



# **Electoral Budgeting**

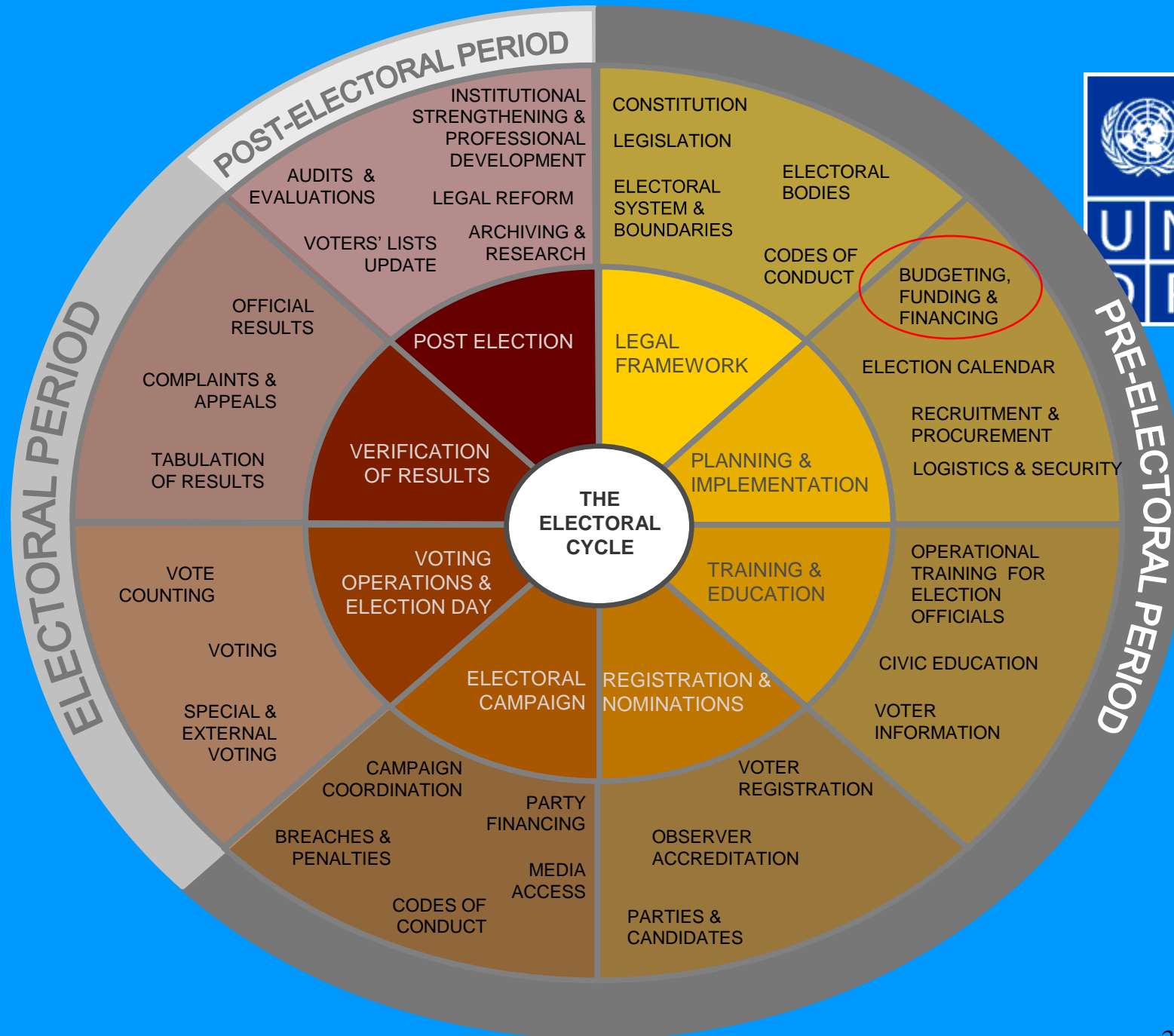
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# OBJECTIVE



- To understand the costs related to registration, the electoral event and the electoral cycle
- The ability to establish or review electoral budgets for procurement purposes
- Addressing one of the big challenges; To be able to identify when budgets are insufficient for procurement needs



# How to budget the costs...



Costs take several forms;

- Direct procurement cost
- Diffused cost
- Integrity cost (public trust)
- Core cost

***So how do we budget for elections, and how much does an election cost?***

# Budget formulation: Two main approaches



## Baseline budgeting

A budget proposal according to financial figures extracted from previous budgetary operations

## Zero base budgeting

A budget proposal without reference to any previous exercises

# Types of budgeting...



- Project focused budget
- Electoral event consolidated budget
  - A new approach in line with the electoral cycle approach
- Electoral cycle budget

# Project & Electoral Event Budgeting



**Project:** Determining financial requirements according to project outputs and detailed activities :

- Top down approach
- Narrow focus on project outputs
- In isolation from the EMB financial structure
- Risk of duplication, overlaps and shortfalls

**Event:** Designing the budget according to the election's financial requirements and aggregate the funding requirements for both EMB and projects into a consolidated budget, covering the electoral exercise:

- Bottom up approach,
- Project budget becomes complementary to the EMB's one
- Identify financial gaps
- Assess the cost of the elections

# Electoral Cycle Budgeting



- Look at the funding requirements from a long term perspective
- Assess the pre-election, election and post election requirements
- Help secure funding for the “low season” of the electoral cycle to address recommendations from post-election assessments and observer reports
- Put emphasis on capacity-building, legal reform, check-and-balance (accountability) , inclusiveness ...etc.
- Develop synergies with other support activities
- Estimate the likely funding allocation from Government to identify potential gaps and shortfalls



# Where to begin...



- Establish a list of every activity and category of cost for election budgeting
- Establish an Election Budget Template, incl. a breakdown of election related costs with much more detail of the key line items that need to/could be bought for an election for discussion with EMBs
- Establish an Election Staffing Table – incl. the cleaners and maintenance people, linked to the overall budget template

# Identifying 'Running Costs'



Staff (salaries, allowances, bonus)

Temporary staff/labourers

Equipment

Offices (rent, maintenance, purchase, construction)

Supplies/Consumables

Utilities

Communications

IT equipment/software/website

Legal costs

Banking Costs

Sub contractor fees

Recruitment costs

Insurance and compensation (death and injury)

Translation

Official Hospitality

Conferences/Study Trips

Travel/Transportation Costs

Fuel for vehicles and generators

External Relations and Promotions

Training/Staff Development

Warehouse costs

Security costs

Printed Materials

Public Outreach

Pilot studies

Small grants

Work with Media

Work with Observers

Work with Political Parties

Work with Civic Education groups

Generators

Uniforms

# Identifying 'Voter Registration Costs'



- Public Outreach (Design & Produce VE material, public service announcements – radio, tv, press - Call Center, Website etc.)
- Accreditation of Observers & Media
- Creation of VR lists
- Data Entry of VR lists
- Prepare VR Centers/Buildings
- Additional admin and finance costs
- VR staffing
- VR Training
- VR material development and distribution
- Display Period
- Security

# Identifying 'Polling Costs'



- Public Outreach
- Accreditation of observers and media
- Media Monitoring
- Training
- Polling Staff
- Party/Candidate Registration
- Ballot Lottery
- Production of ballot paper
- Preparation of Voter List
- Preparation of polling materials
- Polling Centre preparation
- Security (Polling Centres, District centres, offices, etc)
- Transport of Polling Materials to Polling Centres
- Set up JEOC
- Election Day (s)
- Retrieval of polling materials to GEOs
- Complaints mechanism
- Training of Counting/Tally staff
- Counting Centres
- Data Entry at Tally Centres
- Media Centre
- Retrieval of materials from DEO to HQ
- Destruction of materials
- Closure of offices/Long term storage of material
- Analysis of Candidate financial disclosure details
- Additional admin and finance costs

# UNDP Procurement - VR Costing



Option 1: Low-tech voter registration kit		Option 2: OMR Forms registration kit		Option 3: Digital registration kit	
- 1 Kit Box	USD 10	- 1 kit box	USD 10	- Hardware	USD 310
- 1 digital Camera	USD 300	- 3000 Registration forms	USD 390	- Software	USD 1,185
- 68 sets of AA Batteries	USD 95	- 3000 Laminates	USD 260	- Generator + battery	USD 1,100
- 150 Packets of films	USD 1050	- 1 digital camera	USD 300	- Training	USD 575
- 1 photo cutter	USD 40	- 68 sets of AA Batteries	USD 95	- Technical Assistance	USD 845
- 1 photo background	USD 12	- 1 Photo cutters	USD 40		
- 1 tripod	USD 25	- 1 photo background	USD 12		
- 5 glue sticks	USD 3.50	- 1 tripod	USD 25		
- 1 scissors	USD 1.50	- 3000 Photo fix (glue)	USD 30		
- 6 cards and stubs books	USD 300	- Photographic Paper (1 sheet)	USD 4		
- 3000 Laminates	USD 260				
- 6 thumbprint pads	USD 20				
- 50 plastic seals	USD 3				
<b>Total price per kit</b>	<b>USD 2120</b>	<b>Total price per kit (without OMR Scanner)</b>	<b>USD 1,166</b>	<b>Total price per kit</b>	<b>USD 4,015</b>
<b>Price per voter</b>	<b>USD 0.71-0.85</b>	<b>Price per voter</b>	<b>USD 0.39-0.47</b>	<b>Price per voter</b>	<b>USD 1.61-1.34</b>
				<b>Price does not include</b>	<b>Freight + in-country logistics</b>
<p>Option 1 uses a field team to complete, on behalf of a potential Voter, a paper registration application. A simple Voter's ID-card with a photo is issued to the potential Voter. The paper applications are forwarded to a central location for data entry into a database. However the photo is not available in the actual voters' list.</p> <p><b>Advantages:</b> Low cost. It is a simple low-tech solution and well-tested. The risk of malfunctioning equipment is minimized.</p> <p><b>Disadvantage:</b> High degree of error since data needs to be manually type into a database. Labour intensive. Allows little possibility of checking for duplication. The photo is not available in the actual voters' list. Updating and adding new records, as well as keep track of amended and deleted records are more cumbersome.</p>		<p>Option 2 uses OMR-technology. This is a semi-digital method. Forms are filled at the registration centre. An IDcard with a photo will be issued to the voter. The forms will be scanned and consolidated centrally to build the voter registry/database with photo. A software to link between the OMR scanning environment and the database application will be required. If biometric method is combined into the digital method, a fingerprint scanner (cost USD 450 each) will be required together with a validation test to check for duplications.</p> <p><b>Advantages:</b> Data are collected and verified by the potential voter on the spot, minimises margin of errors. It is less labour intensive as opposed to the low-tech method. Once the forms are scanned, the voter registry can be validated to check for duplications (if finger prints are included). A central data centre will have to be equipped with scanners, servers, workstations and associated software. It also allows easier means for updating and adding new records, as well as keeps track of amended and deleted records. Less expensive as opposed to the fully digital method.</p> <p><b>Disadvantage:</b> Errors in filling/shading out the OMR forms and at the scanning phase and failure to integrate the OMR scanning environment with the database application.</p>		<p>Option 3 is a fully digital registration method. Voter data are captured digitally on the spot at the registration centre. An ID-card with a photo will be issued to the voter. The date collected will be consolidated centrally to build the voter registry/database with photo. The central data centre will be equipped with servers and workstations. If biometric method is combined into the digital method, a fingerprint scanner (cost USD 450 each) will be required together with a validation test to check for duplications.</p> <p><b>Advantages:</b> Data are collected digitally and verified by the potential voter on the spot minimises margin of errors. It also allows easier means for updating and adding new records, as well as keep track of amended and deleted records. Once the data are consolidated, the voter registry can be validated to check for duplications (if finger prints are included).</p> <p><b>Disadvantage:</b> The equipment can malfunction and software can be corrupted. There could be no paper trace to revert to at a later stage. High cost.</p>	

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# UNDP Procurement – Polling Costs



Product	Option 1	Option 2	Option 3
<b>Ballot boxes</b>	Made of solid transparent plastic. The lid is secured with security seals. Can hold a minimum of 500 ballot papers size A4 (Tanzania, Afghanistan and East Timor)  <b>Unit Price: USD 22</b>	Made of corrugated plastic with 'windows' at each of the four sides. The box is collapsible for easy transport and distribution (DRC)  <b>Unit Price USD 8:</b>	Made of corrugated cardboard, a collapsible disposable ballot box  <b>Unit Price: USD 5</b>
<b>Indelible ink</b>	plastic bottle, with brush applicator, 25 % silver nitrate solution, 60 ml, ink visible for at least 15 days (Sierra Leone)  <b>Unit Price: USD 15</b>	plastic bottle, with brush applicator, 25 % silver nitrate solution, 80 ml, ink visible for at least 15 days (Sierra Leone)  <b>Unit Price: USD 18</b>	dipping bottle, 5 % silver nitrate solution, 100 ml  <b>Unit Price: USD 10</b>
<b>Pen</b>	Marker Pen, 25 % silver nitrate solution <b>Unit Price: USD 2.50</b>		
<b>Polling booth/screen</b>	Self-standing polling booth with shelf, made of strong corrugated cardboard, assembled height 150 cm, collapsible for shipping and storage  <b>Unit Price: USD 9</b>	Tabletop polling screen, made of strong corrugated cardboard, assembled size 68x30x71 cm  <b>Unit Price: USD 3</b>	
<b>Polling day kit</b>	Actual content varies by requirement. Usually packed in a solid sealable plastic kit for easy distribution consisting of:  SIGNAGE BADGE HOLDERS ROPE PENS PENCILS PENCIL SHARPENER ERASER BROWN PACKING TAPE CELLOTAPE THUMB PRINT PAD GARBAGE BAG TEMPER EVIDENT ENVELOPES GLUE BATTERIES CALCULATOR MARKER PENS SCISSORS ABSORBENT CLOTH PHOTO BACKGROUND CLOTH  <b>Unit Price: USD 46</b>		

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# UNDP Procurement Example 1



Formulation of the Support to the 2008-2011 Strategic Plan of the National Election Commission in Rwanda

2008 Total Budget: US\$ 19 million equal to 34% of overall 2008-2011 budget

Procurement related activities: US\$ 11.7 equal to 61 % of total 2008 expenditure

(here of 36% for procurement of electoral material and logistics, adding up with tendering for training, civic education, EMB core running

costs such as comms services, stationary, maintenance, car rental etc.)

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# Procurement Example 2



Formulation of the Support to the Zambian Electoral Cycle 2008-2011

Total Budget: US\$ 17 million

Currently allocated procurement activities: US\$ 8 million equal to 47 % of total expenditure

(these 47% covers only procurement of civic & voter registration material, IT equipment, and contracts for various services but excluding E-Day material and logistics, hiring of international and national experts, EMB core running costs etc.)

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# Challenges to electoral cycle budgeting



- Assess financial needs against specific outputs / activities
- Work on accurate assumptions
- Visualize scenarios
- Raise funds when there is no election on the agenda
- Address long-term 'Capacity Building' with recipient institutions
- Government financial commitments
- Donor fatigue



**Thank You**