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Commonly procured Election Materials.
By Victor Margall von Hegyeshalmy
Global Procurement Unit, UNDP PSO
Agenda

- Short note on GPU PSO operational support.
- Electoral Materials.
- Main Challenges in Procurement of Materials for Elections
- 3 procurement cases as illustration
- LTAs as procurement methodology
- Other risk mitigators
GPU PSO operational support

Global Procurement Unit is the operational arm of PSO/UNDP, providing direct procurement on behalf of UNDP COs that lack capacity or for strategic reasons.

- GPU PSO operational support is focused in UNDP Practice Areas
- Usually initiated by a formal request from a UNDP Country Office or Project.
- GPU’s procurement is based on UNDP Rules and Regulations and our established procurement tools
Election-related Procurement

• **Training and education:**
  Printing services (manuals, posters), training programme, logistics, training kits, venue, hiring of experts

• **Voter Registration:**
  Printing, purchase of office equipment, ICT, registration kits, logistics, hiring of experts, logistics

• **Data Centre**
  Hardware, software, training programme, integration of services, venue (rent or rehabilitate)

• **Electoral campaign**
  Media monitoring, printing, venue set up for ballot lottery services

• **Elections day**
  Security & non-security printing, ballot boxes, polling day kits, voting screens, ink, furniture, logistics
Voting Equipment and Materials

Will depend directly on:

- Methodology for Registration and Election chosen, in relation to strategic aspects and Long Term vision, i.e. sustainability, civil registry, credibility, etc.
- Technology
- Geographic characteristics, infrastructures and situation of locations
- Volume and Timelines
- Available budget
- Cultural and social aspects
- Available resources for deployment and use of equipment
- Training/capacity restrictions
- Past experience
- Existing stock
- Etc.
Voting Equipment and Materials. Current GPU LTAs

Supporting Technological approaches: Low and medium

- Ballot Boxes
- Registration kits and Election-day kits
- Voting Booths
- Indelible ink and ink pens (including Invisible Indelible Ink).

- Related equipment, including IT hardware and peripherals, power supplies, as Generators and Solar Panels, Communication equipment, etc.

Freight Forwarding services.
Main Challenges in Procurement and delivery of Materials for Elections

• Short timelines and inflexible deadlines
  • value for money at risk
• Volume of requests and uncertain quantities
• Level of specifications and detail on items
• Quality and adequacy of items
• Diversity of items
• Coordination of shipments and consolidation, kits preparation and in-country logistics
• Insufficient budget
• Political impact and unrealistic expectations
Case 1: Bangladesh

- **Background:** Procurement of Translucent Ballot Boxes in support of election in Bangladesh in December 2008
- **Order Size:** 240,000 translucent ballot boxes
  265,000 lids
  4,800,000 seals
- **Timelines:**
  - Order placement: early June 2008
  - Complete delivery by end of October
  - Production time: 3 months for complete order
- **Logistics:**
  - Large weight and volume = 78 forty foot containers
  - Total of 10 shipments
  - Congestion and transit port
Case 1: Bangladesh

Procurement Challenges:

- How to ensure timely delivery?
  - Through Long Term Agreements based on Secondary Competition

- How to ensure right quality?
  - ISO 9001-2000 & 14001-2004 certification
  - ISO 12048 compression test and 2248 vertical impact test
  - By sample review
Background: Procurement of Electoral Material for the 2008 Local Elections in Sierra Leone

2 Procurement Phases:

1. Phase I: The Voter Registration – 19/05/08 – Deliveries requested within 6-8 weeks

2. Phase II: The Polling Day – 05/07/08 – Deliveries requested within 8-10 weeks
Case 2: Sierra Leone

Phase I – Manual Voter Registration

Order Size:

- 310 Training Kits
- 2,900 Registration Kits
- 2,900 Bottles of Indelible Ink
- 700 Flashes for Polaroid Cameras
- 1,200 Photo Cutters
- 1 IT Equipment Kit (6 printers, 235 cartridges...)
- 1 Warehouse Materials Kit (Pallet Trolley, Hand truck, Scale, Seals...)
Phase II – Polling Day

Order Size:

- 10,000 Bottles of Indelible Ink
- 330 Training Kits
- 6,600 Polling Kits (165,000 seals; 100,000 pens...)
- 3 Suppliers/consolidators
- 6 different shipping points
- 1 Kit Packing Place in the UK
- 1 Consolidation Point for Airfreight
Case 2: Sierra Leone

Procurement Challenges:

Planning
- Urgent delivery required for VR and Polling = CHARTER COST
- Procurement Function faced unrealistic expectations
- 10 weeks process reduced to 6-8 weeks

Logistics
- Weight and Volume limiting the choice of aircrafts
- Limited availability of planes due to the storm in Myanmar
Case 3: Afghanistan

**Background:** Procurement of Voter Registration Electoral Materials and items for the 2009 National Elections in AFGHANISTAN

**Procurement Phases:**

1. **Phase I:** The Voter Registration – started 05/10/08
2. **Phase II:** The Polling Day – in 2009
Case 3: Afghanistan

Part I – Voter Registration procurement based on LTAs

- 450 Training Kits
- 4,500 Registration Kits
- 450 Training Registration Material Boxes
- 4,500 Registration Material Boxes
- 5,500 Blue Boxes for Kits
- 35 Stationery Kits
- 59 Generators
- Communication Equipment (30 sets, incl. radio equipments, antennas, repeaters, etc.)

+ Logistic arrangements, including air freight – 7 charter and 5 regular- and sea/inland transportation
Case 3: Afghanistan

Part II – Voter Registration Procurement not based on LTAs, but on ITB/RFPs processes

- 4,000 Camera Kits
- Furniture (over 500 units of desks, armchairs etc…)
- 9,000,000 Voter Registration Forms
- IT Hardware (550 workstations, UPS, database servers, scanners, etc…)
- IT Software (550 licenses, diverse off-the-shelf software)
- Biometric Duplication Analysis System (AFIS/FRS)
## Case 3: Afghanistan

### Procurement Methods and Delivery Plan

<table>
<thead>
<tr>
<th>Lots</th>
<th>Procurement Method</th>
<th>Procurement Process Time</th>
<th>Supplier Delivery Time</th>
<th>Transit Time</th>
<th>Kabul Delivery Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Kits</td>
<td>LTA</td>
<td>3 weeks</td>
<td>3 weeks</td>
<td>1 week – air</td>
<td>7 weeks</td>
</tr>
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<td>Registration Boxes</td>
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<td>1 week – air</td>
<td>7 weeks</td>
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<tr>
<td>Communication equip</td>
<td>LTA</td>
<td>3 weeks</td>
<td>2-3 weeks</td>
<td>1 week – air</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Generators</td>
<td>LTA</td>
<td>3 weeks</td>
<td>4 weeks</td>
<td>1 week – air</td>
<td>8 weeks</td>
</tr>
</tbody>
</table>
- 7 Suppliers/consolidators
- 6-7 different shipping points
- 3-4 Kit Packing Places
- 1 Consolidation Point for Airfreight per order
Case 3: Afghanistan

Procurement Challenges:

Planning
- Urgent deliveries required for Voter Registration. Extra-short periods requested by training schedule. \( \rightarrow \) 10-12 weeks process reduced to 6-7 weeks, for first deliveries arriving to Kabul.
- Late changes in methodology

Changes in Specifications and Request
- Late changes and incomplete scope
- Specifications clearance involved time consuming processes

Logistics
- Weight, Volume and timelines limiting the choice
- Difficulty of Access to Kabul (Airport Traffic Congestion, Export Permits from China, Landing Permits…)
- Unforeseen issues (Storm in Asia, Technical issues with plane…)
Case 3: Afghanistan

Post delivery issues

- Incorrect supply (software versions)
- Fitness for use (ink pads)
- Few cases of damaged goods upon arrival
Addressing Challenges - Nature of existing LTAs.

- Agreements involve heavily utilized items and specialized suppliers.
- Non Exclusive Agreements
- Based on secondary competition between LTA holders.
- Quality standards included under Agreement
- Deliveries, if FCA, to one or two consolidated points
Advantage of procurement based on such LTAs.

✅ Streamlined and quality-assured procurement
✅ Best value for money based on secondary competition.
✅ Involve expert suppliers
✅ Continued Contracts and Vendor management.
✅ Dedicated and regular customer service team
✅ Problem shooting and commitment to obligations, i.e. Warranty, after sales services, etc. – partnership
✅ Reduced bidding periods
UNDP/other parts participation and responsibility

- Involve Procurement planning as essential from start
- Specifications to be generic and complete
- Communication management and prompt reply, i.e. Technical clarifications, etc.
- Early readiness and confirmation of available funds
- Ensure smooth and timely customs clearance and receipt of goods
Future LTAs—observed needs and trends

- More comprehensive scope and range of suppliers
- Attention to traditional commodities as well as technological solutions – sensitivity to methodology alternatives and appropriate technology
- Capturing feedback from COs – Regional solutions to Regional needs
- Purchase vs reusing/leasing agreements
- Quality assurance and cost-effectiveness re-emphasized
Thank you

victor.margall@undp.org