



# TERMS OF REFERENCE

## A CONSULTANT TO SUPPORT ELECTIONS ACTIVITIES IN MOZAMBIQUE

<b>Duty station:</b>	<b>Maputo, Mozambique</b>
<b>Period of assignment/services:</b>	<b>Three (3) months: 05 October 2011 – 31 December 2011</b>
<b>Deadline for Submission of CVs:</b>	<b>03 October 2011</b>
<b>Applications must be sent to:</b>	The Procurement Team United Nations Development Programme Maputo, Mozambique

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### **1. BACKGROUND**

In 2009, UNDP developed a Global Programme for Electoral Cycle Support (hereafter, ‘GPECS’) to respond to the growing demands and ensure global coherence while balancing and responding to regional and country realities. The overall goal to which the GPECS contributes is that of deepening democracy and accelerating human development. In contributing to this larger and longer-term goal, the GPECS focuses on the intermediate UNDP Strategic Plan outcome of “*electoral laws, processes and institutions’ strengthening inclusive participation and professional electoral administration*”. It is expected that as a way of delivering development results on the ground as well as providing greater coherence within the UN and among international partners in electoral assistance; the Programme fosters a global and regional electoral cycle network of expertise and tools to deliver effective electoral assistance.

The GPECS takes as its point of departure the premise that in order to be effective, global policy, regional challenges and country realities must form a virtuous circle. Therefore the Programme’s work at the global, regional and country levels will be inter-dependent and mutually reinforcing. At the regional level, the GPECS focus on the exchange of good practices, peer networking and knowledge creation and dissemination in all regions – Africa, Asia-Pacific, Arab States, Latin America/Caribbean and Europe/CIS. The greatest emphasis is on the Africa region, given that this region represents almost half of all activity in the area, but all regions will be included in the scope of the Programme.

GPECS support electoral work at global, regional and national levels through the strengthening of electoral processes and institutions. At national level in particular, GPECS works to support electoral management bodies (EMBs) to enhance their capacity to administer professional, transparent and credible elections; GPECS works to enhance relationships between EMBs and other critical stakeholders in electoral processes: political parties, civil society and the media. In

addition GPECS has a Gender Component (GPECS Gender) that ensures that electoral assistance addresses gender inequality and promotes the empowerment of women in the electoral process and administration, and bolster women's representation and political participation in decision-making structures.

Mozambique is thus far the only country in Southern and Eastern Africa that is benefitting from GPECS support through the "*Expression of Interest*" funding facility since the launch of GPECS in 2009. The key electoral activities supported through GPECS in Mozambique include EMB (mainly STAE) institutional strengthening especially in relation to the use of ICT in elections and also strategic outreach; gender mainstreaming in the electoral processes; and civic and voter education.

In order to support the implementation of these activities, UNDP Mozambique is seeking the service of an experienced national consultant to join the Governance Team in Maputo from three months starting 05 October until 31 December 2011. The consultant will support various activities under the current GPECS 2011 work plans

## **2. OBJECTIVES**

The three-month assignment will seek to strengthen the capacity of Mozambique UNDP Country Office (CO) to undertake activities which aim at strengthening STAE to conduct credible and transparent elections, mainstreaming gender in electoral processes, and support the strategic engagement of other national stakeholders with the electoral process in general and with STAE and CNE in particular.

## **3. SCOPE OF WORK**

The specific tasks will entail supporting the CO to implement capacity building activities in support of STAE and other national stakeholders, according to the GPECS 2011 annual work plans. While the consultant will render advisory services to the CO in the implementation of the identified activities, he or she will also be responsible for directly supporting stakeholders such as STAE and civil society in the implementation of activities under the work plans.

### **3.1. Implementation of capacity building and training for STAE in the use of technology:**

- a. Recruit consultant to provide training to STAE personnel in the use of technology in election administration, mainly election results management;
- b. Coordinate the planning and roll-out of the IT and election training for STAE;
- c. Recruit consultant to undertake study on various voter registration systems and options to benefit STAE.

### **3.2. Support the strengthening of STAE's outreach capacity including the maintenance of STAE website and development of Intranet**

- a. Organize workshops to promote effective engagement between STAE and key electoral stakeholders, political parties, media and civil society covering issues such as the stakeholder electoral code of conduct;
- b. Coordinate support to STAE in the maintenance and improvement of its website;
- c. Facilitate advice to STAE in the development of Intranet for STAE to enhance internal management efficiency and communication especially with outlying offices.

### **3.3. Support gender mainstreaming in electoral processes:**

- a. Support STAE to develop a gender policy and also operational strategies to promote gender equality and women's empowerment in elections including through civic and voter education;
- b. Assist data gathering in relation to the two ongoing Surveys on Gender Mainstreaming in the electoral process.

**3.4. Facilitate civic and voter education:**

- a. Support the implementation of civic and voter education activities by STAE and civil society;
- b. Facilitate the mainstreaming of gender in the conduct of civic and voter education

**4. SPECIFIC DELIVERABLES:**

**4.1. Capacity building and training for STAE in the use of technology implemented:**

- a. consultant recruited to provide training to STAE personnel in the use of technology in election administration mainly election results management;
- b. Coordination, planning and roll-out of the IT and election training for STAE;
- c. Consultancy undertaken to advise STAE on voter registration options.

**4.2. STAE outreach capacity strengthened:**

- a. Workshops organized to promote effective engagement between STAE and key electoral stakeholders, i.e. political parties, media and civil society covering issues such as the stakeholder electoral code of conduct;
- b. STAE website maintained and improved;
- c. Advice given to STAE in the development of Intranet for internal communication and management.

**4.3. Gender mainstreamed in electoral processes:**

- a. Gender policy for STAE gender policy developed;
- b. Operational strategies developed to promote gender equality and women's empowerment in elections including through civic and voter education;
- c. Data gathered in support of the two ongoing Surveys on Gender Mainstreaming in the electoral process.

**4.4. Civic and voter education facilitated:**

- a. Civic and voter education activities by STAE and civil society supported;
- b. Gender mainstreamed in the conduct of civic and voter education.

**5. REQUIRED SKILLS AND EXPERIENCE**

**a. Education:**

- Advanced university degree (Master's degree or equivalent) in International relations, political science, gender studies or any related field.

**b. Experience:**

- Minimum 5 years of professional experience in the area of governance, development and elections;
- Good knowledge of Mozambique and solid experience in development support to both state and non-state actors;
- Professional experience with international organizations including UN bodies is an asset.

## **6. COMPETENCIES**

### **a. Core Values/Guiding Principles:**

- Integrity: Demonstrating consistency in upholding and promoting the values of UNDP in actions and decisions, in line with the UN Code of Conduct;
- Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

### **b. Planning and Organization:**

- Ability to establish priorities and to plan, coordinate and monitor own work plan;
- Proven ability to work under pressure and produce output that are accurate, timely and of high quality.

### **c. Language:**

- Fluency in written and spoken Portuguese is key requirement;
- Working knowledge of English will be an asset.

## **7. DURATION AND REMUNERATION:**

- The duration of the contract will be about 90 days from early October to December 31, 2011;
- Remuneration will be based on consultant's qualification and years of experience;
- The UNDP will cover the cost of the consultant for any travel under this assignment, mainly within Mozambique;
- The UNDP requires applicants to submit a financial proposal which clearly indicates the amount which the successful candidate wishes to be paid per day for the work. The amount should be in USD and covering only professional fees;
- The consultant will be paid on monthly basis in line with UNDP remuneration policies.

## **8. MONITORING AND PROGRESS CONTROL: REPORTING REQUIREMENTS:**

- The consultant will report to the UNDP Governance Program Manager.

## **9. PROVISION OF WORK SPACE AND RELATED UNDP SUPPORT**

- UNDP will provide work space and related support to the consultant.

## **10. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal:  
Explaining why they are the most suitable for the work;
2. Financial proposal;
3. Personal CV including past experience in similar projects and at least 3 contactable references.

## 11. FINANCIAL PROPOSAL

### Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including number of anticipated working days).

### Travel

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## 12. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### Cumulative analysis

*The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- a) responsive/compliant/acceptable, and*
  - b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*
- \* Technical Criteria weight; 80%*  
*\* Financial Criteria weight; 20%*

Only candidates obtaining a minimum of 70% on technical evaluation would be considered for the financial evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"> <li>• Governance and Elections experience and knowledge</li> <li>• Project management experience</li> <li>•</li> </ul>	80%	80%
<u>Financial</u>	20%	20%