



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### INTERNATIONAL CONSULTANT – ELECTORAL CONSULTANT

DATE: 17 February 2020

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|-------------------------------------|---------------------------------------|
| <b>Office</b>                       | UNDP Libya                            |
| <b>Country</b>                      | Libya                                 |
| <b>Type of Appointment</b>          | Individual Consultant (International) |
| <b>Duty Station</b>                 | Tunis, Tunisia.                       |
| <b>Period of Assignment/Service</b> | 65.25 workdays                        |
| <b>Positions</b>                    | 01                                    |
| <b>Expected Start Date</b>          | <b>02 March 2020</b>                  |

Proposal should be submitted by email to the following email address: [tenders.ly@undp.org](mailto:tenders.ly@undp.org) no later than **26 February 2020**.

Any request for clarification must be sent in writing, or by standard electronic communication to the email address [procurement.ly@undp.org](mailto:procurement.ly@undp.org). UNDP Libya Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the responses, including an explanation of the query without identifying the source of the inquiry, to all candidates who expressed their interest.

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#### 1. BACKGROUND:

The United Nations Security Council Resolution 2009 established the UN Support Mission in Libya (UNSMIL) in September 2011. The UNSMIL has since commenced its support to the country's new transitional authorities in their post-conflict efforts. These range from assisting the Libyan authorities restore public security and the rule of law, promote inclusive political dialogue and national reconciliation, help the Libyans embark on the drafting of a new constitution and lay the foundation for elections. The most recent UN Security Council Resolutions 2434 and 2486 mandate UNSMIL to support the organization of elections in Libya, in full accordance with the principle of national ownership.

Following the revolution in 2011 that led to the overthrow of 40 years of authoritarian rule, the clashes have severely impacted both the political and economic conditions affecting the macro-stability of the country, and the lives and livelihood of the Libyan people. Since the country's first free elections on 7 July 2012 for the General National Congress (GNC), two subsequent electoral events took place: The Constitutional Drafting Assembly election on 20 February 2014 amidst violence and boycott by some minority groups, and the election of a new legislative body, the House of Representatives (HoR) in July 2014. In addition, Libya conducted 95 municipal council elections during 2014 and 2018, as well as 22 second generation municipal council elections in 2019.

With an overall goal of building the capacity of Libya's transitional governance structures and facilitating citizens' participation in political processes, this UNDP/UNSMIL joint initiative is designed to support Libya in holding municipal council elections. Through support to the Central Committee for Municipal Council Elections (CCMCE), the designated body responsible for Local Elections, the project contributes to the planning, preparation and conduct of the second round of municipal elections after those conducted in April/May 2019. The project focuses on support to and capacity building of the CCMCE to prepare and run successful election operations including a successful voter registration and prepare and conduct voter/civic education and awareness raising activities.

The project seeks to achieve the following outputs to be implemented over 2020, with a likely extension until end of 2021:



- Output 1: **Support to the planning and implementation of inclusive election operations including voter registration.**
- Output 2: **Facilitate democratic participation through support to voter and civic education and through awareness raising activities.**

The project's mandate has been enlarged to also support newly elected municipal councils in Libya in order to strengthen the capacity of mayors and council members and their administration in the post-election period. This support is being closely coordinated with other UNDP support and international support provided to municipalities. Also, there has been a new focus on electoral conflict prevention measures and increased conflict sensitivity to cope with arising conflicts in the context of pre-and post-electoral tensions.

In pursuance of the above outputs, the Local Elections Support Project seeks to recruit an experienced electoral consultant to join the project for a period of three months, whose mandate is to assist in managing key project activities under the Chief Technical Advisor.

## **2. DUTIES AND RESPONSIBILITIES:**

The Electoral Consultant will be responsible for the following duties:

- Contribute to the planning, implementation and monitoring of electoral programmes and processes for local municipal council elections, as required, and support the implementation of the project's post-election initiative;
- Provide project management and support as well as monitoring and reporting of results to national counterparts, donors and UN bodies;
- Provide advice on processes/activities for civic and voter education with a specific focus on women's political participation and representation, and on compliance with international norms and commitments on gender equality and women's rights; also, provide advisory inputs to the CCMCE on appropriate gender mainstreaming measures, as necessary;
- Contribute to capacity-building and capacity-development strategies and activities for national counterparts and the strengthening of the national institution;
- Ensure and foster productive partnerships with national counterparts and other key stakeholders of the electoral process such as media and civil society;
- Ensure and foster productive partnerships with international counterparts and key donors;
- Ensure implementation of a standardized project reporting mechanism including effective and timely reporting to internal and external stakeholders;
- Assist and represent, as required, the Chief Technical Advisor in the overall management of the local elections team during his absence and supervise, manage and coordinate delegated tasks in relation to the different project components in assigned areas of responsibility;
- As required, supervise and manage the performance of national staff assigned to the area of responsibility;

## **3. EXPECTED OUTPUTS:**

- Strengthened partnership between the UNDP local elections project and the CCMCE, as well as with other government and civil stakeholders;
- Strengthened partnerships with key stakeholders of the project, such as media and civil society associations and/ or representatives;
- Increase the project's overall visibility aiming at contributing to an increase in resource mobilization;
- Increase the effective implementation and management of project activities;
- Contribute to the systematization of monthly reporting activities both to internal and external stakeholders.



#### **4. DELIVERABLES:**

##### **Deliverable 1:**

- Mapping of stakeholders and production of reporting matrix with related timeline, where applicable;
- Production of monthly activity report.

##### **Deliverable 2:**

- Mapping of key-activities per area of support and stakeholder and production of activity matrix;
- Establishment of a monitoring list per activity and related timeline.

##### **Deliverable 3:**

- Produce together with the national team a capacity development action-plan per area of support.

#### **5. REQUIRED SKILLS AND EXPERIENCE**

##### **Education:**

- Advanced university degree (Master's degree or equivalent) in Political Science, International Relations, Law, Public Administration, or related field is required.
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

##### **Experience:**

- A minimum of five years (with Master's degree) of progressively responsible experience in elections and related areas in respect to the Terms of Reference (TOR);
- A minimum of seven years (with Bachelor's degree) of progressively responsible experience in elections and related areas in respect to the Terms of Reference (TOR);
- Electoral experience in at least two field operations of the United Nations Common System or a comparable international organization or other relevant electoral experience required;
- At least two years of experience in implementing, supporting or advising on electoral processes is required;
- Experience of at least one year in civic and voter education including on women's participation in electoral processes;
- Work experience in post-conflict situations and/or developing countries is desirable.

##### **Language Requirements:**

- Fluency and excellent analytical writing skills in English required.
- Knowledge of Arabic is an asset.

#### **6. DURATION OF WORK AND DUTY STATION**

- Tunis, Tunisia.
- 65.25 workdays assignment.



## 7. COMPETENCIES

### Core competencies:

- Demonstrate good administrative, planning, analytical and written skills;
- Good understanding of UN common system, UNDP, and relevant international development partners and stakeholders at global, regional and country levels;
- Good communication skills;
- Demonstrate capacity to coordinate with key electoral stakeholder(s) including the electoral institution as well as newly elected municipal councils, as well as other national and international partners, employing effective communication skills;
- Initiative and ability to work independently.

### Technical competencies:

- Good general electoral knowledge on electoral operations;
- Good knowledge on voter and civic education, including on women's participation in electoral processes and beyond;
- Good understanding of post-conflict and transitional settings related to electoral and institution building processes;
- Good capacities in networking and partnership management;
- Strong technical editing and writing skills.

## 8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Technical Proposal;
- Explaining why they are the most suitable for the work;
- Financial proposal;
- Personal CV including past experience in similar projects and at least 3 contactable references.

## 9. FINANCIAL PROPOSAL

### **Lump sum contract**

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 installments 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 number of anticipated working days).

### **Travel**

As per the TOR.

## 10. EVALUATION

| <b>Criteria</b>   | <b>Weight</b>                                | <b>Max. Point</b> |
|---|--|-------------------|
| <b><u>Technical</u></b>   | <b>70</b>                                    |                   |
| <ul style="list-style-type: none"> <li>Advanced university degree (Master's degree or equivalent) in Political Science, International Relations, Law, Public Administration, or related field is required.</li> <li>A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.</li> </ul>       | 15   |                   |
| <ul style="list-style-type: none"> <li>A minimum of five years (with Master's degree) of progressively responsible experience in elections and related areas in respect to the Terms of Reference (TOR).</li> <li>A minimum of seven years (with Bachelor's degree) of progressively responsible experience in elections and related areas in respect to the Terms of Reference (TOR).</li> </ul> | 20   |                   |
| Electoral experience in at least two field operations of the United Nations Common System or a comparable international organization or other relevant electoral experience required  | 15   |                   |
| At least two years of experience in implementing, supporting or advising on electoral processes   | 15   |                   |
| Fluency and excellent analytical writing skills in English  | 5  |                   |
| <b><u>Financial (Lower Offer/Offer*100)</u></b>   | <b>30</b>                                    |                   |
| <b><u>Total Score</u></b>   | <b>Technical score 70 + 30<br/>Financial</b> |                   |

**Note:**

- Applications without i) financial offer and ii) CV will NOT be considered for evaluation;
- Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP);
- Incomplete proposals will not be considered.

**ANNEX'S:**

**ANNEX 1** - TERMS OF REFERENCE;

**ANNEX 2** - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS;

**ANNEX 3** - PROPOSAL SUBMISSION FORM.