



**CALL FOR EXPRESSION OF INTEREST;
KNOWLEDGE MANAGEMENT & DATABASE FOR
THE ELECTORAL COMMISSIONS FORUM OF
SADC COUNTRIES (ECF-SADC)**

Abridged version : May 2020

DO NOT APPLY AGAIN IF YOU HAVE ALREADY DONE SO IN 2019

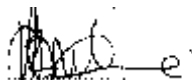
5th August 2020

Dear Applicant

CALL FOR EXPRESSION OF INTEREST: Electoral Knowledge and Expertise Data-Base

1. The Electoral Commissions Forum of SADC countries (ECF-SADC) invites interested individuals who are former commissioners and senior officials of Election Management Bodies (EMB's) to submit Curriculum Vitae (CV) for consideration in the establishment of Electoral Knowledge and Expertise Data-Base.
2. The purpose of the data-base is to ensure that ECF-SADC has pool of experts at its disposal for deployment to various electoral projects as may arise from time to time in the region and beyond. The anticipated electoral projects may include institutional support, election planning, electoral logistic management and information technology application projects.
3. In the execution of the projects ECF-SADC requires that deployed experts be professional, objective and impartial. In this regard, a declaration of any conflict of interest including political affiliations should be indicated.
4. The data-base will be developed based on the criteria specified in the attached Terms of Reference.
5. A cover letter addressed to Executive Secretary , ECF-SADC Secretariat and CV should be submitted by e-mail to info@ecfsadc.org . **The subject of the e-mail application must indicate the applicant's area of expertise.**
6. The deadline for submission of applications is **30thOctober 2020** at 16h30 hours, Botswana time. Late applications will not be considered.

Yours Sincerely,



For / EXCO Chairperson

TERMS OF REFERENCE

1. Background

The Electoral Commissions Forum of SADC countries (ECF-SADC), is an independent organization whose Secretariat is based in Gaborone, Botswana. It comprises of Election Management Bodies (EMB's) of the SADC member states namely; Angola, Botswana, DRC, Lesotho, Malawi, Mauritius, Mozambique, Namibia, South Africa, Seychelles, Swaziland, Tanzania, Zambia, Zanzibar and Zimbabwe.

ECF-SADC was formed in July 1998 and has been hosted by Government of Botswana since 2005. The Forum has played an important role in ensuring that the conduct of elections in the SADC countries is improved and managed in line with the Principles on Elections Management, Monitoring and Observation (PEMMO)¹. Pertinently, focus has been placed on building the institutional capacity of election management bodies to enable them to fulfil their statutory roles.

The objectives of the ECF-SADC amongst others include ; Encouraging the establishment of independent and impartial Electoral Commissions in the region; Encouraging the development and promotion of a democratic culture and an environment conducive to the holding of credible and transparent elections; Encouraging the development of electoral laws that adhere to regionally and internationally accepted principles of election management; Promoting conducive relationships between Electoral Commissions and stakeholders through open and transparent electoral practices and Facilitating access to and sharing of experiences, research and technology as well as technological information between and among Member Commissions.

2. Scope of Services

- The experts are required in various categories including Electoral Consultants, Good Will Observers, Commentators or Analysts, Facilitators, Technical Advisors and Trainers.
- The electoral experts will be put on a roster and will be approached when a need arises in the various fields. Engagements periods may range between 3 days and 3 months.
 - The nature of assignments and projects will, *inter alia*, include analysis, development or commentary on various aspects of electoral management including developing Rules, regulations and procedures governing the democratic elections , Facilitating training workshops, Evaluation of the capacity of the

¹ PEMMO Principles adopted by ECF SADC & EISA ; 2003

election administration and other governmental bodies responsible for various technical aspects of administering elections, Analysis of gender equality, freedom of expression, human rights and participation of people living with disabilities in political and electoral processes , Analysis of the impact of social media in the conduct of elections

3. Qualifications and Experience Requirements

The following are the qualifications and experiential requirements:

- A degree or equivalent qualification preferably in the field of social science, political science, law, gender studies, development studies, international relations, information technology, media studies or any other relevant discipline
- At least 5 years work experience in the field of electoral administration, electoral assistance and electoral observation and analysis, managing an election observation mission, drafting statements and reports
- Understanding of legal and regulatory frameworks for the management of elections as well as international and regional standards for elections. In this context, good understanding of the SADC Principles, AU Guidelines and PEMMO is important
- Strong communication and interpersonal skills and ability to nurture networks and partnerships