



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information	
Job Title:	Consultant to Support Post-Elections Lessons Learnt
Contract Type:	IC/National
Reports to:	Chief Technical Advisor/Programme Manager
Duty Station:	Monrovia, Liberia
Duration of Contract:	2 months
Contract start date:	22 February 2021

II. Organisational Context
<p>UNDP is committed to long-term, sustainable support to democratic governance, including support to key democratic institutions and processes. In line with its Governance Portfolio and Sustainable Development Goal 16 - Peace, Justice, and Strong Institutions, UNDP supports the National Elections Commission (NEC) in the implementation of its constitutional mandate to plan, manage and organize elections in compliance with the national legal framework, international standards, and best practices.</p> <p>In accordance with its mandate in Chapter 2, Section 2.9 (g) of the Elections Law, the NEC conducted the 2020 Special Senatorial Elections (SSE) and National Referendum on 8th December 2020. The conduct of the SSE and Referendum by the Commission with only limited support from the international partners is deemed a major success in light of the performance of its role as an independent Elections Management Body (EMB). However, despite the successful conduct of elections, NEC also experienced numerous challenges. While some of the challenges stem from the overall environment, including delayed and limited funding to the process and Covid-19 restrictions, the others reflect the regulatory framework, its implementation, as well as institutional capacity and NEC's interaction with the electorate.</p> <p>Within the above context, the NEC, with the technical, advisory, and financial support from the UNDP Electoral Support Project (LESP), will be conducting a series of Lessons Learned Workshops and Conferences to scrutinize all characteristics of the electoral process and the various strategies adopted prior to and during the 2020 Special Senatorial Elections; including the candidate nomination and voter roll update exercises as well as other aspects of the Special Senatorial Elections and Referendum, including operations, logistics, electoral disputes resolution, civic and voter education, communication, stakeholder engagement, amongst others. The Lessons Learnt exercises will encompass internal review and stakeholder regional dialogues and will be conducted between 1 and 31 March 2021. The series of workshops will build on previous NEC activities during various engagement in relation to the electoral cycle.</p> <p>Furthermore, NEC is committed to establish the overall understanding of system shortcomings, to develop strategies towards betterment of its electoral systems. That includes also the information on the conduct of the electorate and voters' perceptions of the process.</p> <p>While the number of invalid ballots decreased for 2020 Special Senatorial Elections slightly under the 5%, the invalid ballots for the Referendum remained very high (over 50%). Understanding the reasons for invalid ballot will help NEC to design adequate strategies to improve its engagement with the electorate and its own staff.</p>

In addition, meaningful participation of women in the Liberia electoral and democratic process continues facing challenges. The lack of gender-disaggregated data create a stumbling block for the NEC to design strategies to improve women participation. As part of the lessons learnt, the necessary action needs to be taken to understand the gender composition of eligible voters voting in the 2020 Special Senatorial Elections and Referendum.

The Consultant will support NEC in conducting comprehensive lessons learnt exercises, and holding post-election survey. At the same time, he/she will provide technical and advisory support to the analysis of invalid ballots and determining number of women voted, critical aspects to inform lessons learnt and formulation of future NEC inclusion and capacity-building strategies.

III. Scope of Work

Under the direct supervision of UNDP Chief Technical Advisor (CTA) and the NEC Monitoring and Evaluation Section, the Consultant will provide facilitation and substantial support in planning and conducting the lessons learnt workshop, conducting post-election survey and analyzing the number of invalid ballots cast during the SSE and Referendum.

Specifically, the consultant will be required to support NEC and UNDP to:

- a) Prepare and facilitate the Lessons Learnt internal and external workshops and consultations;
- b) Produce a comprehensive lessons learnt report with clearly identified actions to improve the process;
- c) Consolidate the lessons learnt in one comprehensive document with recommendations;
- d) Prepare and facilitate stakeholder engagement during the lessons learnt exercises;
- e) Produce a compendium of recommendations by election observers;
- f) Prepare and conduct an analysis of the invalid ballots cast during the 2020 SSE and Referendum;
- g) Conduct an inspection of the voter rolls to establish data on female participation in the 2020 electoral process (development of the policy, training and retrieval of the marked voter registers to establish data for participation of women in elections); and
- h) Support the development of a concept note and Terms of Reference (ToR) to design and implement a post-election survey.

IV. Deliverables

The deliverables expected at the end of the consultancy are the following:

Deliverables	Timeline	Percentage
Lessons learnt workshops (internal and external) successfully conducted Comprehensive internal and external reports on the lessons learnt with recommendations prepared and adopted by the NEC	30 days	35%
Invalid ballots analysis conducted Data established for the participation of women in the 2020 election Report with recommendations submitted	20 days	40%
Concept note and ToR for the post-election survey submitted	5 days	10%
Compendium of observer recommendations produced	5 days	15%
Total	60 days	100 %

V. Impact of Results

Capitalizing on the various strategies adopted employed by the NEC in ensuring the success of the 2020 SSE and referendum and within the scope of the agency's operation as prescribed in its strategic plan (2018-2024), the lessons learnt will be carefully conducted to achieve outputs and contribute to outcome level change that impacts the general electoral reform process. As such, the lessons learnt workshop will be closely aligned to relevant national development goals and strategies as well as the NEC 2021 workplan.

VI. Recruitment Qualifications

Education:

Advanced university degree in social and political sciences, public administration/policy, international relations or a related field.

Experience:

A minimum of ten (10) years of progressively responsible professional experience in the international development context

At least three (3) years of experience in the area of elections and electoral systems

At least three (3) years of experience in research and analysis

Experience in conducting and facilitating workshops is required
International experience in a similar context is required
Experience in drafting reports and recommendations
Experience working with United Nations or similar international organization is an asset

Key competences:

Demonstrates integrity by modeling the UN's values and ethical standards;
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
Consistently approaches work with energy and a positive, constructive attitude;
Team spirit;
Able to deliver on time and in high quality even under pressure;
Demonstrates openness to new ideas, think outside the box to deal with challenges and able to manage complexities.

Languages:

Excellent written and spoken English

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Qualified female candidates and individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. All applications will be treated with the strictest confidence