

UNITED NATIONAL DEVELOPMENT PROGRAMME  
Terms of Reference



Empowered lives.  
Resilient nations.

### I. Position Information

**Post Title:** International Consultant (Civil and Voter Registration)  
**Contract type:** Individual Contract  
**Duration:** August – November 2016  
**Duty Station:** Freetown with field trips if and when required  
**Supervisor:** Team Leader Governance

### II. Background

Following the successful conclusion of the Support to the Electoral Cycle in Sierra Leone 2011 – 2014 Project UNDP continues to support the sustainability of know-how and the development of long-term capacities of the election management bodies including voter registration. To that end, in partnership with UNICEF and Plan International, UNDP has embarked upon an ambitious project of support to the Government of Sierra Leone for establishing a Civil Register that will harmonize various government civil databases, and thereafter record in a continuous, permanent, compulsory and universal manner the occurrences and characteristics of vital events and other civil status events related to its citizens and residents, as provided by and in accordance with an established legal framework. This will not only make future voter registration exercises efficient and inexpensive but also to enable easier citizen's access to a wide variety of services and support the Government in better targeting of beneficiaries for various safety net and social protection initiatives.

A Policy Paper on the Integrated National Civil Registration System has already been developed and approved by the Cabinet on 2nd of July 2014. This was followed by the Civil Registration Act that was passed in June 2016, which will form the basis for establishing the National Civil Registration Authority (NCRA). The ambitious Civil Registration Project is being funded by the Government of Sierra Leone and several development partners including UNDP.

With the passing of the Civil Registration Act, the Government of Sierra Leone is working towards achieving mass civil registration that will provide civil registers for extraction of the voter registers. While operating within a very tight timeline, the IC should be able to provide technical direction to the process that will lead to an effective civil and voter registration system. In support of the above, UNDP is seeking the services of an International Consultant to provide policy and strategic direction to Civil Registration. The Civil Registration Project Coordinator will not only coordinate the management and technical inputs from within UNDP, but will also ensure that similar inputs from other project partners such as UNICEF and Plan International feed into the project in a timely,

coherent, cost effective and well-coordinated manner. The Civil Registration Project Coordinator will work under the overall supervision of the Team Leader Governance.

### **III. Justification**

The compilation of a unique and integrated civil registry is new to Sierra Leonean Officials. A massive field operation has to be launched to register the entire Sierra Leonean population under most difficult logistical and operational circumstances. It is the first time that the National Registration Secretariat is undertaking a project of this dimension therefore has requested assistance from the UNDP.

The Civil Registration Act was enacted in June 2016, which sets the ground for establishing the National Civil Registration Authority (NCRA). The Country has not conceptualized how the NCRA will function and this will require technical expertise with a significant amount of knowledge and expertise in establishing new Government structures with a functional operational framework.

The IC is expected to provide intellectual guidance to the DPs and the Government of Sierra Leone to conduct civil and voter registration in a professional manner without compromising on the quality of services.

### **IV. Objective**

The objective of the Consultancy is to have the population of Sierra Leone registered whereby accuracy, integrity and inclusiveness of the collected data is of paramount importance; and ensure extraction of voter registers in preparation for the Constitutional Review Referendum and Elections.

### **V. Functions**

Under the direct supervision of the UNDP Team Leader Governance, the IC will work closely with her/his counterparts in the National Civil Registration Authority (NCRA), the National Elections Commission (NEC), Ministry of Internal Affairs, and Development Partners in order to deliver the following:

- Finalize all necessary operational planning in relation to the upcoming Civil and Voter Registration. Support implementation of the Civil and Voter Registration Operational Plan.
- Coordinate the project with donor and government partners
- Draft ToR for consultants and advisors
- Prepare and participate in steering committee meetings
- Advise the civil registration taskforce
- Provide technical advice to the government and international partners on civil and voter registration
- Provide policy advice to the UNDP Country Director and Resident Coordinator
- Assist in the specification of materials required for the registration exercise

<ul style="list-style-type: none"> <li>• Build the capacity of the National Civil Registration Authority (NCRA) counterparts and guarantee knowledge transfer</li> </ul>	
<b>VI. Deliverables:</b>	
<ol style="list-style-type: none"> <li>1. Provide policy and strategic advice on Civil and Voter Registration to the Government of Sierra Leone, UNDP senior management and the Governance team, and Development Partners;</li> <li>2. Provide technical and operational guidance to the National Civil Registration Authority (NCRA) and the National Elections Commission (NEC) to organize joint operations for Civil and Voter Registration;</li> <li>3. Provide a conceptual framework on setting up the National Civil Registration Authority (NCRA);</li> <li>4. Provide program and administrative oversight to the UNDP Civil Registration Project. This would entail among others: preparing concept notes, proposals, project progress reports, project AWP 2017 and staff supervision.</li> <li>5. Provide financial analysis of the Civil and Voter Registration Project Budget, and this will include among other things: estimate funding gaps, organize donor meetings and prepare donor briefings and relevant materials as required to support the mobilization of resources necessary for the support of the project, follow up with Development Partners on release of funds as agreed in contribution agreements.</li> </ol>	
<b>VI. Reporting Mechanism</b>	
The consultant will report to the UNDP Team Leader Governance	
<b>VII. Duration</b>	
It is expected that the deliverables will be completed within 4 months	
<b>X. Recruitment Qualifications</b>	
Education:	Masters' Degree in Business Administration, Public Administration, Political Science, Demography
Experience:	<ul style="list-style-type: none"> <li>• 10years or more of functionally-related professional experience;</li> <li>• Experience in delivering technical assistance or implementing civil and voter registration systems, preferably in developing or post-conflict countries;</li> <li>• Experience in one or more of the following: civil registration, biometrics and identity systems;</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in Africa</li> </ul>
Competences	<ul style="list-style-type: none"> <li>• Professionalism and Integrity</li> <li>• Promotes knowledge sharing and learning</li> <li>• Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;</li> <li>• Demonstrate good oral and written skills;</li> <li>• Demonstrate openness to change and ability to manage complexities</li> <li>• Ability to work with national counterparts in building individual and institutional capacity.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in written and spoken English</li> </ul>

#### **X. Application, Evaluation Criteria and Payment Modalities**

##### **Payment Modalities**

Payments shall be made in monthly instalments following certification by UNDP of satisfactory work done per the terms of reference.

##### **Evaluation of Criteria and Weighting**

The consultant will be evaluated against a combination of technical and financial criteria. Maximum score is 100% out of a total score for technical criteria equals 70% and 30% for financial criteria.

The technical evaluation will include the following:

- Background and minimum educational qualification as defined above-10%
- Practical previous experience relevant to the TOR - 40%
- Substantial professional knowledge and experience in the field of s civil and voter registration and electoral affairs -50%

##### **Application Procedure**

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Completed P11 form
- Financial proposal
- Technical proposal (methodology of approach to the task)

Other related documents can be forwarded to [david.jarret@undp.org](mailto:david.jarret@undp.org)

**Prepared by:**

Gloria Thomas, Programme Admin Assistant

Date

**Approved by**

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Annette Nalwoga, Team Leader Governance

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Date