

TERMS OF REFERENCE



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title: Electoral Assistance Specialist (EAS)
Department: UNDP São Tomé e Príncipe/UNDP CO GBS
Reports to: Pro PALOP-TL CTA/Deputy Resident Representatives Programme – UNDP São Tomé e Príncipe and Guinea Bissau,
Position Status: IC
Location: São Tomé, UN UNDP Country Office in São Tomé e Príncipe and UNDP Country Office in Guinea Bissau with frequent travels to support mainly UNDP CO in PALOP and Timor Leste
Duration : 131 days (maximum of six 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).

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.

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To support the project's Annual Work Plan (AWP) implementation in São Tomé e Príncipe and the needed coordination among all PALOP and Timor Leste AWP's implementation, UNDP Office in São Tomé is recruiting an Electoral Assistance Specialist (EAS) in a temporary basis (6 months).

Under the overall supervision of the project's CTA, and reporting as well to the Deputy Resident Representatives (Programme) of UNDP in São Tomé and Guinea Bissau, the Electoral Assistance Specialist will support the UNDP CO in São Tomé e Príncipe and Guinea Bissau 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 São Tomé (São Tomé e Príncipe) 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 São Tomé, 42% to UNDP Guinea Bissau Country Office, and 20% to UNDP Mozambique 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 São Tomé e Príncipe (50 working days)

Under direct supervision of the project's CTA and overall supervision of UNDP Deputy Resident Representative for the programme in São Tomé e Príncipe, he/she will:

- 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 São Tomé e Príncipe;
- Provide technical support through Memos, guidelines and Notes to the File (NtF) on strategies to strengthen UNDP CO assurance role in São Tomé within the project accountability framework
- Prepare the country specific activities' considering 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
- Collaborate and coordinate all his/her daily work with the programme manager/head of governance unit in UNDP CO in São Tomé e Príncipe

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

Under direct supervision of the project's CTA and overall supervision of UNDP Deputy Resident Representative for the Programme in Guinea Bissau, he/she will:

- Provide inputs to project's information briefs and notes
- Provide advice and technical support to UNDP Guinea Bissau to revise 2011 AWP and carry out all necessary actions for operational set-up, including but not only:
 - Finalize and update project's standard operating procedures (SOP) with UNDP accountability framework for the project included, according to changes in context
 - Finalize and update project's operational guidelines according to changes in context
 - Provide inputs for ATLAS budgeting and implementation follow-up
- 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
- Provide inputs to 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.)

- Draft and/or provide inputs to UNDP project reports (DEX quarterly and annual reports)
- Provide inputs and support (advice and expertise) to the project training programme and activities, in particular to BRIDGE Training the Facilitators Workshops, BRIDGE Workshops' Modules delivery, and other trainings initiatives such as Leadership and Conflict management for Electoral Administration.
- 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 Training the Facilitators Workshops, BRIDGE Workshops' Modules, and other trainings initiatives such as Leadership and Conflict management for Electoral Administration, targeting mainly PALOP and Timor Leste EMBs and core electoral stakeholders' representatives; PALOP and Timor Leste EC and UNDP staff; but also regional associations of EMBs, EMBs, regional resource centres in the context of Pro PALOP-TL and within Masters programmes of EU Member States' universities
- Assist the PMU 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) linkages between electoral disputes management and electoral conflicts

Support to UNDP CO in Angola, Cape Verde, Mozambique and Timor Leste (26 working days)

- Prepare, follow-up and propose revisions to the project country specific Annual Work Plans (AWP) for each PALOP (Angola, Cape Verde, Mozambique 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 (provide inputs to the design and facilitate courses/modules) in the promotion and delivery of the project Training & Capacity Development Programme

The candidate 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 São Tomé e Príncipe, as well as the Pro PALOP-TL CTA.

IV. Impact of Results

The overarching purpose of this position is to provide a specialized advice and expertise to UNDP in Guinea Bissau, São Tomé e Príncipe, other PALOP and Timor Leste 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 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, more specifically to the ACP Portuguese Speaking Countries. The Electoral Assistance Specialist's tasks will entail support to UNDP in these countries on project formulation and implementation issues, evaluations and lessons learned exercises.

The lessons learned will feed into implementation of electoral assistance projects in other countries or regions and also to future electoral assistance programmes at regional level.

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 work experience, at least 4 of which involve programming, formulation, management and advice on electoral assistance activities; • Experience in planning and formulating electoral assistance projects for international organizations; • Experience in donor coordination, donor government relations and managing a multi-donor basket fund; • 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 for workshop facilitator is an asset; • EU-UNDP-IDEA trainings on Effective Electoral Assistance are an asset; • UNDP Programme, Policies and Operations accreditation is an asset; • Knowledge of UNDP electoral assistance guidelines, EU EDF procedures, and in EU-UNDP Joint Operational Guidelines for electoral assistance programmes/projects are assets;

	PALOP and Timor Leste citizens, in particular women, applications will be highly appreciated and considered.
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