



Terms of Reference

Consultancy: Senior Electoral Advisor on Referendum

Location:	Buka (with travel to Port Moresby and other locations in the Autonomous Region of Bougainville), Papua New Guinea.
Type of Contract:	Individual Contract (IC)
Project:	Bougainville Referendum Support Project
Languages Required:	English
Starting Date:	7 th January 2019
Duration of Initial Contract:	Approximately 43 weeks between 7 th January 2019 – 31 December 2019 (excluding weekends, public holidays or UN holidays)

Background

During the Special Joint Supervisory Board meeting held on the 11-12 October in Port Moresby major milestones were achieved by its co-chairs of the Joint Supervisory Body, the PNG Prime Minister O'Neil and ABGs President Dr. John Momis. Significant matters agreed on to progress the Bougainville Referendum preparation include the wording of the Question to be put on the ballot paper and the PNG Government's commit to provide funding support to the process.

The Bougainville Referendum Commission (BRC) was established by Charter on 30 August 2017 in line with Organic Law on Peacebuilding in Bougainville to be the independent body to plan and carry out the Bougainville Referendum, the target date set for June 2019. Following a long delay, the Chair of the BRC was appointed with its Board of Commissioners in mid-2018. The BRC Secretariat is not fully operational nearly all the planning work towards the referendum has been the result of the work of international advisors.

Preparations for the referendum will require support, momentum, and commitment by both governments and by the international community to progress the work so that the referendum can be held within the constitutionally mandated period ending June 2020. The most important issue is meeting the target date (June 2019) to hold the referendum in Bougainville. This target date has been widely disseminated and has generated widespread expectations, but the slow progress on referendum planning and preparation during the national elections has raised serious questions regarding the feasibility of the June 2019 target date, and any further delay could jeopardize any possibility of meeting the June 2020 deadline under the Bougainville Peace Agreement.

To ensure support and continuity to the work of the BRC and the two governments on the referendum, UNDP seeks an experienced Senior Electoral Advisor to support the preparation and conduct of the Bougainville Referendum. This is also in line with the recommendations of the 2015 Electoral Needs

Assessment Mission¹, which were subsequently endorsed by the USG/Political Affairs (the UN Focal Point for Electoral Assistance), that a Senior Electoral Advisor works with the Resident Coordinator and Assistant Resident Representative in providing advisory and other critical support to the Bougainville Referendum Commission.

Key objectives

The Senior Electoral Advisor key to support the successful preparation and carrying out of the Bougainville Referendum. He or she will do so by carrying out the following key tasks:

- i. **Component 1: Support the BRC and its Chairman to successfully prepare for and hold the Bougainville Referendum**
 - a) Advise Chair and BRC on policy options and their operational implications
 - b) Support coordination of international assistance to the referendum process
- ii. **Component 2: Manage and implement the UNDP Bougainville Referendum Support Project**
 - a) Ongoing resource mobilization
 - b) Report to UNDP/UN/donors
 - c) Manage BRSP budget
 - d) Assess risks and employ mitigation strategies
 - e) Initiate project procurements
 - f) Recruit and manage staff
 - g) Advise other UN referendum-related projects

Duties and Responsibilities

Under the direct supervision of the Deputy Resident Representative, and in coordination with the Peace and Development Adviser, the UN Liaison Officer, and the Electoral Assistance Division, the Senior

¹ Paragraph 131 of the NAM Report reads: *“An experienced UN elections advisor needs to be deployed as soon as possible so that s/he can: (i) when needed, provide advice, through the RC, to the PNG and ABG governments once the option papers are submitted; (ii) ensure key political decisions affecting the referendum process are being made in a timely manner, by facilitating dialogue towards referendum-related decisions that need to be made, in conjunction with the RC; (iii) advise the RC, UN PDA and Political ‘Liaison’ Officer on all electoral/referendum-related matters; (iv) substantively oversee Outcome 2 of the Peacebuilding Priority Plan/PPP (civic education on the referendum); and (v) assist in keeping relevant national and international stakeholders informed of electoral/referendum developments to prevent misunderstandings or misinformation, and provide early-warning when situations that warrant it arises.”* [emphasis added]

Electoral Adviser will work with officials from the two governments, the two electoral commissioners, and other key stakeholders to deliver support as described below.

Deliverables

- a) Work with the BRC, its Transitional Committee and its appointed Chair and Commissioners on preliminary operational and awareness planning for the referendum, which may in turn necessitate changes in the Bougainville Referendum Support Project’s budget and staffing plans; In anticipation of filling project staff positions, develop terms of reference for those positions in consultation with BRC personnel to ensure that the Commission receives the necessary support;
- b) Manage the Bougainville Electoral Support Project.
- c) Support the PNG Country Office to conduct consultations, meetings, and other actions with key donors and stakeholders of both governments to motivate donors and mobilize resources for the implementation of the Bougainville Referendum Support Project;
- d) Provide technical and advisory support to PNG Government and ABG officials (such as NCOBA and the Department Peace Agreement Implementation) to assist in the establishment of the Bougainville Referendum Commission;
- e) Brief government officials, legislators, and civil society groups (including women’s groups, youth, and Disabled Persons’ Groups) about referendum experiences internationally and the preparations involved in referendum planning, including modalities for ensuring the inclusion of women and other frequently marginalized communities; and
- f) Work with personnel of the PBF-funded GYPI and of the extended PBF-funded UNDP awareness activities to ensure that messages developed and disseminated by project personnel are appropriate, consistent with the legal framework, and compatible with the general awareness activities planned by the BRC.

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
Payment upon submission of monthly progressive report for the month of January, 2019	31/01/19	10%	UNDP DRR
Payment upon submission of monthly progressive report for the month of February, 2019	28/02/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of March, 2019	31/03/19	8%	UNDP DRR

Payment upon submission of monthly progressive report for the month of April, 2019	30/04/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of May, 2019	31/05/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of June, 2019	30/06/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of July, 2019	31/07/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of August, 2019	31/08/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of September, 2019	31/09/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of October, 2019	31/10/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of November, 2019	30/11/19	8%	UNDP DRR
Payment upon submission of monthly progressive report for the month of December, 2019	31/12/19	10%	UNDP DRR

Reporting and payment terms

The assignment will cover the period from January to 31 December 2019. The workplan will be discussed and agreed on with the Supervisor. Payments will be done monthly through submission of progress reports.

Resources Provided

UNDP will provide space in its Port Moresby and Buka offices. Travel outside the duty station will be paid UNDP including the applicable allowances.

Education and experience

- Master's Degree or higher in politics, law, public administration, peace and development studies or other related social sciences;
- Minimum 15 years progressively responsible professional experience in working on elections administration and referendum

- Minimum 10 years of progressively responsible professional experience working in the field of peacebuilding, elections and referendum administration or related experience in democratic governance, particularly in crisis and post conflict countries
- Minimum 10 year's experience of working with donor and development partners in the conception, design and delivery of elections including referenda;
- Ability to design and facilitate multi-stakeholder workshops;
- A good understanding and knowledge of elections issues in the Pacific region and in particular Papua New Guinea will be an asset;
- A proven track record of high-level consultancy and advisory work for the UN, UNDP, and/or reputable international organizations; and
- Sound knowledge of the UN's and especially UNDP's mandate and role in electoral assistance.

Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without fear or favour.

Functional Competencies

- Excellent speaking and writing skills in English are necessary;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios;
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively;
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors;
- Ability to quickly adapt to change, and to remain calm under pressure; and
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		8%
<ul style="list-style-type: none"> ▪ Minimum Master's Degree or higher in politics, law, public administration, peace and development studies or other related social sciences; 	8	
Experience		50%
<ul style="list-style-type: none"> ▪ Minimum 15 years progressively responsible professional experience in working on elections administration and referendum 	20	
<ul style="list-style-type: none"> ▪ Minimum 10 years of progressively responsible professional experience working in the field of peacebuilding, elections and referendum administration or related experience in democratic governance, particularly in crisis and post conflict countries 	15	
<ul style="list-style-type: none"> ▪ Minimum 10 years' experience of working with donor and development partners in the conception, design and delivery of elections including referenda; 	15	
Competencies		12%
<ul style="list-style-type: none"> • A good understanding and knowledge of elections issues in the Pacific region and in particular Papua New Guinea will be an asset; • Sound knowledge of the UN's and especially UNDP's mandate and role in electoral assistance. • Demonstrates integrity by modelling the UN values and ethical standards; 	1 1 1 1	

<ul style="list-style-type: none"> • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and • Treats all people fairly without fear or favour. • Excellent speaking and writing skills in English are necessary; • High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines; • Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios; • Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively; • Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials, civil society and donors. • Ability to quickly adapt to change, and to remain calm under pressure; and • Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment. 	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. (Separate file from technical proposal (P11 and Brief description), password protected). **Template of Letter of Confirmation of Interest and Availability can be accessible from this [UNP PNG Procurement page](#)**
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the

Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

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 travel, living expenses, and number of anticipated working days).

Travel

One return ticket is envisaged for this assignment. In general, UNDP should not accept travel costs exceeding those of an economy return class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

This process is managed through the UNDP online eTendering system. Proposals may be submitted on or before the deadline indicated by UNDP in the e-tendering system. Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using:

Username: event.guest

Password: why2change

and follow the registration steps as specified in the e-tendering instruction manual or access it through this link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Please be guided by the instructions provided in this document above while preparing your submission.



Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using E-tendering, no later than 8th December, 2018.

For any clarification regarding this assignment please write to Tirnesh Prasad on procurement.pg@undp.org

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approval

This TOR is approved by:

Name and Designation Tracy Vienings
Deputy Resident Representative,
UNDP PNG Country Office

Date of Signing 22nd November 2018