

Project Title

Project Institutionalisation of the UNDP Support to the Electoral Commission of SA (IEC)

Background

UNDP in partnership with the Electoral Commission of South Africa has developed a 5 year support programme to the Independent Electoral Commission of South Africa (IEC) for the UN to assist the Commission in a number of areas to consolidate and build further on the gains made from the democratic transition process in South Africa since the first multi-party democratic elections in 1994. With the upcoming local government elections in 2016, which will be a further test to SA's democratic consolidation, this has become more crucial.

Project Description and Purpose

This electoral support programme is envisaged to achieve the following outputs

- The development of a capacity building programme of the South Africa's domestic elections observers
- Support the efforts of both the IEC and external stakeholders (the education sector, civil society, traditional society) in delivering effective civic and democracy education to build an empowered electorate
- Support the IEC's efforts to create systems and processes for capturing its institutional memory and promoting its thought leadership of matters related to electoral research and the creation of a knowledge hub
- Support the Electoral Commission's presence, and delivery of assistance in a sustainable manner, in the international arena, and
- Strengthen gender mainstreaming and women empowerment in the Electoral Commission of South Africa's plans, processes and outcomes

The purpose of this short –term consultancy is to support the UNDP South Africa put in place project and programme systems (project preparation and institutionalisation), and provide technical support in carrying the key major activities with the project partners between the period October to December 2015. This will also entail working very closely and regular liaison with the IEC and the Department of Basic Education (DBE).

Activities

The consultant will perform the follow specific tasks:

- Organise, facilitate and ensure smooth running of the project partners meeting scheduled for 21 October 2015
- Prepare and put together all the necessary submission and information for the presentation to the IEC Commissioners meeting scheduled for end of October 2015
- Identify key partners and define their roles and responsibilities
- Establish the project steering committee and define lines of accountability, roles and responsibilities of each member of the steering Committee
- Identify key personnel required for the project and develop terms of reference
- Analyze and identify any issue that requires the attention of the UNDP Country office and project partners and prepare succinct reports for Planning and Reporting
- Prepare work plans of the programme, in consultation with the project stakeholders (IEC, DBE), UNDP Country Office and Programme Manager
- Prepare quarterly progress report
- Identify and engage potential donors
- Produce programme proposal and other reports for UNDP, donors, and other stakeholders, as per programme requirements
- Based on the Monitoring & Evaluation framework in the programme document, help develop and refine indicators for the effective implementation of the programme going forward.

Outputs and Deliverables

The consultant will deliver the following outputs:

- Partners' workshop report

- Project and management plans and systems for the programme, including a monitoring, reporting and evaluation framework
- UNDP Country Office presentation for the IEC Commissioners
- TORs for the project steering committee
- TORs for the required project personnel
- Final programme workplan with a resource mobilization plan/strategy

Required Competencies, Skills and Experience

Education and Experience:

- Master's degree (or equivalent) in political science, social science, law, development studies, management or related field.
- Minimum 5 years of professional experience in the field of programme management and administration, stakeholder management, monitoring and evaluation, electoral management or related fields
- Prior experience working with the Government of South Africa, regional and international organizations, and donors
- Knowledge about elections, electoral training, civic/democracy education and voter registration system
- Fluent in English.

Requirements:

TERMS OF REFERENCE

29 September 2015

- Displays cultural, gender, religion, race, and age sensitivity and adaptability
- Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for

diversity

- Excellent communication and managerial skills
- Advanced writing skills;
- Ability to work and act under pressure and with discretion
- Demonstrated ability and experience in managing partnerships and relations with diverse stakeholders
- Ability to establish priorities and to plan, coordinate and monitor work of others and make timely decisions

Time Frames and Duration

October to December 2015

Project Management and Reporting Requirements

The consultant will report to the Programme Manager: Governance, and regularly interact and liaise with the IEC Manager responsible for electoral services, and Director: Social Cohesion, Department of Basic Education.

Submission of proposal

Consultant must submit proposals that includes:

- Profile or individual resume (CV), clearly showing the details of the consultant and his/her qualifications and experience in project and programme management and in elections administration and management.
- Full cost proposal, including printing and document production costs.

Criteria for Selection of Best Offer - The contract will be awarded to the least costly technically qualified (minimum of 70 points).

