Date: 21 January 2016

Subject: Pre bid meeting –2016 Voter Registration Campaign – Municipal Elections

Location: UNDP LEAP Office – Downtown

Introduction

UNDP LEAP initiated the meeting with a briefing on UNDP LEAP and said that the project provides technical assistance to the Ministry of Interior and Municipalities (MoIM) in preparing and holding elections. He added that Lebanon is expected to hold municipal elections in May 2016. The upcoming month, from 10 February to 10 March, marks the civic update of the voters' lists and LEAP is providing assistance to the ministry in this area by developing an awareness voter registration campaign that should be launched by February 10. Therefore the end user of this service is the MoIM.

UNDP LEAP further explained about the technicalities of the campaign stressing that the message should be simple and clear: remind and encourage citizens to check the accuracy of their data on the voter register from 10 February to 10 March by visiting the municipality, or the mukhtar or dgps.gov.lb.
They added that the message should be simple but catchy, the people are aware of the procedure somehow but a reminder is needed. They reminded the attendees that this is 5th campaign developed for the purpose of reminding people to check their registration: 2009 parliamentary elections, 2010 municipal elections, 2013 & 2014 parliamentary elections (elections postponed). They also stressed that campaign should be gender sensitive and will be developed on a smaller scale than the previous ones due to the lack of time to produce a big campaign.

Questions asked

Q) How long this campaign will be on air?
A) 1 month, from 10 February to 10 March

Q) When are municipal elections taking place?
A) In May, 1st or 8th of May will be the first round

Q) Are there any restrictions in the message of the campaign? Can we insert some humor to make it light?
A) The message should not be politically bias, but neutral towards elections, again simple and humor is welcomed in the concept as long as it is not sarcastic and does not have a bigger impact than the message itself. The message should be clear.

Q) Are we supposed to present a developed finalized concept on Tuesday?

A) Not necessarily, a concept idea with a visual are enough and the implementation phase will come once the company is selected.

Q) Who are the targeted audience?
A) All eligible voters (citizens above 21 years old)

Q) If you already corrected a mistake in your data in 2015, do you need to check the voters' lists again this year as well or is it safe to say you don't need to?
A) Yes, everyone should check again, because you might find mistakes again, but let's not stress on this particular message.

Q) What are the possible mistakes?
A) The possible mistakes can be in the name of the voter, his/her gender, his/her religion, his/her marital status, etc.

Q) If a mistake is found and the voter corrected it; will he/she be able to see the updated info instantly?
A) No, he/she will have to wait until the end of March by referring to the Mukhtar who will have the final released and freeze lists.

Q) If we were selected, when is the anticipated date to start the implementation?
A) We are not sure of the date but hopefully in the same week of the submission of your offer.

The attendees requested that UNDP should notify them by the 28th the latest if they were selected or not in order to start the implementation ahead of the weekend.