

TERMS OF REFERENCE



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: Electoral Assistance Specialist (EAS)
Department: UNDP Cape Verde/UNDP CO GBS
Reports to: Pro PALOP-TL CTA/UNDP, Resident Representatives/UNDP Cape Verde and Guinea Bissau,
Position Status: IC
Location: Praia, UN UNDP Country Office in Cape Verde with frequent travels to support mainly UNDP CO in Guinea Bissau, and to a lesser extent also PALOP TL countries and Brussels
Duration : 6 Months

Current Grade: N/A
 Approved Grade: N/A
 Position Classified by: N/A
 Classification Approved by: N/A

II. Organizational Context

The PALOP countries and Timor Leste share an historical background, linguistic and cultural familiarities. Nevertheless, we can hardly say that the PALOP-TL constitute a geographical homogenous block. Besides the geographical discontinuity, while some of these countries are among the least developing countries, others are within middle income countries; some are among the biggest countries in the African continent while others are among the smallest in the world. In fact, they are quite dissimilar in population size, geographical dimension and location, GDP and HDI. Regardless of this fact, as a “regional” space, the PALOP and Timor Leste have huge potential and represent a total area of 2,104,451sq km, with a total population of 37,776,300 growing at an average rate of 1.93%. More than 62% of PALOP and Timor Leste inhabitants having more than 15 years old are capable of read and write and average real GDP growth is 6.52%, while average GDP per capita is US\$ 2,967. HDI average of the PALOP and Timor Leste is 0.505.

The ACP Portuguese Speaking Countries (PALOP and Timor Leste) although dissimilar among themselves on geographical and demographical terms, share a strong identity based on history, culture and also on a common institutional heritage. As a consequence and notwithstanding the fact that independence of all the PALOP dates now of more than 30 years, similar characteristics and patterns of performance can be found among them. The common factors regard at least the following relevant aspects of political and societal nature: structure and organizational culture of central public Administration, legal system and Justice Administration, careers and qualifications of Civil Servants, management practices of public finances.

Portuguese-speaking African countries (PALOP) and Timor-Leste signed a Memorandum of Understanding (MoU) with the EC on the continuation of their long-standing cooperation. Timor-Leste will be part of this cooperation for the first time. The focus of future activities will be on democratic governance as a key determinant for poverty reduction, including, in particular, political governance, government effectiveness, economic governance and social governance. These activities are being integrated into a multi-country approach, the “Governance Initiative”, which will make it possible to identify common solutions to common problems, to exchange know-how and experience and to disseminate best practices. The “*Governance Initiative*” funds a set of projects throughout contributions of each PALOP and Timor Leste National Indicative Programmes within the 10th EDF (33.1 million Euros, around 4% of each PALOP and Timor Leste PIN).

It was against this background, and rich with the experience of the specific missions carried out in the last two years in Mozambique, Angola, Guinea Bissau and Cape Verde, that the EC-UNDP Task Force was requested to support both

UNDP and the EC to formulate the project to support the 2010-2012 electoral cycles in the PALOP and Timor Leste to be financed under the 10th EDF¹ in the field of electoral assistance and in the broader area of democratic governance.

The key stakeholders of the project include a wide variety of governance institutions (e.g. Electoral Management Bodies -EMBs, Parliaments, Judiciary) and civil society organizations (e.g. domestic observation groups, women's groups, media) directly concerned and involved in the project. The final beneficiaries of the project include all citizens of the PALOP/TL who benefit from enhanced democratic governance and accountability, and from opportunities of civic engagement in the electoral process.

Funded up to 6.1 million Euros for a three years' budget, the **Project in Support of the 2010-2012 Electoral Cycles in the PALOP and Timor Leste** has a regional scope and is financed by the EC as sole donor. The project implementation will be ensured by UNDP Guinea Bissau through direct execution modality (DEX). Building on past and ongoing support in the electoral domain to the PALOP and Timor Leste, the strategy follows a project based approach, compatible with the nature of a multi country initiative. The project is a good example of coordination and harmonisation and is in line with the principles of the Paris and Accra Declarations on Aid Effectiveness in the sense that **a)** it is clearly demand-driven and is being designed as a result of extensive consultation among the relevant actors, **b)** it involves a strong coordination among its stakeholders and resources for the implementation of the project will be applied to finance regional harmonized activities, in line with the project's multi country strategy, **c)** aims to support the capacity building of national institutions and to provide support based on partner countries' national strategies, institutions and procedures; **d)** should complement and strengthen existing efforts in the different sectors and avoid duplication of efforts and rationalise activities.

The project will target the promotion of a deeper consolidation of the democratic culture and institutions by providing an electoral assistance as an ongoing and cyclical activity rather than being event driven at designated points in time. The activities to be implemented would focus the support on:

- *The Strategic and operational plans*
- *The Cost assessment and budgeting exercises*
- *The Civil registry/voter registration issues*
- *The Procurement Plans*
- *The Long Term Civic and Voter Education*
- *The Support to Elected Parliamentarians and Parliaments*
- *The Support to Media*
- *The Support for the improvement of transmission and verification of results*
- *The Support for electoral dispute resolutions;*
- *The Support to the recently established Forum of the Lusophone EMBs*

The project's outputs and outcomes should be pursued through a coordinated and coherent approach, putting in place activities that will respond as much as possible to shared needs and shortcomings but, simultaneously, resulting from the six beneficiary countries' specificities regarding legal context and institutional framework, human and technical resources. This complex and innovative strategy poses challenges to the project implementation and sustainability, more specifically regarding results based management and a cost efficient activities' implementation. Considering the project's implementation modality, these challenges are essentially posed to project assurance and support (UNDP Country Offices in Guinea Bissau and in other PALOP and Timor Leste) and project's country oversight structures (country coordination committees) that should be able to monitor project implementation and respond effectively to emerging issues and eventual shortcomings.

This approach implies that the project should address common needs of the beneficiary countries through the electoral cycle approach, considering the specificities of each one of them regarding political context, legal and institutional framework, as well as their specific needs within the different project's entry points.

This complex and innovative strategy poses challenges to the project implementation and sustainability, more specifically regarding results based management and a cost efficient activities' implementation. Considering the project's implementation modality, these challenges are essentially posed to project assurance and support (UNDP Country Offices in Guinea Bissau and in other PALOP and Timor Leste) and project's country oversight structures

¹ A total budget of 6.1 million Euros, representing 18.4% of the budget allocated to the "Governance Initiative", financed through contributions of each PALOP and Timor Leste PIN – more specifically **Angola** (21.1%, corresponding to 1.290.030 Euros), **Cape Verde** (3.3%, corresponding to 202.719 Euros), **Guinea Bissau** (9.1%, corresponding to 552.870,1 Euros), **Mozambique** (57.4%, corresponding to 3.501.510,6 Euros), **São Tomé e Príncipe** (1.5%, corresponding to 92.145 Euros) and **Timor Leste** (7.6%, corresponding to 460.725.1 Euros).

(country coordination committees) that should be able to monitor project implementation and respond effectively to emerging issues and eventual shortcomings.

To support the project's Annual Work Plan (AWP) implementation in Cape Verde and the needed coordination among all PALOP and Timor Leste AWP's implementation, UNDP Office in Cape Verde is recruiting an Electoral Assistance Specialist (EAS) in a temporary basis (6 months) in accordance with the ToR outlined in the project document.

Under the overall supervision of the project's CTA, and reporting as well to the Resident Representatives (Programme) of UNDP in Cape Verde and Guinea Bissau, the Electoral Assistance Specialist will support the UNDP CO in Cape Verde, Guinea Bissau and the Join EC-UNDP Task Force to implement the project's activities, as well as strengthen and facilitate cooperation between the project's stakeholders. This work will be developed on the basis of specialized advice and expertise, provided through clear deliverables.

The EAS will be based in Praia (Cape Verde) and will provide technical support and advice to the PALOP and Timor Leste (a community of six countries geographically discontinuous and with its members scattered through different African regions and the Pacific) for purposes of coordination and in support to the work of the project's CTA – 38% of the incumbent's time to be allocated to the support to be provided to UNDP Cape Verde, 42% to UNDP Guinea Bissau Country Office, and 20% to UNDP Brussels Office and UNDP Country Offices in the other PALOP and Timor Leste. This arrangement will facilitate and enhance the project support to all stakeholders and, simultaneously, respond to eventual coordination and technical support challenges faced by the Guinea Bissau CO.

He/she will also support the CTA of PRO PALOP-TL in the field of training and dissemination of knowledge activities focusing in the African Region in the context of the EC UNDP Partnership on electoral assistance. These activities will mainly consist in providing assistance to the CTA of PRO PALOP-TL to promote knowledge sharing and expert advice to UNDP country offices, EC delegations and electoral management bodies (EMBs) in post-conflict countries and transitional democracies with particular reference to the African region.

S/He will support the CTA of PRO PALOP to advise senior management on managerial, political and operational issues relating to electoral assistance projects which have always high political impact. As the success or failure of operations in any electoral assistance project and EC – UNDP the partnership could affect the relationship between the EC, the EU member states and UNDP, it is crucial to ensure that mutual expectations are met and a good understanding for the future of this partnership well set out.

III. Functions / Key Results Expected

Support to UNDP Cape Verde (50 working days)

- Provide specialized advice on the project country specific Annual Work Plans (AWP) in close collaboration with UNDP CO in Guinea Bissau, EMBs and other relevant stakeholders in Cape Verde
- Provide technical support through Memos, guidelines and Notes to the File (NtF) on strategies to strengthen UNDP CO assurance role in Cape Verde within the project accountability framework
- Prepare the country specific activities' within the overall visibility plan in line with the EC-UNDP Joint guidelines on visibility
- Provide support (advice and information) through Memos and NtF to prepare country specific Procurement Plans in accordance with the respective AWP
- Provide advice to UNDP Deputy Resident Representative for the Programme on all matters related to the synergies and linkages within the broader democratic governance portfolio, the Pro PALOP-TL AWP and other eventual electoral assistance projects
- Support the Coordinator of the JTF for the promotion and delivery of the Joint EC-UNDP Training on Effective Electoral Assistance in Portuguese and adapted to the PALOP and Timor Leste

Support to UNDP Country Office in Bissau (55 working days)

- Provide advice and technical support to UNDP Guinea Bissau to initiate the 2011 projects and carry out all necessary activities to project set-up, namely:
 - Finalize and deliver project's standard operating procedures with UNDP accountability framework for the project included
 - 2011 ATLAS budgeting
- Prepare ToR for the short and long term consultants to be hired

- Prepare the project overall Annual Work Plan (AWP) on the basis of country specific AWP with comparative analysis on trends and needs to feed lessons learnt exercises
- Prepare and update the project specific visibility plans in line with the EC-UNDP Joint guidelines on visibility and with the project's budget
- Provide support (advice and information) to prepare the project overall Procurement Plan in accordance with the project AWP
- Provide advice and technical support to UNDP Guinea Bissau to ensure timely and adequate reporting to the European Commission (produce initial drafts and/or revise drafts submitted by UNDP Cos within the PALOP and Timor Leste) and to prepare all documents needed to ensure disbursements of payments (Riders, Prodoc revisions, reports, etc.)

Support to UNDP Brussels Office/Joint EC-UNDP Task Force (10 working days)

- Mainstream the EC-UNDP Operational Guidelines in all documents to be produced enhancing harmonization between EC and UNDP mainly with regard to project reporting and visibility
- In-promotion and delivery of the Joint EC-UNDP Training on Effective Electoral Assistance and for the establishment of the Global Training Platform on Electoral Assistance within the Joint Competence Development Network, also known as Train 4 DEV, targeting EC and UNDP staff; for regional associations of EMBs, EMBs, regional resource centres in the context of i) Pro PALOP-TL; ii) ACE and iii) within Masters programmes of EU Member States' universities
- Assist to develop EC-UNDP electoral assistance projects documentation, including operational tools to support staff
- Assist the Joint EC-UNDP Task Force/UNDP Brussels Office to provide major input to studies on i) the between voter registration and civil registration linked to the use of ICTs ii) electoral assistance in difficult partnerships and fragile states, in particular the PALOP and Timor Leste; iii) the participation of vulnerable groups and marginalized segments in the electoral process, in particular in the PALOP and Timor Leste

Support to other PALOP and Timor Leste (16 working days)

- Prepare, follow-up and propose revisions to the project country specific Annual Work Plans (AWP) for each PALOP (Angola, Mozambique, São Tomé e Príncipe and Timor Leste) in close collaboration with UNDP Cos, EMBs and other relevant stakeholders in the PALOP and Timor Leste
- Prepare the country specific activities' visibility plan in each PALOP and Timor Leste in line with the EC-UNDP Joint guidelines on visibility and with the project's budget
- Provide support (advice and information) to prepare country specific Procurement Plans in accordance with the respective AWP
- Support the CTA of the Pro PALOP-TL, in close coordination with the Joint EC-UNDP Task Force, in the promotion and delivery of the Joint EC-UNDP Training on Effective Electoral Assistance in Portuguese and adapted to the PALOP and Timor Leste

The incumbent will work a total of 131 days for a period not superior to six months. He/she will prepare and submit a plan of field missions to be cleared by the UNDP Deputy Resident Representatives in Guinea Bissau and Cape Verde, as well as the Pro PALOP-TL CTA.

IV. Impact of Results

The overarching purpose of this position is to provide a specialized support to UNDP in Guinea Bissau, Cape Verde, other PALOP and Timor Leste and to the Joint EC UNDP Task Force/UNDP Brussels Office to design and carry out the project's activities. The main aim is to further strengthening the already established cooperation between the EC and UNDP in the electoral assistance field, through the successful implementation of the project in support of the 2010-2012 electoral cycles in the PALOP and Timor Leste.

The position will allow UNDP Guinea Bissau and UN/UNDP Brussels office to contribute to UNDP knowledge sharing and to provide expert advice to UNDP Country Offices, EC Delegations and Electoral Management Bodies in post conflict countries and transitional democracies, in particular to the ACP Portuguese Speaking Countries. The Electoral Assistance Specialist's tasks will entail support to UNDP in these countries and to the JTF on formulation and implementation issues, evaluations and lessons learned exercises, elements which are urgently needed within operations of unprecedented magnitude and complexities.

The lessons learned here will then feed into implementation of electoral assistance projects in other countries or

regions and also to the planned joint EC-UNDP training exercise on Effective Electoral Assistance and to the ACE Electoral Practitioners' Network.

V. Competencies

CORE COMPETENCIES:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN system;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

FUNCTIONAL COMPETENCIES:

- Good communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and computer technology. While representing UNDP views, the candidate should also be able to provide coordination among the UN family of agencies.
- Knowledge of i) UN rules, regulations, policies, procedures and best practices in the electoral assistance field; ii) the EC electoral assistance process, including EC rules and regulations on project cycle management, aid delivery methods, operations cycle and financing modalities; iii) electoral management issues, including the different steps of the electoral cycle; BRIDGE;
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- Builds solid client relationships with strong networking and advocacy skills; focuses on impact and results.
- Good negotiation and representational skills, at senior level (with international organizations and/or diplomatic missions);
- Good operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, specifically to EMBs and civil society organizations;
- Good knowledge of political context and electoral systems in the PALOP and Timor Leste.

PERFORMANCE MANAGEMENT:

- Demonstrated ability to multitask under pressure and to meet strict deadlines often under hardship conditions;
- Excellent organizational skills and ability to work effectively in teams, delivering through and with others;
- Self-management, including conflict management/negotiating skills.

VI. Recruitment Qualifications

Education:	University Degree (Bachelors) in Political Sciences, Law, International Relations or related field; Post graduations, Specific study and publications in governance and electoral matters are an asset.
Experience:	<ul style="list-style-type: none"> • 5 years relevant electoral work experience, at least 4 of which involve programming, formulation, management and advice on electoral assistance activities; • Experience in planning and formulating election electoral assistance projects for international organizations, in particular UNDP and EU; • Experience in donor coordination, donor government relations and managing a multi-donor basket fund; • Experience in UNDP electoral assistance; • Computer proficiency, including working knowledge of MS Office products (Word, Excel, PowerPoint); • Experience in working with transnational and emerging democracies and post-conflict environment is an asset, in particular the PALOP and Timor Leste.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in Portuguese, English and French.
Other Requirements:	<ul style="list-style-type: none"> • Bridge Accreditation – Full accreditation level for workshop facilitator an asset; • Participation and Certification received out of EU-UNDP-IDEA face-to-face and eLearning trainings on Effective Electoral Assistance an

	<p>asset;</p> <ul style="list-style-type: none">• UNDP Programme, Policies and Operations accreditation is an asset;• Knowledge of EU EDF procedures is an asset. <p>UNDP recommend PALOP and Timor Leste citizens, in particular women, to apply.</p>
--	---