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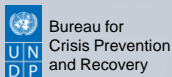
## Electoral Procurement

*Barcelona, 22-26 March,  
2010*

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# ***Procurement and Costs of Elections***

## **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?

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## Timor Leste 2009





Afghanistan 2004





Timor Leste 2009

## Haiti 2009





DRC





Nepal 2008





Timor Leste 2007



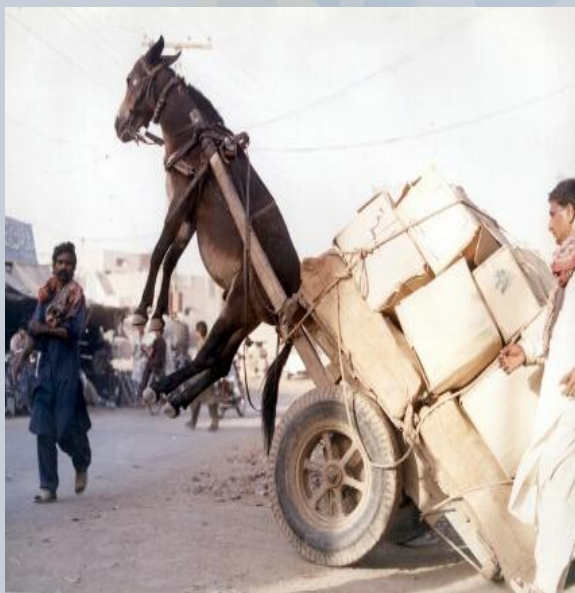
Timor Leste 2007



# Strategic Planning

# Operational Planning

# Procurement Planning



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.

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# Procurement Planning

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

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## ***Election-Related Procurement***

### **Election Administration**

Equipment and refurbishment of buildings, hardware and software equipment, vehicles, communication tools, printing services, staff training (e.g. BRIDGE), hiring experts

### **Civic & Voter Education, Training**

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

### **Voter Registration & Data Center**

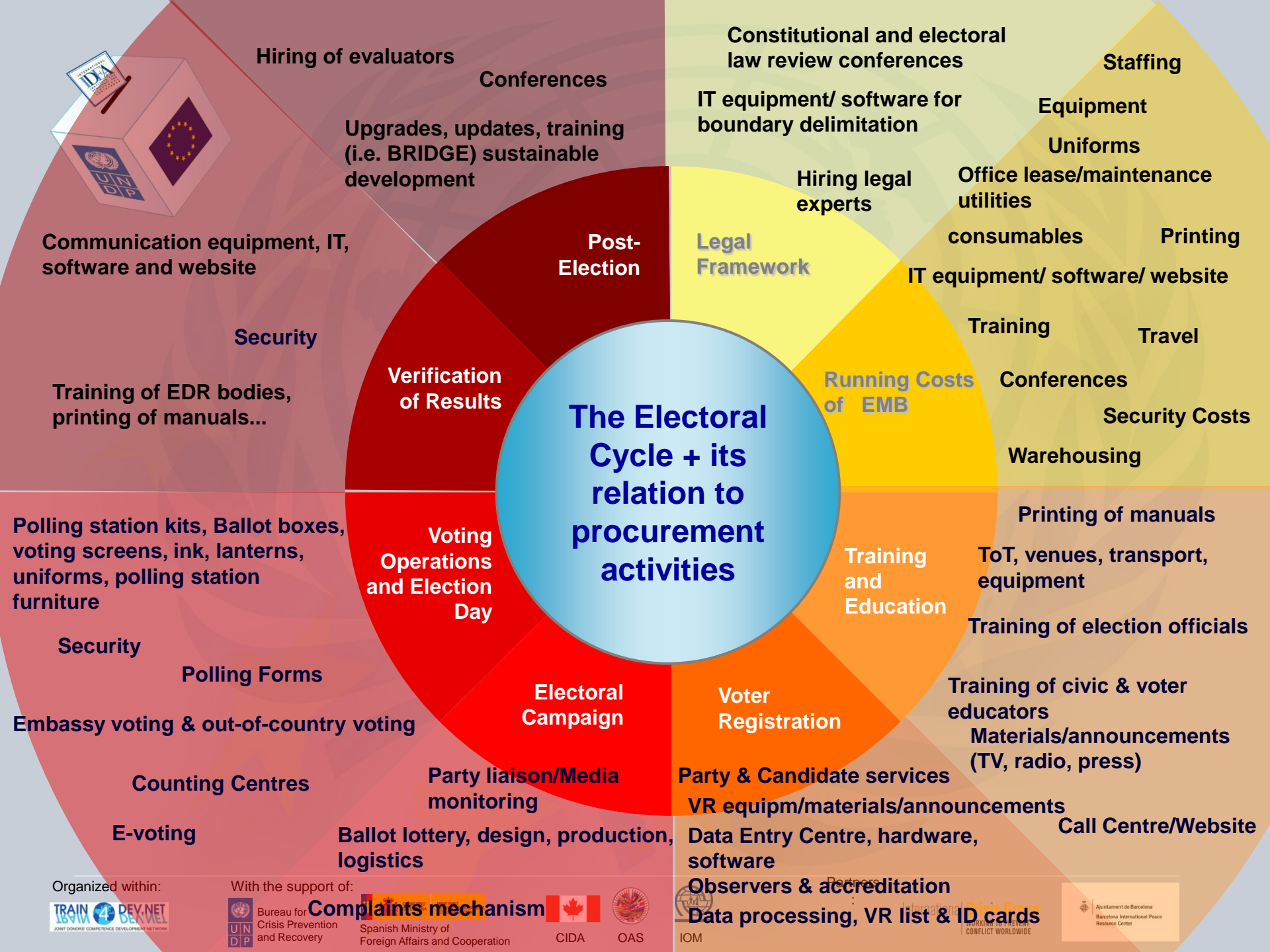
Hardware & software equipment, printing and distribution of registration forms, voter cards, data processing, Data Entry Center, materials training, technical assistance, logistics and distribution, integration of services, venue (rent or rehabilitate) hiring experts

### **Election Day activities**

Ballot boxes & 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.

### **Results Tabulation**

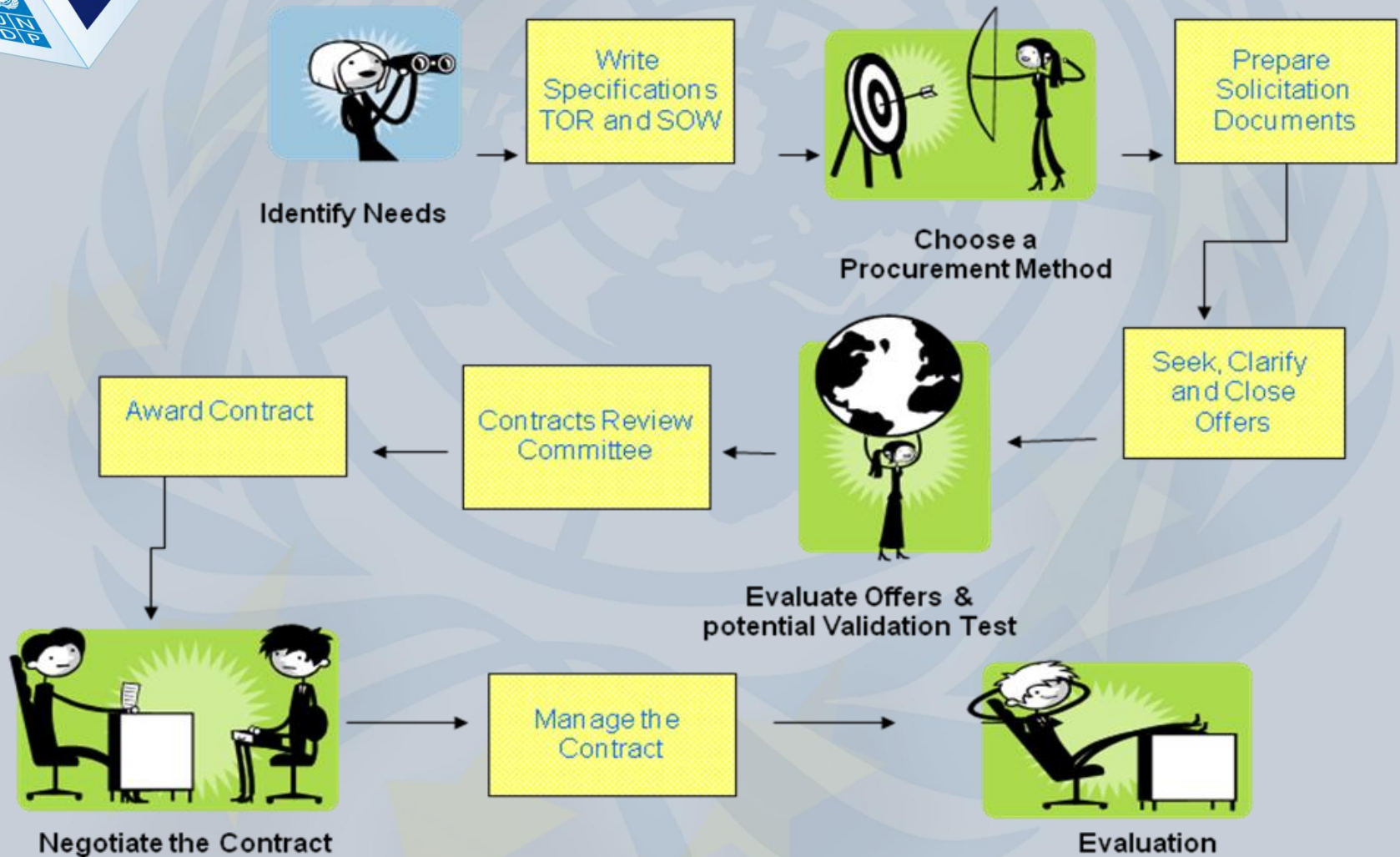
Software, results and media centre hardware and other communication equipment.







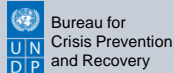
# Procurement Chain



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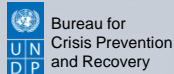
## Procurement Timeline example

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

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# ***Elections Procurement – Risks and Challenges***

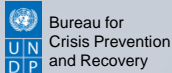
## **The most commonly experienced risks in electoral procurement are:**

- ✓ 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

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## *Principles of UNDP Procurement*

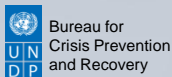
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**Cost-effectiveness** through  
implementation of a **transparent** and  
**competitive** process whilst ensuring  
**value for money**

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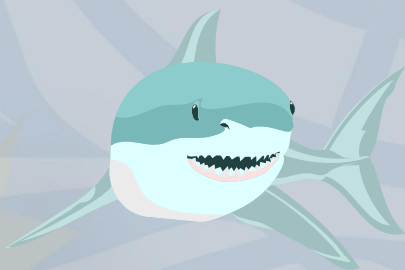
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# Principles of UNDP Procurement

**Best Value for Money**  
**What is the actual cost?**



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## Example Zambia

### *Formulation of the Support to the Zambian Electoral Cycle 2009-2012*

Total Budget: US\$ 19 million

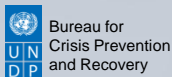
Currently allocated procurement activities: US\$ 14 million equal to **73%** of total expenditure

(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.)

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## Recommendations

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

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