



## **Project**

### **“Strengthening the capacities of the Central Election Commission BiH”**

Division of Electoral Assistance and Census, DGII, Council of Europe

#### **Terms of Reference**

<b>Title:</b>	Expert on new technologies in the electoral process
<b>Activity:</b>	Assistance to CEC BiH to develop a roadmap for the implementation of new technologies (including technical, legal and operational recommendations) Advisory role to the inter-departmental working group on e-voting Expert contribution to the Roundtable conference on e-voting in the BiH parliament on 15 March 2017
<b>Programme:</b>	<b>Longterm-Electoral Assistance Programm to Bosnia and Herzegovina</b>
<b>Mission period in Bosnia and Herzegovina:</b>	13--16 March 2017 2 days April (tbc)
<b>Deadline for Application:</b>	3. März 2017

#### **Background:**

The Central Election Commission (CEC) of Bosnia and Herzegovina (BiH) has launched an initiative for the introduction of new technologies in the electoral process in BiH. The BiH CEC's effort is directed to making certain improvements for the 2018 General Elections so that all stages of the electoral process would be significantly adapted to the new information technologies aimed at the accurately and promptly generation of final election results.

Upon the initiative of the BiH CEC an Inter-departmental working group for analyses of the situation and proposal of modalities for the introduction of new technologies to the electoral process in BiH was established..

Within the framework of the long term-electoral assistance program for Bosnia and Herzegovina, the Division of Electoral Assistance and Census of DGII is planning to support the Central Election Commission in BiH through technical assistance to respond to the

needs of the Central Election Commission (CEC) in the context of above mentioned initiative of introducing new technologies in the electoral process.

In particular the expert shall support the CEC in the development of the necessary steps for the implementation of new technologies in BiH and have an advisory role in the work of the inter-departmental working group on e-voting.

The target groups of the activity are: members and staff of CEC, members of the Interdepartmental working group;

### **Tasks and Deliverables of the expert:**

#### 1. Information review – home based

- Making a preliminary review of any existing documentation on e-voting related activities of the CEC BiH, particularly findings of previous expert work and public discussions.

*Deliverable: report with preliminary findings*

#### 2. Field visit to BiH 13-16 March 2017

- Discussing the preliminary findings with CEC members and staff responsible for IT and discussing technical, legal and operational questions of the CEC
- Participation at the Interdepartmental working group meeting 13.3.2017
- Participation at the roundtable event on e-voting on 15.3.2017

*Deliverable: agenda of meetings, mission report*

#### 3. Prepare report and recommendations based on discussions and findings – home based

- Consolidating the mission findings and drafting an assessment report for CEC comments;
- Drafting recommendations how to implement new technologies in the electoral process in BiH.
- Drafting a work plan of detailed short-term and mid-term activities and long-term steps

*Deliverable: draft assessment report including recommendations, and draft work plan*

#### 4. Field visit to BiH April 2017

- Discussing the findings and recommendations with CEC and relevant stakeholders
- Discussing and consolidating the work plan with CEC Members and local experts;
- Fine-tuning of the work plan

*Deliverables: final assessment report, final work plan, mission report with recommendations for next actions*

1.1 The contract is concluded for the period from 6 March to 30 April 2017.

### **Required qualifications:**

#### Qualifications and skills:

- University degree,
- IT expert
- Excellent written and oral communication skills.
- Proven fluency in oral and written English

- Knowledge of one or more of the officially used languages in BiH would be an asset

General professional experience:

- At least 10 years international experience in the field of new technologies in the field of elections, with either experience in the electoral process from a country where e-voting is in process of being introduced, or a country where e-voting is already functioning
- Demonstrated experience at senior level of electoral assistance
- Demonstrated experience at senior level of effective strategy formulation, organisational support and management.

Specific professional experience:

- Confirmed experience on working with electoral stakeholders in Western Balkan
- Previous experience in assisting electoral stakeholders in BiH would be an asset
- Knowledge of the Council of Europe's Recommendation Rec (2004) 11 on e-voting standards.

**Fees, status and rules on award of contracts:**

Expert CVs will be assessed, according to the following award criteria and weighting:

- Qualification and skills (50 %)
- General professional experience (40 %)
- Specific professional experience (10 %)

Only one candidate will be chosen and recruited in line with the Rule No1333 of 29 June 2011 on the procurement procedures of the Council of Europe<sup>1</sup> and Council of Europe Instruction No59 of 21 December 2007 on consultant's contracts<sup>2</sup>. The fees will be established depending on professional experience, qualifications and skills. For indicative purposes, the level of fees corresponds to approximately EUR 350 per day of providing services. Any task related travel and subsistence expenses will be reimbursed according to the Council of Europe's Rules for the reimbursement of persons travelling at the charge of the Council of Europe budgets<sup>3</sup>.

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<sup>1</sup> <https://wcd.coe.int/ViewDoc.jsp?p=&id=1807541&direct=true>

<sup>2</sup> <https://wcd.coe.int/ViewDoc.jsp?p=&id=1807541&direct=true>

<sup>3</sup> [https://search.coe.int/cm/Pages/result\\_details.aspx?ObjectID=09000016805ceb14](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=09000016805ceb14)