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**REQUEST FOR EXPRESSION OF INTEREST**

**Election Support Services**

**4 May 2017**

# SECTION I: CALL FOR EXPRESSION OF INTEREST

4 May 2017

Dear Applicants,

**REF: Call for CVs – Election Support Services**

1. The African Union Commission (Department of Political Affairs) is developing a database of experts to assist in election observation and capacity building for electoral stakeholders in its Member States. The experts are required in the following categories:
2. For Election Observation, Pre-election and Follow-up Missions:
3. **Election Experts; and**
4. **Long Term Elections Observers.**
5. The AUC now invites interested individuals to submit CVs for the different assignments as per attached Terms of Reference (TORs). AUC policy requires consultants to be professional, objective and impartial.

3. A shortlist will be developed based on meeting the qualifications stated in the ToRs.

4. Applications and CVs should be submitted by e-mail to tender@africa-union.org. The subject of the e-mail application must bear the procurement number and title of the assignment being applied for. Shortlisted candidates will be required to submit evidence of their academic and professional credentials as stated in their CVs at a later date.

5. The deadline for submission of applications and CVs is 31 May 2017 at 1500 hours Addis Ababa time. Late applications will not be considered.

6. This call for CVs comprise of the following:

 Section I – Call for Expression of Interest; and

 Section II – Terms of Reference (English and French)

Yours sincerely,

**Head, Procurement, Travel and Stores Division**

# SECTION II: TERMS OF REFERENCE

1. **TERMS OF REFERENCE FOR ELECTORAL EXPERTS**
2. **Background**

The Department of Political Affairs (DPA) of the African Union Commission (AUC) has a mandate to promote good governance, democracy and democratic elections in Africa. This mandate sets out in various African Union (AU) instruments such as the 2007 African Charter on Democracy, Elections and Governance, the 2002 OAU Declaration on the Principles Governing Democratic Elections in Africa, and the 2002 AU Guidelines for Elections Observation and Monitoring Missions is carried out by the Democracy and Electoral Assistance Unit (DEAU) situated within the DPA. Established in 2008, the DEAU has been given a broad mandate. It has the responsibility of not only coordinating and organising the participation of the AU in the observation of Member States’ elections but also implement the AUC’s program for the promotion of democracy and democratic elections in the continent. In line with its mandate of promoting democracy and democratic elections in Africa, the DPA/DEAU wishes to dispatch a pre-election assessment mission/follow up mission/expert mission to African Union Member States.

The above-mentioned missions will form part of the African Union Commission’s support to democratic institutions within Member States and helps them to engage in constructive dialogues with political stakeholders in order to have peaceful and credible elections in their countries.

1. **Objectives**

The overall objective of this assignment is to contribute to support democracy and transparent and credible elections in AU Member States.

The specific objective of the assignment is to provide a comprehensive report on the political, legal, institutional, technical, human rights and security environment in the country in the pre-election context. The report will also include an assessment of ongoing preparations for the elections, and an analysis relating to the capacity of election management bodies.

1. **Duties and Responsibilities of the Experts**

The experts will be responsible to evaluate the overall political environment; election related institutional, technical, legal, human rights and security environment and the prevailing political in the country concerned in order to provide a comprehensive report to AU DPA. This report will inform the African Union engagement strategy in the country concerned.

In particular, the experts shall carry out the following activities:

* Review the political environment to gain an understanding of the extent to which political has, or will, influence the administration of elections and assess the political dynamics and their influence to security and human rights.
* Provide a comprehensive analysis of the political stakeholders (political parties and relevant candidates) including the dynamic of their interactions, political programmes and campaign strategies.
* Analyse programmes and interactions of relevant actors engaged in or supporting political, electoral and mediation processes in the country (including RECs/RMs, NGOs and local observer groups, religious groupings, international organizations and UN entities, and the most relevant external partners).
* Assess the impact of underlying political dynamics to the security situation and provide a risk analysis of electoral violence and recommendations for possible AU engagement strategies in the country for effective conflict prevention and management.
* Analyse the national legal framework governing elections including the country’s electoral code for elections and the general principles for the elections which was signed by the Government and political parties, in particular, but not limited to the formation and mandates of the electoral institutions, election administration, electoral procedures, relevant provisions on conduct of political parties and media, and electoral complaints and appeals procedures.
* Assess the status of the preparations of the elections, in the light of international and regional standards and relevant legislation, with specific focus of voters registration, planning and budgeting of the election operations;
* Assess the capacity of the election administration and other governmental bodies responsible for administering elections concerning technical preparations for the election and provide recommendations for an AU engagement strategy including through provision of technical electoral assistance.
* Assess the election administration’s capacity, in relation to voter education initiatives, training of election officials, material production and distribution.
* Analyse the status of the implementation of recommendations presented by the previous AUEOM and by other observation missions.
* Analyse the promotion of human rights, freedom of expression, gender equality and participation of people living with disabilities in political and electoral processes of the country concerned and provide recommendations for a possible AU engagement strategy to support relevant processes including through focused election observation mission.
1. **Deliverables**

The experts are expected to produce two reports:

* A report on the political environment and electoral framework in the country concerned, including recommendations for AU engagement strategies as outlined above; and
* An end-of-assignment report of processes outlining lessons learnt recommendation of best practices and areas of improvement. The detailed structure and content of the end-of-assignment report will be determined by DPA at the beginning of the assignment.
1. **Scope of Work**

Desk-top research: Review relevant legal and institutional framework documents, previous election observer reports, official documents on election administration, and country specific documents.

Consultative meetings: Experts will organize meetings with a wide range of interlocutors including: representatives of the AU liaison office, relevant government authorities, electoral authorities, political parties and candidates, representatives of the national legislature and juridical authorities, media, civil society and women’s groups and representatives of minority groups, security services, the UN system and other service providers to electoral processes, and the international community. The two researchers will work closely together, and will coordinate their work to avoid duplication and ensure that all areas are adequately covered. The reports shall be presented in a consolidated manner with proper references and a complete list of stakeholders interviewed with contact details.

The experts will organize their work in the country concerned independently.

The experts will sign the AU code of conduct for technical electoral experts and consultants as part of their contract.

1. **Experts Profile**

Qualifications

* Advanced University degree (Master’s degree) in Political Science, International Relations, Law, or any other discipline relevant to the assignment.

Professional Experience

* At least 5 years of relevant professional experience in the field of electoral assistance and electoral observation and analysis, preferably as part of an AU Election Observation Mission or an Election Technical Assistance project of the AU or of other international organisations, possibly including managing an electoral observation mission, drafting statements and reports;
* Familiarity with the legal and regulatory framework for the elections as well as international and regional standards for elections. In this context the “*African Charter on Democracy, Elections and Governance” and the “AU Declaration of Principles Governing Democratic Elections in Africa”*  are important background documents;
* Proven work experience on electoral legislation and good understanding of election dispute resolution mechanisms;
* Excellent understanding of the functioning of election management bodies;
* Previous experience of working in the country and/or the region and good networks with the different sectors of society in order to be immediately operational will be an asset.
* Participation in previous AU training on election experts and/or long-term observers is an asset.

Competencies

Functional Competencies:

* Knowledge and expertise in elections, electoral assistance and democratization;
* Excellent drafting and analytical skills;
* Strong communication and interpersonal skills, and ability to foster networks and partnerships;
* Excellent written and spoken English and French;
* Good working knowledge of information and computer technology;
* Able and committed to work in stress environment.

Corporate Competencies:

* Demonstrates integrity by modeling the AU’s values and ethical standards
* Promote the vision, mission, and strategic goals of the mission
* Displays cultural, gender, religion, race, nationality and age sensitivity
* Treats all people fairly and without favour

**AFRICAN UNION ELECTION OBSERVATION**

**TERMS OF REFERENCE (TOR) FOR LONG TERM ELECTIONS OBSERVERS**

1. **Background**

The Department of Political Affairs (DPA) of the African Union Commission (AUC) has a mandate to promote good governance, democracy and democratic elections in Africa. This mandate sets out in various African Union (AU) instruments such as the 2007 African Charter on Democracy, Elections and Governance, the 2002 OAU Declaration on the Principles Governing Democratic Elections in Africa, and the 2002 AU Guidelines for Elections Observation and Monitoring Missions is carried out by the Democracy and Electoral Assistance Unit (DEAU) situated within the DPA. Established in 2008, the DEAU has been given a broad mandate. It has the responsibility of not only coordinating and organising the participation of the AU in the observation of Member States’ elections but also implement the AUC’s program for the promotion of democracy and democratic elections in the continent. In line with its mandate of promoting democracy and democratic elections in Africa, the DPA/DEAU wishes to dispatch long term election observation mission in African Union Member States

The Long Term Election Observation Missions (LTO) form part of the African Union Commission’s support to democratic institutions within Member States and helps them to engage in constructive dialogues with political stakeholders in order to have peaceful and credible elections in their countries.

1. **Objectives**

The overall objective of this assignment is to contribute to support democracy and transparent and credible elections in AU Member States.

The specific objective of the assignment is to provide a comprehensive report on the political, legal, institutional, technical, human rights and security environment in the country in the pre-election context. The report will also include an assessment of ongoing preparations for the elections, and an analysis relating to the capacity of the election management bodies.

1. **Duties and Responsibilities of LTOs:**

Under the supervision of the coordinator(s) of the African Union Election Observation Mission (AUEOM), the long term observer will assume the following responsibilities:

* Abide by the African Union (AU) code of conduct for international observation as well as the AU’s observation methodology;
* Familiarise with the African Charter on Democracy, Elections and Governance; OAU Declaration on the Principles Governing Democratic Elections in Africa; and other applicable instruments for elections;
* Familiarise with relevant country specific rules, regulations and procedures governing the elections and applicable international standards for elections;
* Observe, assess, and report on the effectiveness and impartiality of the election administration during the pre-election period, on polling day, and in the days following the election;
* Observe, assess and report on the pre-election political environment and all aspects of the electoral process, including technical preparations, voter registration, campaigning, candidate nomination, campaign finance, participation of women and other minorities, election day and post-election processes – counting, tabulation and announcement of results
* Follow and report on the handling of electoral disputes, complaints and appeals;
* Observe, assess, and report on other election-related issues, such as the participation of women, the inclusion of national minorities, and access for disabled voters;
* Establish relationships and conduct regular meetings with relevant stakeholders, including election authorities, political parties, government representatives, civil society organisations, international and domestic observer groups, NGOs, security agencies, and others at the national and local level;
* Write weekly reports on the latest electoral developments and political dynamics, and contribute to other reports as directed;
* Assist with the briefing of members of the Short-Term Observation delegation. Prepare briefing materials (regional packs) relevant to specific deployment areas, including contact lists of election authorities, political parties, observers groups, CSOs, etc., to inform a deployment plan for STOs in their AoD;
* Submit an End of Mission report, based on the template provided by the Coordination Team;
* Participate in an evaluation meeting with the Observer Coordinator(s) at the end of the Mission; and
* Perform any additional duties and requests deemed necessary to the good functioning of the AU EOM.
1. **Other Relevant Activities:** *LTOs will observe the following key aspects of the election:*

***Election Preparations****:* Observe the composition of the Electoral Commission and sub-branches, their work regarding recruitment, cascade training, human capacity (whether staff are experienced, well-trained, effective), adequacy of materials/equipment, appropriate identification of office and polling center sites, finance (sufficient funding and timely disbursement), implementation of laws (fairness and impartiality) receipt and interpretation of procedures, and transparency of operations;

***Freedom of Expression*:** Monitor any restrictions placed on the right to freedom of opinion and expression for both the media and voters during the electoral process and the degree to which any restrictions violate Kenya’s domestic and international obligations. Identify and evaluate any media fora being shut down or suffering overt censorship;

***Freedom of Assembly, Freedom of Association****:* Assess political parties and civil society freedoms for holding events and expressing their opinion, the organizing of rallies and events in advance of the election, the creation and operation of new groups/civil society organizations related to the election, and the degree to which any restrictions placed on freedom of assembly and association meet Kenya’s international obligations (e.g. that any given restriction be related to legitimate national security or public safety concerns);

***Information Campaign (Voter Education)*:** Monitor information campaigns to assess the coverage, accuracy and impartiality of messages on the election. Observe to determine efficacy of voter education efforts and degree to which efforts are made to reach the Kenyan populace throughout Kenya to ensure they understand the election’s procedures and outcomes. Report on the actors involved in providing voter education during the information campaign and the degree to which they abide by the Elections Act;

***Violence and Conflict*:** Monitor tensions, flashpoints, armed conflict, and other factors impacting insecurity. Identify and gather information on conflict incidents and share with Support Team for inclusion into database. Engage with international security and branches of national security, to gather information and assess the electoral security environment;

***Polling and Counting*:** Observe ballot design and ballot security, the delivery and distribution of polling materials, polling, the degree that the right to vote is respected, security, and the human rights environment. Assess the counting process and posting of polling station results;

***Post-Polling and Tabulation****:* Observe warehousing and retrieval of materials. Observe data entry at tabulation centers rotating with STOs, gauge interlocutors perception of polling process and AU preliminary statement. Evaluate post-election security environment and dispute resolution processes;

***Gender and Minority Groups*:** Assess women’s participation in all aspects of the electoral process, particularly their participation in election bodies, polling staff, & civil society organizations and, of course, as voters.

1. **LTO Profile**

Qualifications

* A first degree in Political Science, International Relations, Law, or any other discipline relevant to the assignment.

General Professional Experience

* At least 3 years of relevant professional experience in the field of electoral assistance and electoral observation and analysis, preferably as part of an AU Election Observation Mission or an Election Technical Assistance project of the AU or of other international organisations, possibly including managing an electoral observation mission, drafting statements and reports;
* Familiarity with the legal and regulatory framework for the elections as well as international and regional standards for elections. In this context the “*African Charter on Democracy, Elections and Governance” and the “AU Declaration of Principles Governing Democratic Elections in Africa”* are important background documents;
* Proven work experience on electoral legislation and good understanding of election dispute resolution mechanisms;
* Excellent understanding of the functioning of election management bodies;
* Previous experience of working in the country and/or the region and good networks with the different sectors of society in order to be immediately operational will be an asset.
* Participation in previous AU training on election experts and/or long-term observers will an asset.

Competencies

Functional Competencies:

* Knowledge and expertise in elections, electoral assistance and democratization;
* Excellent drafting and analytical skills;
* Strong communication and interpersonal skills, and ability to foster networks and partnerships;
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