

ELECTORAL PROCUREMENT ADVISOR

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| Location : | Cairo, EGYPT |
| Application Deadline : | 29-Apr-12 |
| Type of Contract : | Individual Contract |
| Post Level : | International Consultant |
| Languages Required : | English |
| Expected Duration of Assignment : | 3 months |

Background

Elections give people a voice in the democratic process. In Egypt, the electoral process is an essential step in the transition period to consolidate the path to democracy. Within this context, the UNDP will cooperate with the Government of Egypt in the area of elections with a focus on a) strengthening public outreach and voter information for the presidential election and the constitutional referendum; b) strengthening technical and operational capacity of national electoral authorities to conduct the 2012 presidential election and the constitutional referendum; c) incorporating lessons learned and best practices of the 2011 elections in the subsequent elections processes; and d) increasing access of women and rural dwellers to their citizenship rights in the 2012 electoral events.

Within this context and under the guidance and direct supervision of the Chief Technical Advisor (CTA), the Electoral Procurement Advisor advises and supports the project in the development and implementation of effective electoral procurement processes in accordance with UNDP rules and regulations for DEX and Fast track, to ensure the proper planning, coordination and execution of electoral procurement activities.

The Electoral Procurement Advisor will provide high-level advice to the elections team on matters related to Egypt's Electoral assistance.

Duties and Responsibilities

Summary of Key Functions:

Under the overall supervision of the CTA of the Project, the Electoral Procurement Advisor will be responsible for carrying out the following functions:

- Lead and Provide policy guidance and advice on electoral procurement policies and strategies in line with UNDP rules and regulations and in line with DEX and Fast Track UNDP Policies and Regulations;
- Provide guidance on the development of appropriate procurement strategies for solicitation of goods and services in harmonization with the electoral calendar, and advise on the effective planning and implementation of procurement activities for specific electoral events;
- Promote appropriate coordination of procurement staff with other official stakeholders, including finance, legal, administration, internal audit/control and operations staff;
- Formulate innovative solutions to resolve issues for complex procurement projects, especially for elections, taking into account market conditions and applicable legislation;
- Promote a collaborative, client-focused, quality and results-oriented approach within the Project;
- Promote and guide the incorporation of electoral procurement best practices and provide

recommendations on appropriate quality control and monitoring mechanisms for procurement activities;

- In consultation with other relevant advisors, develop a procurement capacity building curriculum for HEC staff; conduct on-job training as necessary;
- Provide regular reports on the overall financial situation of the project and the specific donors;
- Build the capacity of the elections team for electoral procurement according to UNDP rules and regulations and according to DEX and Fast Track guidelines;
- Assist the elections team in developing LOAs, forming the bids and budgeting elections;
- Provide the updated skills on electoral procurement, in line with internationally accepted standards include public acquisition of electoral material and documents and procurement evaluation techniques;
- Strengthen Country Office capacities in DEX implementation and ensure proper implementation for rules and regulations.

At the end of the assignment, the staff should be able to:

- Understand the key principles of procurement for electoral processes;
- Be able to plan, implement and evaluate a sourcing process appropriate to the value/risk of the category being procured;
- Be familiar with the UNDP rules and regulations for procurement of goods and services.

Expected Outputs/Deliverables of the Consultancy Assignment:

The key results have an impact on the overall efficiency, and effectiveness of the Project operations as they relate to the use of corporate resources in the following areas:

- Advise the elections team in all the procurement processes involved for the presidential elections;
- Upgrade the skills of the project team on the UNDP procurement of goods and services in line with UNDP rules and procedures and with internationally accepted standards in elections (22 working days);
- Advise the Project team and the CO on the implementation of Fast Track Procedures. In this respect, the latest guidelines should be made available and circulated among the project team and the Country Office (22 working days);
- Final report of training including recommendations and follow up actions (22 working days).

Competencies

Core Competencies:

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work;
- Facilitating and encouraging open communication in the team, communicating effectively;
- Creating synergies through self-control;
- Managing conflict;
- Learning and sharing knowledge.

Functional Competencies:

- Technical support: Technical knowledge and expertise regarding strategic communication and

- its processes is indispensable;
- Planning and management: Demonstrate proven capacity for planning and organizing the work of the Project Management Unit;
 - Communication: Ability to write clearly and concisely, with excellent oral communication skills;
 - Teamwork: Ability to establish and maintain good working relations with colleagues in multi-cultural environment.

Required Skills and Experience

Education:

- Masters degree in business administration, management, public administration, public policy or related field.

Experience:

- Minimum of 5 years functionally relevant professional experience in elections administration, with specific experience in contracts of goods and services;
- Experience in working directly with Elections management Bodies, with a focus on provision of technical advice and/or capacity building electoral procurement;
- Working experience with UNDP or an international organization on electoral issues;
- Abilities to communicate, negotiate, analyze, elaborate and present reports and statements;
- Ability to establish priorities and to plan, coordinate and monitor own work plan;
- Proven ability to work under pressure and produce output that are accurate, timely and of high quality.

Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications to the following e-mail: info.electionproject@gmail.com with an email titled "Electoral Procurement Advisor " not later than Thursday 26 April 2012:

1. Proposal: Explaining why they are the most suitable for this assignment;
2. Financial proposal;
3. UNDP Personal History P11, including past experience and at least 3 references.

Financial Proposal:

- Contracts based on daily fee;
- The financial proposal shall specify the daily fee, and payments are made to the Individual Consultant based on the number of days worked.

Evaluation:

Cumulative analysis

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

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

* Technical Criteria weight: 70 %

* Financial Criteria weight: 30 %

Rating Criteria Weight Factor:

- Background and academic qualifications 10;
- Technical competencies and professional experience on elections 30;
- Work Experience with UNDP 30;
- Financial Offer 30;
- Total Score 100.

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.