

# THE ELECTORAL COMMISSION

REPUBLIC OF FIJI

## Expression of Interest Notice

<b>EOI Reference:</b>	EOI 01/2021
<b>Subject:</b>	Audit of the National Register of Voters
<b>Description:</b>	The Electoral Commission invites “Expression of Interest” from interested reputable service providers to submit proposals for the audit of the National Register of Voters.
<b>Estimated quantity:</b>	As per details in EOI Documentation
<b>Tender Documents:</b>	The specific details can be downloaded from <a href="http://www.electoralcommission.org.fj">www.electoralcommission.org.fj</a>
<b>Contact:</b>	Ms. Mei Fong Luo Executive Secretary to the Electoral Commission Contact:(+679)9905316 E-mail: <a href="mailto:secretariat@electoralcommission.org.fj">secretariat@electoralcommission.org.fj</a>
<b>Closing date/time:</b>	<b>Wednesday 24 November 2021, no later than 4pm (Fiji Time)</b>
<b>Submission of EOI Applications:</b>	The EOI must be electronically submitted to the Electoral Commission by email to <a href="mailto:vraudit@electoralcommission.org.fj">vraudit@electoralcommission.org.fj</a> no later than <b>4 pm Wednesday 24 November 2021</b> Fiji Time. The EC will not accept any hardcopy submission.

**Suresh Chandra**

**Chairperson of the Electoral Commission**

# **THE ELECTORAL COMMISSION**

## **AUDIT OF THE NATIONAL REGISTER OF VOTERS**

### **Expression of Interest (EOI) (01/2021)**

Closing Date: 4pm Wednesday 24 November 2021

## EXPRESSION OF INTEREST [EOI]

### AUDIT OF VOTER REGISTER

#### 1.0 Introduction

The Electoral Commission (EC) is constituted as an independent, non-partisan authority that has responsibility for the registration of voters and the conduct of free and fair elections in accordance with written laws governing elections in Fiji. The Electoral Commission is responsible for receipt and returning of the *Writ*, voter registration and maintenance of the National Register of Voters, voter education, candidate registration, settlement of electoral disputes, including disputes relating to or arising from nominations, but excluding election petitions and disputes subsequent to the declaration of election results and monitoring compliance with any written law governing elections and political parties.

As such the EC is the overall custodian of the Voter Register. As part of its responsibilities, the EC requires that the Voter Register is audited using internationally accepted standards by an independent agency in the area of elections.

Therefore, the EC invites **reputable companies and/or consultants [“Suppliers”]** to carry out an audit of the Voter Register and submit detailed report in regards to its findings.

The **deadline** for all submissions for the EOI is on the **24 of November, 2021 at 4pm.**

#### 2.0 Scope of Work

The primary scope of work will **take place at the Fijian Elections Office (FEO)** and includes the following areas:

- 2.1. **Audit of the Procedures:** Audit to evaluate and assess the registration process and the flow of information from data collection to the creation of access points for voters- all the way to the registration of voters (and the issuance of voter’s card). This also includes the legal framework.
- 2.2. **Audit of IT Systems:** IT-audit-standard practice to examine the technological components and infrastructure of the voter registration process and registry.

- 2.3. **Statistical Testing:** To Assess the quality of the voter register and voters list through the “list to voters” and/or the “people to list” method.
- 2.4. Make appropriate recommendations for enhancing the accuracy and inclusiveness of the Voters Register.

### **3.0 Expertise Required**

Competency:

As a supplier you or your team are required to:

1. Have relevant qualifications with extensive experiences in the area of Elections, Demography, and Information Systems.
2. Have carried out similar audit in Election Management Bodies.(EMBs)
3. Have the ability to write clear and concise reports.

Qualification:

1. Provide information and or certifications indicating that you are qualified to perform the required services;
2. Proof of some exposure to similar assignments; and
3. The supplier should also provide references and referees for similar audits carried out in EMBs.

### **4.0 Proposed Work Plan with Timelines**

A proposed work plan outlining tasks to be carried out with specific key deliverables and completion timelines is required to be submitted by the Supplier.

## **5.0 Costs**

Total Costs of work with an outline of costs to be tied to specific deliverables in line with the work program and timelines.

## **6.0 Audit Report**

A full Audit Report to be submitted with findings and recommendations for enhancing the accuracy and inclusiveness of the Register of Voters.

## **7.0 Confidentiality**

“FEO Confidential Information” means all information, typesetting, artwork, colour separation, data, lists, accounts, voter information and process information provided by FEO to the supplier and used by the supplier in providing services.

The supplier agrees they will use the Confidential Information for no other purposes other than to provide contractual work and will not use any FEO Confidential Information, or disclose any FEO Confidential Information to any third party without the **express prior written consent** of FEO. Upon termination of this Agreement, the consultant shall return to FEO all FEO Confidential Information in its possession in whatever form it shall take including without limitation information contained in computer tapes or disks, in written form, or contained on printing blocks, film or moulds. All FEO Confidential Information shall remain the exclusive property of FEO.

## **8.0 Indemnity Clause**

The supplier will need to have a current professional indemnity insurance policy valid in Fiji when selected for the work.

## 9.0 Contacts

Vendors are to first register themselves with the EOI Co-ordinator. Upon release of this EOI, all suppliers' communications concerning this EOI must be directed to the **EOI Coordinator** listed below.

***Mei Fong Luo***  
***Executive Secretary to the Electoral Commission***  
***The Electoral Commission***  
***59 -63 High Street, Toorak,***  
***Suva***  
***Email: [secretariat@electoralcommission.org.fj](mailto:secretariat@electoralcommission.org.fj)***

Please use the **EOI Reference Number and Title in all communications with the Coordinator.**

Unauthorized communication regarding this request with the Electoral Commission employees or representative may result in disqualification.

Any oral communications will be considered unofficial and non-bidding on Electoral Commission. Suppliers should rely only on written statements issued by the EOI Coordinator. All communications and information to be provided electronically.

## 10.0 Vendor Instructions

Proposal Responses: The Electoral Commission must receive responses to this EOI no later than the date specified in the advertisement. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this EOI.

Vendors must address their EOI submissions to the following address:

“EOI – EOI 01/2021 – Audit of National Register of Voters“  
The EOI Electoral Commission Executive Secretary,  
Fijian Elections Office.

EOI submissions should only be emailed to [vraudit@electoralcommission.org.fj](mailto:vraudit@electoralcommission.org.fj)  
Hardcopies of EOI submissions WILL NOT be accepted.

Once the EOI is closed, bidders may be required to provide further information related to the specifications. All communications and information is to be provided electronically.