European Commission
United Nations Development Programme
International IDEA

In collaboration with

Spanish Ministry of Foreign Affairs and Cooperation
International Organization for Migration
Canadian International Development Agency
Organization of American States

Electoral Procurement

Barcelona, 22-26 March, 2010
Objectives

- Procurement planning
- What services and goods are needed?
- Procurement throughout the electoral cycle
- The procurement chain
- Example of timelines
- Risks and challenges for procurement
- What are the costs?
Timor Leste 2009
Afghanistan 2004
Haiti 2009
Organized within:

Spanish Ministry of Foreign Affairs and Cooperation

CIDA

OAS

IOM

Partners:

Bureau for Crisis Prevention and Recovery

With the support of:

DRC

DRC
Timor Leste 2007
Partners:
- Bureau for Crisis Prevention and Recovery
- Electoral Procurement
- Mette Bakken and Fabio Bargiacchi
- Joint Task Force
- European Commission
- United Nations Development Programme
- International IDEA

Thematic Workshop:
- Elections, Violence & Conflict Prevention

In collaboration with
- UNDP
- Bureau for Crisis Prevention and Recovery
- Spanish Ministry of Foreign Affairs and Cooperation
- International Organization for Migration
- Canadian International Development Agency
- Organization of American States

Barcelona, 22-26 March, 2010

Timor Leste 2007
The procurement cycle is an integrated part of the electoral cycle, as procurement activities will define deliverables/outcomes.

Procurement is no longer perceived as a back-office function, but rather a mission-critical and strategic function in ensuring development results.
Planning Phase

Procurement Planning

- Procurement objectives
- Procurement method
- Requirements and legal framework
- Roles and responsibilities
- Risks
- Costs
- Technical specifications
- Timeliness
- Logistics and transport
- Disposal
## Election-Related Procurement

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Election Administration</strong></td>
<td>Equipment and refurbishment of buildings, hardware and software equipment, vehicles, communication tools, printing services, staff training (e.g. BRIDGE), hiring experts</td>
</tr>
<tr>
<td><strong>Civic &amp; Voter Education, Training</strong></td>
<td>Technical equipment, material for Call Center, development of Website, design and printing of posters, leaflets, banners etc. production of TV spot, radio jingles, conferences, CSO trainings</td>
</tr>
<tr>
<td><strong>Voter Registration &amp; Data Center</strong></td>
<td>Hardware &amp; software equipment, printing and distribution of registration forms, voter cards, data processing, Data Entry Center, materials training, technical assistance, logistics and distribution, integration of services, venue (rent or rehabilitate) hiring experts</td>
</tr>
<tr>
<td><strong>Election Day activities</strong></td>
<td>Ballot boxes &amp; seals, voting screens, polling kits, indelible or invisible ink, tamper-proof materials, material for alternative polling station structures, means for printing and distribution of ballot papers, polling forms, procedural manuals, electoral lists, candidate lists, training of polling staff, logistics, distribution, storage and security.</td>
</tr>
<tr>
<td><strong>Results Tabulation</strong></td>
<td>Software, results and media centre hardware and other communication equipment.</td>
</tr>
</tbody>
</table>
Procurement Chain

Identify Needs

Write Specifications, TOR and SOW

Choose a Procurement Method

Prepare Solicitation Documents

Seek, Clarify and Close Offers

Evaluate Offers & potential Validation Test

Award Contract

Contracts Review Committee

Negotiate the Contract

Manage the Contract

Evaluation

Organized within:

Spanish Ministry of Foreign Affairs and Cooperation

CIDA

OAS

IOM

With the support of:

Bureau for Crisis Prevention and Recovery

UNDP

International Crisis Group

Partners:

Canadian International Development Agency (CIDA)

Organization of American States (OAS)

International Organization for Migration (IOM)
## Procurement Timeline example

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Working Days</th>
<th>Accumulated Days</th>
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</thead>
<tbody>
<tr>
<td>Legal framework approved</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Technical Specifications approved</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Terms of reference for kits</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Call for tenders (Expression of Interest / Pre-qualification)</td>
<td>14</td>
<td>19</td>
</tr>
<tr>
<td>Tender Period</td>
<td>21</td>
<td>40</td>
</tr>
<tr>
<td>Analysis and evaluation of technical bids</td>
<td>14</td>
<td>54</td>
</tr>
<tr>
<td>Analysis and evaluation of financial bids</td>
<td>7</td>
<td>61</td>
</tr>
<tr>
<td>Pilot Testing / Validation testing</td>
<td>10</td>
<td>71</td>
</tr>
<tr>
<td>CAP Submission (UNDP rules and regs)</td>
<td>7</td>
<td>78</td>
</tr>
<tr>
<td>ACP Submission (UNDP rules and regs)</td>
<td>10</td>
<td>88</td>
</tr>
<tr>
<td>Award of contract / negotiations</td>
<td>5</td>
<td>93</td>
</tr>
<tr>
<td>Preparation and Production (Supplier)</td>
<td>30</td>
<td>123</td>
</tr>
<tr>
<td>Shipment (by air)</td>
<td>10</td>
<td>133</td>
</tr>
<tr>
<td>Reception and preparation of kits (HQ)</td>
<td>5</td>
<td>138</td>
</tr>
<tr>
<td>Configuration of kits</td>
<td>10</td>
<td>148</td>
</tr>
<tr>
<td>Integrating Census Data</td>
<td>5</td>
<td>153</td>
</tr>
<tr>
<td>Training of trainers</td>
<td>10</td>
<td>163</td>
</tr>
<tr>
<td>Deployment to operational areas</td>
<td>10</td>
<td>173</td>
</tr>
</tbody>
</table>

BEGINNING OF REGISTRATION
Elections Procurement – Risks and Challenges

The most commonly experienced risks in electoral procurement are:

✓ Delivery of all goods and services of the required quality and standards
✓ Hiring of technical and logistical experts
✓ Timely disbursement of funds
✓ Coordination between the various actors involved
✓ Fully involving the responsible counterparts within the EMB with the work, procedures, timelines and planning
✓ Compliance with the constitutional and legal framework
✓ Clear and early development of specifications
✓ Long-term sustainability
✓ Transportation, packaging, in-land distribution, warehousing...
✓ Environmental aspects
✓ Transfer of skills
✓ Unrealistic expectations
Cost-effectiveness through implementation of a transparent and competitive process whilst ensuring value for money
Principles of UNDP Procurement

Best Value for Money
What is the actual cost?

- Purchase Price
- Acquisition
- Installation
- Maintenance
- Disposal
Formulation of the Support to the Zambian Electoral Cycle 2009-2012

Total Budget: US$ 19 million

Currently allocated procurement activities: US$ 14 million equal to 73% of total expenditure

(these 73% primarily covers procurement replace of polaroid solution w. ECZ, digitalization of DNR, communication system linking HQ with the field, hiring of legal, ICT expertise etc. but excluding E-Day material and logistics, EMB core running costs etc.)
Recommendations

 ✓ Seek advice early
 ✓ Integrate procurement into project formulation
 ✓ Procurement tools
 ✓ Be realistic with the budget