

## TERMS OF REFERENCE

**Consultancy:** Enhancing the capacity of the ELECAM with its promoting, integration and application of good electoral practices as they relate to key processes and procedures.

**Post Title:** Electoral Expert - Building the Capacity of ELECAM  
**Project Location:** Cameroon and Home-based  
**Project Duration:** 30 working days over six-week period  
**Consultant Fee:** £10,500 (350 per day)  
**Closing Date:** June 2019

## BACKGROUND

The Commonwealth has had a longstanding relationship with Cameroon, supporting and advancing democratic reforms. This sustained engagement resulted in the passing of legislation in December 2006 to establish Elections Cameroon (ELECAM), the first independent election management body in Cameroon.

In addition to political engagement, the Commonwealth has also observed Cameroon's elections, deploying Commonwealth Expert Teams (CET) in 2011 and 2013 to assess the integrity of the process. A staff team was deployed to observe the Presidential elections in October 2018.

ELECAM has requested technical assistance in several areas that will strengthen its capacity to deliver credible elections. The request for technical assistance is in line with the recommendations made by previous observer missions and most recently by an expert engaged to undertake a post-election review of the 2018 elections. In this regard, the Commonwealth Secretariat seeks to extend assistance in strengthening institutional and technical capacities of ELECAM in the conduct of a credible and inclusive election process.

## PURPOSE

The aim of this consultancy is to support Elections Cameroon in its efforts to strengthen operational capacity of its staff and officials in advance of upcoming elections. More broadly, the consultants will support ELECAM with its promotion, integration and application of good electoral practices as they relate to key processes and procedures.

## TASKS

*Expected tasks include (but not limited to):*

- Advise and support ELECAM on its understanding and its inclusion of relevant standards, principles and good practices for elections, with specific focus on crosscutting themes such as gender and human rights.
- Assist ELECAM in the design and preparation of a comprehensive training curriculum and methodology for elections officials.

Assisting in the training of ELECAM staff and officials, on good electoral practice as they relate to key electoral procedures and processes, focusing on the following areas in particular;

- Voter education
  - Election administration
  - Electoral system and legal framework
- Provide an international comparative perspective to ELECAM in policy and operations related matters.
  - Assist ELECAM with the promotion and reinforcing of good electoral practices and principles throughout the election cycle.

### **REPORTING ARRANGEMENTS AND DELIVERABLES**

The Consultant will be based at the head office of Elections Cameroon in Yaoundé. The Expert is responsible to the Electoral Support Section, Governance and Peace Directorate, for the conduct of the project and will remain in contact with the Commonwealth Secretariat throughout the course of their duties.

However, the Expert will also work in consultation with the Chairman or the representative of the ELECAM to achieve the objectives of this project:

- Training methodology and curriculum
- Master Trainer Guide

The Consultant will also provide to the Secretariat:

- At least two written progress reports to the Commonwealth Secretariat on outcomes of the project; and
- The final report should reach the Secretariat by not later than 2 weeks after conclusion of the assignment.

### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

The successful candidate should possess the following experience and qualifications to be considered for this post:

- 10 years or more of experience, knowledge and expertise in democratic governance, electoral process and democratisation;
- Should have significant experience in providing practical advice to policy makers; be able to work well with Electoral Management Bodies (EMBs), civil society, political parties and the donor community;
- Strong communication and interpersonal skills;
- Experience of producing high quality reports and analytical documents;

- Demonstrates strong intellectual and operational capacity in providing an coordinating adversary services to stakeholders in electoral processes, specifically to the commission;
- Significant experience designing and delivering trainings;
- Track record of developing manuals, guides, policy document in relevant field;
- Respect for diversity and intercultural understanding;
- Must be fluent in both English and French.

### **Budget**

The total consultant fees will amount to £10,500 at a rate of £350 per working day. The Consultant will also be provided with a return economy class airfare and a daily subsistence allowance at United Nations' prevailing rate.

### **Duration and timeframe**

This project should span 30 working days spread over six weeks.