EC-UNDP Workshop on

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

Electoral Budgeting & Project Budgeting

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Working Definitions...

The costs take several forms:

- **Direct Costs**
  (e.g. EMB core running costs - salaries/allowances, rent/computers/utilities/communication/internet, stationary, printing)

- **Diffuse Costs**
  (very difficult to assess e.g. contribution from civil society, printing of FVL, use schools...)

- **Integrity Costs**
  (e.g. costs related to public trust, intimidation, violence, voter education, voter security, voter security, security arrangements, monitoring, long term observation)

- **Core Costs**
  (e.g. routine ‘fixed’ EMB costs – voters lists, polling material, training, VE, logistics)
Types of Budgeting

Electoral Cycle Budget

- Electoral event budget
  - Project focused budget
    - Recurrent Budget
  - Project focused budget
    - Recurrent Budget
- Electoral event budget
  - Project focused budget
    - Recurrent Budget
- Electoral event budget
  - Project focused budget
    - Recurrent Budget

- or consolidated budget !!

State Budget Y1 → State Budget Y2 → State Budget Y3
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
Methodology for Cost Assessment

- Define the political environment
- Evaluate if an election year’s electoral budget is covering one/several elections; held simultaneously or separately
- Separate ordinary functioning fixed costs (regardless of elections) from variable costs (related to conduct of elections) and distinguish between personnel and operational costs
- Identify list of election-related activities in line w. electoral cycle, e.g. VR, VE, boundary delimitation, the polling operation, dispute adjudication, campaigning by PPs and candidates
- Quantify direct costs as accurately as possible, and estimate diffuse costs based on contextual figures/best-guesses.
- Identify the funding source for each cost category
Identifying key elements/factors/activities that influence the budget related to VR.

Policy decisions & methodology planning:
- Whether to have VR at all, where to get the original data from and in what form
- Ad hoc VR to permanent system
- Purchase technological systems plus establish data processing centers?
- Decide on Eligibility – IDPs, and out-of-country residents, where to allow registration
- Methodology: e.g. staggered registration

Consistency with:
- Operational plan
- Operational timeline
- Procurement plan
- Procedures and registration forms
What’s needed in a digital biometric voter registration process?

1. **The Digital Mobile Registration Kit, possibly with the following components:**
   1. Embedded computer with monitor, Keyboard, and mouse
   2. Digital Camera (webcam)
   3. Biometric extension with Finger print scanner and Signature pad
   4. Colour printer
   5. Registration **software**, pre-loaded
   6. Kit case incl. all components of the kit, and consumables (printer cartridges)
   7. Power source, generators/Solar Power kit
   8. Technical and operational manuals and guidelines involving hardware and software
   9. On-going technical support

2. **Trained registration staff (cascade training..?)**
3. **Data Center** (installation and hardware: servers, UPS, laptops etc.)

4. In country or out of country duplicate analysis (AFIS) – software and services
5. **Production of Preliminary Voter Lists** – Display – Final Lists
6. **Production, printing & distribution of voter cards**

Specifications – can take months to draft and then agree on
Biometric VR in Guinea - Conakry
Identifying ‘VR costs

- Public Outreach (Design & Produce VE material, public service announcements – radio, TV, press - Call Center, Website etc.), office space, equipment, communications, transport costs

- Accreditation. Send invitations and announcements, rent conference rooms, design, produce and distribute material, salary accreditation staff

- VR lists – receive data, process data, run duplication tests, allocate registration centers, printing of VR lists

- Rent buildings, upgrade buildings, furnish and equipment, salaries, consumables

- VR training –ToT rent, material, transportation etc.

- Warehousing & storage

- Display period – printing of new VL, distr. Display, receipt of complaints and corrections, data entry of modifications, staffing

- Building security, sec. staff, sec. equipment, security training

- Admin & Finance – office space, insurance, postage, communications, extra salaries/travel
Identifying ‘Running Costs’

- Staff (salaries, allowances)
- Temporary staff/labourers
- Equipment & Offices
- Uniforms/Supplies/Utilities
- Communications
- IT equipment/software/website
- Legal costs
- Recruitment costs
- Insurance & compensation
- Translation
- Official Hospitality
- Conferences/Study Trips
- Travel/Transportation Costs
- Generators & fuel
- External Relations
- Training/Staff Development
- Warehouse costs
- Security costs
- Printed Materials

"It has come to my attention gentlemen, that you've been doing the work of two men."
Summary of Challenges to Electoral & Project Budgeting

- Assess financial needs against specific outputs / activities
- Work on accurate assumptions
- Visualize scenarios
- Work with consolidated event, project and electoral cycle budgets, and avoid over-lapping
- Raise funds when there is no election on the agenda
- Address long-term ‘Capacity Building’ with recipient institutions
- Government financial commitments
- Donor fatigue
- Expenditure conditions/timelines
- The fluid nature of election budgets and the immense importance to include contingency lines