

# SENIOR ELECTORAL ADVISOR

Location :	Amman, Jordan
Application Deadline :	06-Apr-12
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	15-Apr-2012
Duration of Initial Contract :	8 months
Expected Duration of Assignment :	8 months

## Background

Pursuant to the constitutional amendment of September 29, 2011, an Independent Electoral Commission (IEC) was established. The lower house of parliament passed the draft IEC law and referred it to the upper house. It is expected that parliamentary elections will be held by the end of 2012 and be supervised by the IEC.

UNDP Jordan, with the support of UNDP's Global Programme for Electoral Cycle Support, is planning to implement a project that would offer and provide technical assistance for the Independent Electoral Commission once established. Accordingly, UNDP is seeking to recruit a Senior Electoral Adviser (SEA) to be on board once the project is approved and initiated.

## Duties and Responsibilities

The SEA will be responsible for project implementation and achievement of project results. He/she will head the Project and provide leadership and guidance to the project's team of consultants and advisors. He/she will also be responsible for communicating project progress among all concerned parties. The SEA will have the following specific responsibilities:

- The position of SEA is to specifically provide support to UNDP in the daily management of the project, as well as to provide sound technical assistance to the IEC as it begins its work
- Exercise overall responsibility for planning, implementation, management, monitoring and coordination aspects of the project operations and personnel
- Recruit and manage the activities of the project team of national and international consultants
- Finalise the first draft of a long- term project of support to the IEC and other relevant stakeholders in consultation with interested donors, EAD and relevant national counterparts
- Oversee and manage the implementation of the activities related to civil society organizations and political parties
- Be responsible, in coordination with both UNDP Regional Headquarters in Cairo and UNDP Brussels Office, for the timely preparation and quality control of all substantive technical reports, briefs and required documents
- Ensure timely production and submission of all partial and/or progress reports by all members of the project team, contractors and project partners
- Support coordination of all electoral support activities through regular contacts and briefings with the donor, project support and assurance structures (UNDP country office)
- Advise Country Office on electoral reform, legislative and policy issues with a long term perspective
- Organize the project review and/or evaluation meetings on a quarterly basis;
- Prepare background document, briefs and issues' papers, progress reports for the project meetings and for donor reporting

- In collaboration with project support, initiate procurement of goods and services including preparation of technical specifications and ToRs
- Prepare project work plans and progress reports in collaboration with the UNDP Democratic Governance Program Analyst and Country Director. Ensure that these reports are shared with EAD and BDP, as per DPA/UNDP Note of Guidance on electoral assistance.
- Ensure regular communication with the UN Resident Coordinator office in Jordan, UNDP Country Director and DEA
- Support the detailing of lessons learned exercises. The lessons learned in this project will feed into the implementation of electoral assistance projects in other countries or regions and also to the BDP-managed Global Programme for Electoral Cycle Support, the joint EC-UNDP trainings on Effective Electoral Assistance and to the ACE Electoral Practitioners' Network.
- The SEA will be responsible for ensuring that the project quarterly progress report are finalized with the project focal point and submitted on time and that risks and issues logs are updated quarterly. Additionally, the SEA will be responsible, with the project focal point, for preparing the final review reporting for the project.

This position is a full time position in Jordan from 15 April– 31 December 2012. Monthly remuneration shall be paid upon submission of a monthly report stipulating tasks and achievements and weekly timesheets that are approval by UNDP.

Individual consultants are requested to submit a brief technical and financial proposals (uploaded as attachments on this website) as follows:

1. One page technical proposal should address the tasks described in this terms of reference with reference to previous work experience and successes
2. Financial proposal: detailing a breakdown of daily fees, travel costs, and other work related costs incurred including local travel in Jordan

Applications will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal as follows:

Technical Criteria – 70% of total evaluation – max. 70 points:

- Technical expertise – maximum points: 15
- Relevant professional experience – maximum points: 20
- Knowledge and experience in international development – max points: 10
- Previous working experience on similar assignments – max points: 25

Financial Criteria – 30% of total evaluation – maximum 30 points.

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

## Competencies

- Background and at least 15 years of experience in electoral processes
- Demonstrated knowledge and understanding of approaches, tools and methodologies related to planning, executing and monitoring the implementation of technical assistance projects.
- Excellent analytical and organizational skills required; ability to plan own work, manage conflicting priorities, report on work progress and deliver outputs in a punctual manner.
- Ability to effectively interact and coordinate with donors and senior government officials
- Technological awareness: fully proficient computer skills and use of relevant software and other applications, e.g. word processing, PowerPoint or equivalent, internal databases, Internet, etc.
- Knowledge of information technology systems and applications in electoral management would be an asset
- Strong communication (spoken and written) skills and ability to articulate ideas in a clear, concise style
- Languages: proficiency in English. Knowledge of Arabic is a plus.

### Knowledge

- Extensive knowledge of electoral processes
- Extensive expertise in policy issues connected to electoral reform and democratic governance
- Knowledge of policy making institutions and how to influence those processes
- Knowledge of capacity development issues and delivering on the job-training
- Expertise in the preparation of an electoral budget

### Skills

- Be able to create strategic plans for resource mobilization, media relations
  - Communicating and networking skills among donors, partner organizations in public sector
  - Ability to monitor technical aspects of election planning
  - Be able to coordinate several different types of election programming interventions and work under stress
  - Be able to use advocacy skills, coalition building and media relations
  - Be able demonstrate creative problem solving in response to unforeseen events
  - Strong writing skills for the preparation of background papers and concept notes on electoral processes
- Attitude
- Be sensitive to political and cultural realities of the country
  - Be committed to following participatory methods and approaches
  - Understand and be sympathetic to different points of view

## Required Skills and Experience

### Experience:

- Background and at least 15 years of experience in electoral processes

### Language:

- Proficiency in English. Knowledge of Arabic is a plus.

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