TERMS OF REFERENCE

POSTITION:	IT & Voter registration Expert
AGENCY/PROJECT:	UNDP Haiti/Electoral Support
LOCATION:	Haiti
TYPE OF CONTCAT	Individual Contractor (IC)
DURATION:	4 months

1) BACKGROUND

UNDP Haiti has provided continuous support to the Haitian electoral process since 2005, and most recently managed the electoral support basket-funded project for the 2013 – 2016 cycle. Since the close of the previous project, UNDP Haiti has been provided interim technical support to the Provisional Electoral Council (CEP) as a new electoral support project is under formulation.

During this period, and in preparation for the new project, UNDP Haiti requires and information technology (IT) expert, specialized in election and voter registration who can liaise provide a technical support to CEP in preparing the ground for the next legislative and municipal elections.

2) DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief Technical Advisor, the IT & Voter registration Expert will support the CEP in updating the voter register and undertaking needed IT preparations for the next legislative and municipal elections in line with the United Nations electoral policies and best practice.

Specific duties include:

- Support the CEP in the update of the electoral register;
- Identify any specific needs of Electoral Register Directorate which require further technical and financial support;
- Review and improve the programmes and applications related to the Web registration of candidates and their agents, observers and temporary electoral staff;
- Train the staff of the Electoral Register Directorate on programming techniques, the techniques of using and updating the electoral register database, and the Cloud storage and security;
- Support the development of new functionalities based on the CEP's needs;
- Support the Electoral Register Directorate on preparing the voter lists;
- Support the CEP in updating the programmes and application of the Tabulation Center;
- Identify training needs and provide training to the Tabulation Center staff;

- Prepare, in coordination with CEP, a plan for the modernization of the Tabulation Center taking into account the new electoral legal framework
- Support the CEP in establishing the new IT Directorate
- Support CEP in setting up an integrated management of its databases

4) DURATION AND DUTY STATION

Duration: 4 months

Location: Port au Prince, Haiti

5) DELIVERABLES

The consultant will prepare at least 4 progress reports as well as the specific documents related to each area on the different activities under his/her responsibility covering the following:
- Reports on the progress in the preparations to be carried out by the Tabulation Center and the Electoral Register Directorate for the next legislative and municipal elections
- At least 4 training workshops for the staff of the Electoral Register Directorate and the Tabulation Center
- Plan to establish the IT Direction of CEP

6) SUPERVISION AND COLLABORATION

The IT & Voter Registration Expert will work under the supervision of Chief Technical Advisor and in close collaboration with Senior Management and the Governance Team of UNDP Haiti.

7) COMPETENCIES AND QUALIFICATIONS

Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and interests of the UNDP office.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

Functional competencies:

- Good work experience in design, planning and implementation of voter and civil registration projects
- Demonstrated ability to effectively conduct election programmes in developing countries
- Displays analytical judgment and demonstrated ability to handle confidential and sensitive issues in a responsible and mature manner

- Demonstrates strong intellectual and operational capacity in providing and coordinating advisory services to stakeholders in electoral processes, specifically to EMBs
- Demonstrates openness to change and ability to manage complexities
- 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.

Required skills:

- Degree in IT or engineering
- At least five years of experience in elections. Past working experience in Haiti is an asset
- Advanced Computer skills
- Fluent in French and English; knowledge of Haitian Creole is an asset

8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

DELIVERABLES	Target and due date	Review and Approvals Required
- Conceptualization and plan for the trainings for the staff of the Electoral Register Directorate and the Tabulation Center - Progress report as per TOR	15 days	Resident Representative and the Head of the Governance Unit, UNDP Haiti
- Training workshops for the staff of the Electoral Register Directorate and the Tabulation Center - Progress report as per TOR	1 month	Resident Representative and the Head of the Governance Unit, UNDP Haiti
- Training workshops for the staff of the of Electoral Register Directorate and of the Tabulation Center - Progress report as per TOR	1 month	Resident Representative and the Head of the Governance Unit, UNDP Haiti
- Plan to establish the IT Direction of CEP - Training workshops for the staff of the of Electoral Register Directorate and of the Tabulation Center - Progress report as per TOR	1,5 month	Resident Representative and the Head of the Governance Unit, UNDP Haiti
Logistics		
Total		

10) MODALITIES OF PAYMENT
Payment will be based on the aforementioned deliverables.