiative is designed to equip participants with both the theoretical foundations and practical tools necessary to design and deliver adult training programmes.

Headquarters:

IOM builds on the already established collaboration with the the national authorities, adopts a structured approach in providing specialized assistance. Such assistance is provided from the perspective of IOM’s mandate and expertise, and in collaboration with other relevant national authorities.

2. DETAILS OF THE ASSIGNMENT

The objective of this initiative is to implement a capacity building initiative through provision of ToT and coaching to enhance methodological competences of border personnel in adult learning.

Under the overall guidance of the IOM Chief of Mission and Programme Coordinator - Migration Governance, and the direct supervision of Programme Officer/IBG Unit, the selected company will be responsible of:

- a) Prepare, plan and deliver ToT on adult education principles and methodology with clearly defined learning outcomes, targeting a mixed groups of trainers from the GIBP, Police Academy “Stefan cel Mare” (PA), and Customs Service (CS);
- b) prepare ToT agenda, materials, handouts, tests to be applied before and after the training to measure the trainees competences and their progress upon completing the training, as well as post-training questionnaires to assess the training content and approaches, trainers’ performance and organizational aspects;
- c) offer guidance and consultancy to ToT participants in preparing training sessions in their area of expertise with focus on methodological aspects in on-line format;
- d) offer feedback upon delivery of training sessions by ToT participants during follow-up activities in face-to face interactions;
- e) adopt a practical and applicative model to training delivery, apply innovative, interactive and dynamic adult education training methods, presentation of topics in diverse ways, assign individual, pair and group tasks, present and analyze case studies, simulation exercises;
- f) prepare and submit a report, as defined in the deliverables plan.

Expected Outputs and Deliverables

Nr.	Deliverables	Instalment
1.	Developed comprehensive training package on adult learning to include agenda, presentations, handouts and other materials	1
2	Final Report on ToT, coaching and follow-up activities with the evaluation of the training course's achieved objectives and recommendations for future training initiatives and potential areas for further development	1

3. DURATION OF CONTRACT

The Contract will enter into force on the date of its signature for the provision of all the deliverables for a period of maximum three months.

4. PAYMENT MODALITIES

The selected Company will deliver its services on-line for the preparation and coaching, and it will deliver in-person ToT and follow-up activities with full application of COVID prevention measures, if necessary.

The payment will be done in 1 instalment upon the submission of all deliverables.

IOM Moldova will provide financial resources for the organization of ToT and practical workshops sessions as described in the Terms of Reference and upon agreement with national authorities.

The selected company must adhere to the International Organization for Migration (IOM) Data Protection Principles (IN/138) and maintain confidentiality.

The Company will be responsible to follow IOM writing guidelines and latest glossaries in all given assignments for accurate translation.

5. PERFORMANCE INDICATORS FOR THE EVALUATION OF RESULTS

The Company' performance will be evaluated against the following criteria:

- a. Timeliness. Satisfactory completion of tasks indicated in this TOR
- b. Feedback from the stakeholders and training beneficiaries
- c. Quality of the reports

6. REQUIREMENTS

Education

The trainers should have higher degree (Bachelor or Master) in the field of in the field of education and education management with relevant professional experience related to trainings delivery and curriculum design and development.

Experience

- Profound knowledge of adult education theories and methodologies;
- Minimum 8 (eight) years of relevant training experience;
- Minimum of 8 years of experience in developing curricula;
- Experience in provision of coaching services;
- Prior work experience with an international organization and proven experience in supporting national authorities in capacity building is a key asset;
- Excellent drafting skills as well as capacity to analyse complex institutional frameworks/systems and make recommendations on this basis;
- Excellent ability to collaborate with national institutions;
- Personal commitment, efficiency, flexibility, drive for results;
- Ability to work effectively and harmoniously with counterparts and colleagues from varied cultures and professional backgrounds;
- Previous training delivery experience for border and migration management institutions is a key asset;
- Strong understanding of the Moldova context on digitalisation in the public field is an asset.

Languages

For this position, excellent Romanian command is required. The knowledge of English is a key asset.

Selection

The Company will be selected according to the Requirements stated above, in addition to the following:

- draft Concept note with a brief methodology;
- Financial proposal
- CV of Consultant(s)

7. TERMINATION CLAUSE

Either party may terminate the agreement with 14 days' notice, provided that all outstanding tasks or obligations are completed.