



## ECF SADC/EISA PEMMO Drafting Expert

### TERMS OF REFERENCE

- Job position:** Drafting Expert of the revised Principles for Election Management, Monitoring and Observation in the SADC Region (PEMMO)
- Project Title:** Supporting Transitions and Electoral Processes (STEP) Programme, funded by the United States Agency for International Development (USAID).
- Type of Contract:** Consultancy Contract
- Duty station** : No duty station required.
- Duration of**
- Initial Contract** : To be discussed
- Language required** : English
- Expected Starting Date:** 15 October 2021
- Supervision** : The Joint ECF-SADC – EISA<sup>1</sup> Working Group
- Lead Person** : Commissioner Joyce Laetitia Kazembe

### A BACKGROUND

The Electoral Institute for Sustainable Democracy in Africa (EISA) is a continental not for profit organisation located in Johannesburg, South Africa and in Abidjan, Côte d'Ivoire. EISA also has field offices currently in the Democratic Republic of Congo, Gabon, Madagascar, Mozambique, Niger, Somalia, Sudan and Tanzania, plus continental and sub-regional programmes. EISA strives for excellence in the promotion of credible elections, citizen participation and strengthening of political institutions for sustainable democracy in Africa.

The Electoral Commissions Forum of the Southern African Development Community (ECF-SADC) and the Electoral Institute for Sustainable Democracy in Africa (EISA)<sup>1</sup> jointly developed the Principles for Election Management, Monitoring and Observation (PEMMO) that were adopted on the 6 November 2003 and became operational in January 2004. PEMMO is a set of benchmarks to guide electoral practice and foster a sound enabling environment in which elections in Africa can take place. These benchmarks cover key aspects of the electoral cycle, including the institutional framework, processes related to the pre-election phase, the election phase and the post-election phase. PEMMO also includes guidelines on election monitoring and observation.

---

<sup>1</sup> Previously the Electoral Institute of Southern Africa.

SADC Electoral Management Bodies (EMBs) have used PEMMO as a guiding document for the management of electoral processes in their respective countries and adapted the benchmarks to their individual contexts. In addition, PEMMO has served as one of the key regional instruments for election assessments conducted by the ECF-SADC, Civil Society Organisations (CSOs) Election Observation Missions (EOMs) in Southern Africa and EISA IEOMs across Africa.

Since the adoption of PEMMO, the context in which elections are conducted has evolved to include new areas such as election security, the use of information and communication technology (ICT) and the emergence of social media, among others. Election observer groups have also broadened their scope of assessment to include, for example, ICT, campaign financing, funding of political parties and inclusion of marginalised groups in the electoral processes. EOMs now undertake both short term and long-term election observation. A comprehensive review of PEMMO is therefore necessary to ensure that the document reflects emerging issues in the evolving field of election management and observation.

The PEMMO review project is undertaken jointly by the ECF-SADC and EISA through EISA's *Supporting Transitions and Electoral Processes (STEP) Programme*, funded by the United States Agency for International Development (USAID).

These Terms of Reference (TORs) define the objectives of the PEMMO Review and the modalities of the Drafting Expert tasked with drafting a revised PEMMO. The Terms of Reference may be reviewed whenever necessary by the Working Group, to ensure that they remain appropriate to and relevant for the PEMMO review.

## **B. MANAGEMENT OF THE PEMMO REVIEW PROJECT**

The ECF-SADC Secretariat and EISA are responsible for the overall management of the PEMMO Review Project. This includes:

- Conducting ad-hoc research and consultations whenever necessary;
- Providing logistical support for meetings;
- Preparing meeting agendas, related materials and resultant summaries;
- Providing technical support to the PEMMO Review Working Group;
- Producing formatted, edited and translated drafts and a final version of the Revised PEMMO; and
- Managing internal and external communication on the PEMMO review.

## **C. OBJECTIVES OF THE PEMMO REVIEW**

The overall goal of the PEMMO review is to improve the quality of election management and assessment in southern Africa in particular, but also in the rest of the continent. However, the specific objectives of the review are to:

- Establish a common understanding of what constitutes best practice in election management and election assessment;
- Update PEMMO in line with developments in election management and election observation;
- Develop feasible and sustainable guidelines for election management and assessment, suited to the African context;
- Align PEMMO to other continental and regional election observation instruments; and

- Inform post-election reviews and electoral reforms.

#### **D. SCOPE OF WORK**

Under the supervision of the joint ECF-SADC–EISA Working Group, the Drafting Expert is tasked with:

- Developing the framework for a comprehensive review and validation of PEMMO,
- Consulting the joint ECF-SADC – EISA Working Group, and
- Drafting and finalising the revised PEMMO benchmarks.

#### **E. EXPECTED OUTCOMES AND DELIVERABLES**

The Drafting Expert is expected to provide the following:

Deliverables	Date
Start-up Meeting	25 October 2021
Draft update PEMMO	25 January 2022
Meeting with Working Group for Draft PEMMO Feedback	25 Feb 2022
Submission of updated First Draft	20 March 2022
Final Draft PEMMO	10 April 2022
Feedback Meeting on the Final Draft	15 April 2022
Submit Final Draft	05 May 2022

#### **F. INSTITUTIONAL ARRANGEMENTS**

A contract will be signed between the Consultant and EISA. Payment for services will be made on satisfactory discharge of duties and achievement of results. The results of the work shall be approved by the joint **ECF-SADC – EISA Working Group**.

The Drafting Expert will work under the direct supervision of the joint ECF-SADC – EISA Working Group.

- The Drafting Expert is responsible for the quality and timely submission of the deliverables.
- The Drafting Expert must ensure timely and rational planning, and achievement of results in accordance with the Terms of Reference.
- The Drafting Expert should provide draft in electronic form in MS Word format in English.

#### **G. PAYMENT**

Payment will be made within 30 days on receipt of an invoice and the work carried out to the satisfaction of the **CONTRACTOR**.

#### **G. REQUIRED DOCUMENTS:**

1. A detailed Curriculum Vitae with the following:
  - Detailed professional work experience,
  - Master’s Degree in Political Science or a related discipline from a recognised academic Institution of Higher Learning. A PhD will be an advantage. Proof of degree must be included
  - Any research conducted and resultant product/paper.

2. Proof of exposure dealing with election related matters and working with regional organizations will be added advantages.

## **H. REQUIRED COMPETENCIES**

- Displaying cultural, gender, religious, race, national and age sensitivity and adaptability;
- Excellent analytical and research skills;
- Excellent drafting skills;
- Ability to work under pressure and tight deadlines

Interested and suitably qualified individuals must submit their CVs, outlining availability in line with the approximate timelines. Applicants must also indicate, in their applications, their daily remuneration rate.

Applications with relevant CVs and three (3) references and supporting documents should be sent to Ms Zahira Seedat at [zahira@eisa.org](mailto:zahira@eisa.org) by not later than **1 October 2021, 17h00 South African Standard time**.

*EISA reserves the right not to appoint.*