



Terms of Reference

Training and Administrative Assistant Consultant

Contract & Duration: Consultancy contract, October 2025 - June 2027

Location: Home-based, Moldova

ABOUT US

ARTICLE 19 is an international think-do organisation that propels the freedom of expression movement locally and globally to ensure all people realise the power of their voices.

Together with our partners, we:

- **THINK:** We develop cutting-edge research and legal and policy analysis to drive change worldwide.
- **DO:** We lead work on the frontlines of expression through our 9 regional hubs across the globe.
- **PROPEL:** We propel change by sparking innovation in the global freedom of expression movement.

For over 35 years, ARTICLE 19 has worked for a world where all people everywhere can freely express themselves and actively engage in public life without fear of discrimination. We do this by combining research, campaigning, and cutting-edge legal analysis. [Explore our impact since 1987](#)

ARTICLE 19 Europe is the organisation's regional office covering Europe and Central Asia. We are a leading voice in the defence of freedom of expression and access to information across the region. Our work sits at the intersection of human rights, technology, and policy. We develop pioneering responses to both emerging and long-standing threats to freedom of expression, push back against censorship, and safeguard independent media, online and offline expression, and civic space. We also strengthen community resistance against abuses of power, driving systemic change that protects and promotes fundamental rights.

BACKGROUND & PURPOSE

ARTICLE 19 Europe is seeking a Moldova-based consultant to support its Europe Office in the implementation of two projects related to digital rights, transnational repression and freedom of expression.

Project 1

The consultant will support the organization of four basic digital security trainings for civil society and media professionals. These two-day trainings will be held in three regions of Moldova (Chisinau, Balti, and Cahul) and will target approximately 75 participants. Following these, three Training-of-Trainers (ToT) sessions will be organized for around 40 digital security practitioners.

In addition, the consultant will assist the team in coordinating a three-day online cybersecurity forum, bringing together participants from both Moldova and Ukraine. The forum will provide a space for knowledge exchange and joint reflection on challenges in the digital environment.

Alongside event logistics, the consultant will also support the team in managing the distribution of mini-grants for alumni of the ToT program. This will include the collection and review of applications, administrative follow-up, support with reporting documentation, and processing of invoices in line with ARTICLE 19's procedures.

KEY TASKS under Project 1:

- Disseminates calls for participants for nine events organized in Moldova (seven trainings, one workshop, and one forum) through IT, civil society, activist, and journalistic networks.
- Acts as the primary contact person for training participants.
- Coordinates event logistics, including travel, accommodation, and catering, across different regions of Moldova.
- Travels to all nine events to oversee logistics and provide on-site support to trainers.
- Manages payments and liaises with suppliers as required.
- Conducts pre- and post-training assessments and prepares reports after each event.
- Supports the project team in processing 10 mini-grant applications, including collection of reporting documentation and processing of invoices.

Project 2

The consultant will assist the team in organizing two in-person community forums (one per year). These events will bring together representatives of civil society, media, and legal professionals from exile communities, as well as their local networks, to reflect on strategies for strengthening digital resilience across borders.

The forums will take place in an EU country (tentatively Poland) and will be attended by at least 25 participants each year. The consultant will provide logistical support, including assistance with booking accommodation, securing venues, coordinating travel reimbursements for participants, and ensuring smooth implementation of the program.

In addition, the consultant will assist the coordinator in conducting pre- and post-event assessments and preparing reports after each forum. Travel to the events may be required.

Key Tasks under Project 2:

- Logistic support for organizing 2 in-person forums (support with booking accommodation, venue, travel reimbursement for participants)
- Assisting the coordinator in conducting pre and post testing and reports after each event
- Travelling to the events might be required

ESSENTIAL SKILLS AND ABILITIES

- Excellent written and verbal communication skills in English and Romanian; knowledge of Russian is an advantage.
- At least 2–3 years of professional experience in a project or administrative assistant role, with experience in organizing trainings.
- Established access to networks of project target groups (civil society activists, journalists) across different regions of Moldova.
- Good understanding of human rights issues, with a focus on freedom of expression.
- Strong organizational, analytical, and problem-solving abilities.
- Excellent interpersonal and communication skills.
- Self-motivated, with the ability to work independently and with minimal supervision.

Deliverables, Remuneration, and Payment Terms

Payment will be made upon receipt of deliverables during the consultancy:

1. Trainings in Moldova

- The Consultant shall organize **nine events (trainings/workshops/forums) in Moldova**.
- Remuneration: **€1,200 (one thousand two hundred euros)** per event.
- Payment: Payable upon satisfactory completion and delivery of each event, subject to approval by ARTICLE 19.

2. Forums in EU:

- The Consultant shall assist in organising **two in-person forums**.
- Remuneration: **€1,200 (one thousand two hundred euros)** per forum.

- Payment: Payable upon satisfactory completion and delivery of each forum, subject to approval by ARTICLE 19.

3. Mini-Grants

- The Consultant shall process **ten mini-grants**, including administrative follow-up and reporting as required by ARTICLE 19.
- Remuneration: **€2000** in total.
- Payment: Payable upon satisfactory completion of activity, subject to approval by ARTICLE 19.

Payments shall be made in installments after completion of each deliverable, 14 days upon receipt and approval detailed invoice and narrative report.

All costs associated with travelling to the trainings (including accommodation, transport etc) will be covered directly by ARTICLE 19. No expenses will be payable unless agreed in advance.

ADDITIONAL TERMS & CONDITIONS

The Consultant will:

- i) Respect the confidentiality of all documents and information internal and external to ARTICLE 19 that they might be privileged to in the fulfilment of their role.
- ii) Not engage in paid or non-paid activities contrary to the vision and mission of ARTICLE 19 and/or that could be perceived as a conflict of interest.
- iii) Be solely responsible for the payment of their own taxes and social security contributions in accordance with the applicable laws.