

THE ELECTORAL COMMISSION

REPUBLIC OF FIJI

CALL FOR EXPRESSIONS OF INTEREST FOR PREPARATION OF ANNUAL REPORT - CONSULTANCY

TERMS OF REFERENCE

1.0 PURPOSE

- 1.1 The Electoral Commission of Fiji (ECF) seeks to engage the services of a qualified consultant to draft the ECF Annual Report for 2024. The Report will include a section on activities undertaken in late 2023 and the report format will follow the format of a previously published (2022) Annual Report.
- 1.2 The consultant will work closely with ECF members to ensure that the Annual Report comprehensively captures the Commission's activities, progress, challenges, and recommendations over the designated period.

2.0 SCOPE OF WORK

The consultant is required to:

- Review the 2022 Annual Report to understand and meet the required format, structure, content and design expectations.
- Collect and analyze relevant information from the ECF, and, where directed, the Fijian Elections Office.
- Draft the ECF Annual Report for 2023-2024, ensuring accuracy, coherence, readability, and compliance with ECF's reporting guidelines.
- Conduct consultations with ECF members to gather insights, updates, and necessary data for the report.
- Consult with the ECF over any assistance needed with artwork and design of the report, including cover design.
- Submit a draft report including proposed layout and design to the ECF for review, and make the necessary revisions based on feedback received from the ECF.
- Provide three quotations for report printing to the ECF.
- Undertake careful copy editing and proof reading of the approved draft report, and oversee the printing process at a printing establishment designated by the ECF.
- Deliver the final printed Annual Report to the ECF within the stipulated timeframe.

3.0 WORK PLAN

The consultancy is expected to be between **1 to 1.5 months**, during which the consultant will:

- Develop a timeline for drafting, consultations, revisions, design and layout, printing, and final submission.
- Work in collaboration with ECF members to compile the necessary information.
- Provide periodic progress updates to the ECF.

4.0 WORK PLACE

- 4.1 The consultant may undertake the assignment remotely or at the ECF's designated offices, using their own equipment (e.g., laptop, software, and internet access).
- 4.2 The consultant is expected to be available for virtual or in-person meetings with ECF members as required.

5.0 REPORTING

- 5.1 The consultant will report directly to the Chairperson of the ECF or any designated ECF representative.
- 5.2 The draft report must be submitted to the ECF for review according to the agreed-upon timeline, and the final report, including report content, lay out, design, and cover, must be approved by the ECF before being sent to the printer.

6.0 CONFIDENTIALITY

The consultant must treat all information accessed during the consultancy as strictly confidential and must not share or disclose any data to third parties without approval from the ECF.

7.0 REMUNERATION

- 7.1 A competitive remuneration package will be offered to the selected consultant.
- 7.2 The contract terms, including payment structure and other conditions, will be specified upon selection.

8.0 QUALIFICATION

8.1 Education:

- 8.1.1 A university degree in journalism, political science, public administration, law, communications, or a related field is required.

8.2 Experience:

- 8.2.1 Proven experience in drafting government, International Non Government Organisation, Non Government Organisation, United Nations, or similar institutional reports.
- 8.2.2 Ability to provide examples of previously completed reports of a similar nature.
- 8.2.3 Strong research, writing, and editing skills.
- 8.2.4 Experience in publishing and/or a background in graphic design will be considered an advantage.
- 8.2.5 Experience working with high-level stakeholders and maintaining confidentiality.

9.0 SUBMISSION OF APPLICATION

9.1 Eligible candidates should submit:

- An Expression of Interest (EOI)
- A detailed Curriculum Vitae (CV) highlighting relevant experience and qualifications
- At least two examples of similar reports they have authored
- An estimate cost for the scope of work

9.2 How to apply:

All EOI must be addressed to "The Chairperson of the Electoral Commission" and must be delivered in a written form to the address below (in person or by email) by **4pm, on 02 June 2025**.

The Chairperson
Electoral Commission
59-63 High Street
Toorak, Suva
Email: secretariat@electoralcommission.org.fj

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