

PROGRAMME MANAGEMENT UNIT (PMU) FOR 2005 ELECTIONS

TERMS OF REFERENCE

FOR THE

CIVIC EDUCATION SPECIALIST

1.0 Background

Tanzania's third pluralistic general elections are scheduled to take place in October 2005. As with the 2000 elections, a number of donor partners intend to jointly support the organisation and conduct of the elections through a common framework - a basket-like mechanism. It is anticipated that a total of 11 donor partners, almost all of whom were members of the 2000 Elections Basket Fund, will subscribe to the basket. Following extensive discussions between the UNDP Country Office and the consortium of donors around a proposal submitted by the former, an agreement has been reached in principle that the UNDP be vested with responsibility for the management of the multi-donor basket.

The multi-donor framework (i.e. the basket) has as its overarching goal supporting the conduct of cost effective, efficient, free and fair elections that are nationally owned and internationally recognized, and that enhance citizens' awareness of electoral processes. The three outcomes to which the multi-donor programme is expected to contribute are:

- Increased capacity of the National Electoral Commission to provide for a cost-efficient, free and fair election preparation and process;
- Increased media reporting on electoral issues in an impartial manner; and
- Increased capacity of civil society organisations to work more effectively to provide quality civic and voter education

Drawing on the lessons learnt from the management of the 2000 Elections Basket and best practices from elsewhere, UNDP is to establish a dedicated Programme Management Unit (PMU) to manage the programme of support in all its dimensions. The strategy to establish a dedicated Unit is informed by the recognition that the time-sensitive and time-bound nature of electoral activities requires an institutional anchor that is nimble in operation, and devoid of bureaucratic encumbrances. UNDP will staff the Unit with the following core competencies:

- Senior Electoral Advisor/Project Manager
- Procurement Specialist
- Civic Education Specialist
- Programme/Operations Support Analyst

These core competencies will be complemented by the services of other key staff in the Country Office such as the Senior Governance Advisor (and the Governance Unit), and the two Deputy Resident Representatives for Programme and Strategic Operations and, a logistics officer. Further support, as needed, will come from the UNDP Bureau for Development Policy (BDP) and the BDP Sub regional Resource Facility (SURF) based in South Africa

The UNDP, therefore, wishes to recruit a civic Education Specialist to serve as the task manager of the civic education component of the PMU and coordinator of civic education activities to be funded from the multi-donor funding framework (the basket).

2.0 Principal responsibilities

Under the direct supervision of the Elections Project Manager and indirect supervision of the UNDP Deputy Resident Representative, the Civic Education Specialist will be required, *inter-alia*, to assume overall responsibility for the coordination, management, substantive backstopping and monitoring of the Basket supported civic education programme, projects and activities within the mandate of the PMU which the UNDP has established, in agreement with donors, to manage multi-donor support to the October 2005 elections. This will involve identification, development, implementation and monitoring of civic education activities and projects that will enhance citizen's understanding of their rights and duties and capability to engage politically through the electoral process. This will also involve strengthening the capacity of the media on electoral issues reporting and, the capacity of civil society organisations to work more effectively to increase citizen's knowledge of their rights and duties, political institutions and how to engage with them.

The Civic Education Specialist will be based at the PMU to provide central support to donor partners and the National Electoral Commission (NEC) to facilitate the preparations and implementation of civic/voter education activities for the 2005 elections. He/she will work at two levels: central management, coordination and backstopping of civic/voter education activities at the PMU and, at the level of the NEC assisting in capacity building and system development for the management, coordination and monitoring civic/voter education activities and providers including standards setting and quality control.

3.0 Specific Responsibilities

Manage, coordinate and provide oversight of civic/ voter education within the mandate of the Basket. This will include:

- Establishing the parameters for civic/voter education in terms of, but not limited to, the following: strategy, content, coverage, common principles, code of conduct, basic requirements of civic

education service providers, and criteria for selecting these service providers. This will require liaising with NEC and the Basket donors, and guidance from the Basket Steering Committee.

- Developing a strategic framework that maps out priority activity areas for civic/voter education interventions, as well as formulate monitoring indicators. This will ensure effectiveness in the design, implementation, monitoring and evaluation of civic education sub – programmes, projects and activities funded from the Basket.
- Overseeing and administering, via a competitive and open tendering process, the comprehensive civic education programme that will be developed.
- Producing clear application forms for civic/voter education proposals and publicising basket plans widely outside of Dar es Salaam to foster fairness.
- Acting as Secretariat of the Evaluation Committee for the selection of civic education service providers and preparing and managing the contracts for civic education service provision.
- Developing a database of civic education providers, including their spatial coverage, to help maximise complementarities among them.
- Establishing and organising a regular rhythm of workshops among the civic education providers to foster cross fertilisation of ideas and experience sharing
- Monitoring and tracking progress in the implementation of the civic education programme and reporting progress to the Basket Steering Committee as well as to the Basket Donors.
- Providing assistance to civic education providers on monitoring indicators.
- Compile civic education reports and undertake reviews.

Manage the implementation of civic/voter education activities of the programme, including the media component of the Basket as follows:

- Ensuring that all civic/voter education activities funded under the Basket are effectively co-ordinated and integrated at the national programme level.

- Maintaining close links with other civic/voter education projects to ensure a consistent and integrated approach and assist the Senior Elections Adviser/ Programme Manager in liaising with stakeholders in the civic education area.
- Advising the Senior Elections Adviser/ Project Manager to keep him/her informed of requirements, activities and progress and when problems and issues arise, specifically involving the civic/voter education activities and projects funded by the Basket.
- Preparing civic/voter education programme reports and presenting these reports to the Basket donors, NEC and the Basket Steering Committee.
- In consultation with the Senior Elections Adviser/Project Manager, drawing detailed civic education work-plans for the programme.

4.0 Qualifications and Experience

- ◆ At least a post graduate qualification in Education, Political Science, Social Sciences, Humanities or any other related fields.
- ◆ At least eight years of experience from analytical and practical work in several of the following areas: electoral or political work, preferably with an electoral management body or equivalent, civic and voter education, elections management and coordination, human rights and civil society empowerment.
- ◆ Solid and proven experience in electoral processes preferably, in Africa, or a developing Commonwealth country.
- ◆ Excellent verbal and written communication skills.
- ◆ Strong communication and excellent interpersonal skills.
- ◆ Full awareness of and sensitivity to local culture, customs and traditions.
- ◆ Computer literacy in Microsoft Software and IT packages.
- ◆ Knowledge of and commitment to the principles and mandate of UNDP.
- ◆ Good report writing skills.
- ◆ Fluency in English is a must.

5.0 Other Attributes

- ✓ Ability to collect and analyze information and data.
- ✓ Ability to work with minimum supervision and in a multicultural setting.
- ✓ Ability to work long hours as the job entails working for long hours.
- ✓ Willingness to travel widely in Tanzania as the job may entail extensive travel within the country.