EC-UNDP Workshop on Formulating and Implementing Electoral Assistance Projects in the Context of the EC-UNDP Partnership

EC-UNDP Operational Guidelines on EA

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Teresa Polara, Electoral Assistance Specialist, EC DEVCO E4

Brussels 1 – 4 February 2011
<table>
<thead>
<tr>
<th>Year</th>
<th>Country</th>
<th>Project Title</th>
<th>EC Contribution</th>
<th>TOTAL</th>
<th>Total signed in 2010 and hard pipeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Benin</td>
<td>Projet d'Appui pour la Liste Electorale Permanente et Informatisée (LEPI) au Bénin - Addendums 2</td>
<td>3,000,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<td></td>
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<td>Projet d'Appui pour la Liste Electorale Permanente et Informatisée (LEPI) au Bénin - Addendums 1</td>
<td>4,000,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>Burundi</td>
<td>Appui au Cycle Electoral au Burundi</td>
<td>5,000,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>PALOP - Regional</td>
<td>Support to the 2010-2012 Electoral Cycles of the PALOP/TL Countries</td>
<td>6,100,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>CAR</td>
<td>Project d' Appui au Cycle Electoral 2010 de la Republique Centrafricain</td>
<td>6,200,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>Chad</td>
<td>Programme d'Appui a la Reforme du Systeme Electoral</td>
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<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>Cote d'Ivoire</td>
<td>Appui a la CEI pour la formation et la communication electorales</td>
<td>2,326,371 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<td>2010</td>
<td>Guinea Conakry</td>
<td>Programme d appui complementaire aux elections legislatives et presidentielles</td>
<td>4,550,000 €</td>
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<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>Kenya</td>
<td>Support to Electoral Reforms and Electoral Processes in Kenya</td>
<td>500,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2010</td>
<td>Kyrgyzstan</td>
<td>Kyrgyzstan Election Support Project (KESP)</td>
<td>1,450,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<td>2010</td>
<td>Sudan</td>
<td>Support to Southern Soudan Referendum Project</td>
<td>3,250,000 €</td>
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<tr>
<td>2010</td>
<td>Haiti</td>
<td>Appui au Processus Electoral en Haiti</td>
<td>5,000,000 €</td>
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<td>2010</td>
<td>Liberia</td>
<td>Project in Support of the Electoral Cycle 2010-2012 in Liberia</td>
<td>7,000,000 €</td>
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<td>2010</td>
<td>Niger</td>
<td>Appui au processus électoral - Addendum</td>
<td>15,347,250 €</td>
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<td></td>
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<td>Appui au processus électoral</td>
<td>3,345,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<td>2010</td>
<td>Tanzania</td>
<td>Election Support Project</td>
<td>€  2,700,000</td>
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<td>128,568,621 €</td>
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<tr>
<td>2011</td>
<td>Sierra Leone</td>
<td></td>
<td>7,700,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2011</td>
<td>Togo</td>
<td></td>
<td>1,600,000 €</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>2011</td>
<td>DRC</td>
<td></td>
<td>47,500,000</td>
<td>71,768,621 €</td>
<td>128,568,621 €</td>
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<tr>
<td>Year Period</td>
<td>Total Funding</td>
<td>Number of Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1995-2003</td>
<td>84 Meuro</td>
<td>23 projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004-2010</td>
<td>618 Meuro</td>
<td>70 projects</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electoral Assistance to ACP countries and total number of projects

- 1995: 2 (2)
- 1997: 2 (2)
- 1999: 3 (4)
- 2000: 1 (3)
- 2001: 3 (4)
- 2002: 1 (1)
- 2003: 4 (1)
- 2004: 9 (7)
- 2005: 14 (6)
- 2006: 10 (8)
- 2007: 10 (7)
- 2008: 9 (8)
- 2009: 13 (8)

EC-UNDP Electoral Assistance 1995-2009
EC funding to UNDP pr thematic area

- legal framework
- planning/implementation
- capacity development
- civic/voter education
- voter registration
- observation
- campaign, parties and parliaments
- media
- voting operations & E-Day
- verification of results
- complaints & appeals
- audit and evaluation
- other
UNDP Preferred EC Partner

- Facilitation role of the FAFA signed on 2003
- Joint and co-financed intervention of the community of donors is very appropriate to support electoral processes
- Mandate under UN General Assembly resolution 46/137 of 1991 to coordinate electoral assistance at country level between national and international actors
- Long Experience in Electoral Assistance, producing electoral assistance content,
- Provision of electoral experts via the Electoral Assistance Division of the UN Department of Political Affairs
- Pre financing deals once the Contribution Agreements are signed
- Lower Costs: up to 7% of General Management Services
1995-2003 de facto partnership on the ground between the EC and UNDP in the field of electoral assistance.

2004 collaboration EC UNDP on DRC, 165 MEURO


The Strategic Partnership Agreement (SPA) on governance, conflict prevention and post-conflict reconstruction was established in 2004.

27 EU Member States and the EU are the largest contributors to the UN system.

Operational Guidelines

Content:

- Purpose and scope of the Guidelines
- Key components of the EC-UNDP Partnership on Electoral Assistance
- Specific elements for enhanced collaboration
- Entry into force and implementation
2: Purpose/scope of the OG

Outline practical measures to facilitate the EC-UNDP collaboration on EA

- Clarify implementation aspects
- Aligning modalities
3.1 Joint EC-UNDP Task Force

**PURPOSE**

- Joint monitoring
- Quality support
- Coordination
- HQ support
- Joint Missions

**WHO?**

- Increase adherence
- Increase efficiency
- Members
- Liaison & interaction
- Knowledge dev.
3.2 Joint Formulation and Follow-up Missions

Examples of missions 2010:
- Kyrgyzstan
- Niger
- Mozambique
- Cote d'Ivoire
- Timor Leste
3.3 EU/UNDP Project Documents

UNDП ProDoc

EU PIF & Financial Proposal

HARMONIZATION
3.3 Contribution Agreement

EU Delegation

Contribution Agreement

Specific Conditions

Clearance

UNDP
### 3.3 Project Management structures

**Example of Programme Management Setup:**

<table>
<thead>
<tr>
<th><strong>High-Level Donor Coordination</strong></th>
<th><strong>Steering Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Convened by UNDP and/or EMB with Donors/High-level representation at Ambassador or designate level. Frequency: As required, but once every 1-2 months dealing with political issues and resource mobilization.</td>
<td>Convened on a schedule and co-chaired by EMB and UNDP. Participants: Project donors, Government representatives. Frequency: bi-monthly or monthly - depending on need. <strong>Strategic orientation of the project activities</strong>  ➤ Project oversight and decision making, including financial oversight and approval of funding allocations within the overall budget as recommended by the PMU  ➤ Examines and approves activity plans and reports of activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Technical Committee</strong></th>
<th><strong>Project Management Unit (PMU)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Convened by the EMB and/or UNDP. Participants: Project donors, possibly other donors involved in electoral assistance so to ensure donors coordination on electoral assistance. Frequency: weekly monthly - depending on need.  ➤ Follow-up on project implementation  ➤ Recommendations on key issues  ➤ Technical input to EMB planned activities  ➤ Preparation of the Steering Committee  ➤ Donors coordination</td>
<td>Day-to-day administration and management of the project. The PMU should meet as a team at least once a week. <strong>Day-to day project management</strong>  ➤ Serves as Secretariat to the Steering Committee and the Technical Committee.</td>
</tr>
</tbody>
</table>
3.5 Steering/Technical Committee

Steering Committee:
- Representatives of all EMBs
- UNDP Representatives
- Where appropriate – UNDP and the EMB together
- Chairs the SC
- Decisions – CONSENSUS
- Last resort: UNDP weighted vote
- Additional EMB representatives
- Experts of major donors

Technical Committee:
- Upon SC request
- EC
- Representatives other donors

Upon SC request
3.4 UNDP financial/technical input for preparatory activities

**PRE-ELECTORAL PERIOD**

- Appropriate time for a request of electoral assistance
- Potential time for delivery of late request for assistance

**E-DAY**

- Advancing funds possible

- EC-UNDP discussions initiated
- EC-UNDP documents prepared
- CA draft prepared and cleared
- CA signed
- EC funds disbursed
UNDP will ensure enhanced visibility of joint efforts

Expenses for visibility actions are considered eligible project expenses

UNDP CO is responsible for submitting a visibility plan to the EU Delegation

Ex: Joint press releases, TV spots, presentations, photo opportunities………..
3.7 Selection of Experts

- Representatives of EMBs
- Representatives of other donors
- UNDP
- EC/EU
- ... with support from EAD
- ... and the JTF
- ... with support from DEVCO
Selection of international Experts for the project’s PMU

- Both UN/EAD and EU/DEVCO have a roster of electoral experts

- Pre-selection to be done in a coordinated manner

- **Selection to be done in agreement** between UNDP Country Office, EU Delegation, other donors, the EMB

- UNDP ensures expedite clearance so to speed up the recruitment process
3.7 Performance indicators

Standard Indicators for Aggregating Aid Effects

Reviews

Integrated into...

UNDP ProDoc
3.8 Reporting requirements

One-page reports (for press statements etc.)

Technical progress reports (monthly) (activities/outcomes)

Substantive reports (quarterly) (status, key issues, financial info)

Decisions/proceedings of SC meetings

Joint Guidelines on reporting obligations under the FAFA

The purpose of these guidelines is to provide practical guidance for the interpretation of the relevant articles of the Financial and Administrative Framework Agreement (FAFA). The latter remains however the sole legal authority on the subject.

4 Guiding principles

1. The relevant provisions concerning reporting are contained in article 1 of the Financial and Administrative Framework Agreement (FAFA). This provision is complemented by DG AIDCO’s General Conditions of the Standard Contribution Agreement with an international organization (“ACO”) and DG ECHO’s General Conditions applicable to EC contribution agreements with international organisations for humanitarian aid actions (“ECHO”), jointly referred hereafter as “the OCOs”. The costs deriving directly from the requirements of the contribution-specific agreement, including the costs of specific reporting for Commission needs are eligible direct costs to the agreement (art. 3.2 FAFA).

2. Pursuant to articles 2.1 and 2.2 of the OCOs and the validation clauses in the FAFA, the UN organisation implementing a contribution-specific agreement has a specific duty to provide all relevant information to the Commission on the implementation of the action; which starts with the work plan and is complemented by the reports and any other relevant information. In addition to the standard reports to its donors, the UN organisation will ensure that progress and situation reports, publications, press releases and updates relevant to the contribution-specific agreement are communicated to the Commission’s contact address indicated in the special conditions as and when they are issued (art. 3.2 FAFA). However, it should be recalled that the “Agreement on the application of the validation clauses to operations administered by the United Nations and financed or co-financed by the European Community” entered into FAFA recognizes that some original documents held by the UN organisation are confidential and may not be shared.
3.9 Procurement

... procurement of sensitive or highly specific or costly election materials should preferably be done in close collaboration and involvement of the UNDP PSO

Operational lessons and best practices learned in the field of procurement with specific focus on ICT solutions and biometric voter/civil registration
4 Elements for enhanced collaboration
4 Elements for enhanced collaboration

- Trainings on Effective Electoral Assistance
- Thematic Workshops on
  - Elections & Technologies
  - Elections & Conflict
  - Formulation, implement.....
- eLearning Courses
- Operational papers & knowledge tools
5. Entry into force & implementation

EC and UNDP agreed to monitor, assess and take the necessary corrective measures on the implementation of the Guidelines as they arise.

EAD is invited to participate in the review of the Guidelines.