

TERMS OF REFERENCE
for the engagement of a Project Manager
to oversee the conduct of a National Field Verification Exercise

1.0 Introduction

The Elections and Boundaries Commission (EBC) is responsible under the Representation of the People Act Chap. 2:01 (the ROP) for the maintenance and publication of Electoral Lists of all persons qualified to be and duly registered as electors in various electoral districts. Electoral Lists form the foundation of election administration and are continuously changing as new registrants are added and existing registrants change addresses or become inactive (by death or migration). The Electoral List is a permanent, continually updated database of all persons who are qualified as electors in Trinidad and Tobago.

At this time, the accuracy of the Electoral List is largely dependent on Registrants taking the initiative and actively informing the EBC of any registration changes which would affect the Electoral List such as change of name or address, the death of a relative abroad or migration. To a lesser extent, some changes are informed by reliably verified information from Government sources e.g. Registrar General's Department. It is to be noted that usually persons who move residence rarely focus on their registration status and as such, without a requirement by law, individual electors often fail to notify the EBC of changes of address. Therefore, to verify registration information, the EBC MUST conduct field checks to confirm the accuracy of the information provided by registrants. Based on the foregoing, the EBC will be conducting a National Field Verification Exercise to update its Electoral Lists.

To this end, the EBC is seeking to hire a Project Manager on a short-term basis to perform a variety of tasks associated with the conduct of this National Field Verification Exercise.



2.0 Objective

The purpose of this consultancy is to assist the EBC in managing and providing oversight of the operations of the National Field Verification Exercise to ensure that deliverables are submitted on time and within budget, and they are of high quality and within the agreed scope as defined in this Terms of Reference (TOR).

In this regard, the Consultant must be able to assume duties on 3rd January, 2023.

3.0 Scope of Services

To achieve the objectives of this consultancy the Project Manager will be required to undertake the following tasks:

- (i) Manage the performance of the Project Management Team and the Field Supervisors
- (ii) Prepare a schedule of task deliverables and milestones
- (iii) Coordinate, manage and supervise all activities relating to the National Field Verification Exercise to ensure timely and effective implementation of project activities/deliverables
- (iv) Develop and implement monitoring procedures for supervising the Field Supervisors
- (v) Create a responsibility chart with tasks and timelines
- (vi) Establish a performance baseline for assessing the work performed by the Field Supervisors and Temporary Itinerant Assistant Registration Officers
- (vii) Assess manpower and resourcing needs on a continuing basis to ensure the smooth running of operations
- (viii) Provide advice and recommendations to the EBC as appropriate
- (ix) Provide appropriate reports recommending changes and/or corrective actions
- (x) Conduct bi-monthly (and as required) progress meetings with the EBC. Reports must contain an Executive Summary and recommendations. Reports may take the form of power point presentations
- (xi) Conduct regular progress meetings with the Field Supervisors
- (xii) Review reports submitted by Field Supervisors for EBC's approval
- (xiii) Index and archive all documents relating to the exercise
- (xiv) Any other related duties



4.0 Project Deliverables

- (i) Inception report inclusive of an implementation plan, monitoring tool, baseline assessment procedure and responsibility chart, two (2) weeks after the contract has been signed
- (ii) Bi-monthly Progress reports as well as special reports as required by the EBC – Provide a concise summary of overall progress of the Exercise including progress of activities in the context of the agreed TOR and implementation plan for the upcoming month. The reports shall also highlight problems which have been encountered as well as recommended solutions; important meetings, interviews and other events together with a brief statement of their conclusions. Include an executive summary.
- (iii) Draft report one (1) week after the completion of the contract including results achieved, recommendations and conclusions.
- (iv) Final report two (2) weeks after submission of the Draft Report

The Project Manager will provide one electronic copy each in MS word and PDF format as well as one paper copy of each report to the EBC. Additionally, the Project Manager may be requested to make presentations to the EBC and other key stakeholders in keeping with the deliverables.

5.0 Functional Relationships

The Project Manager will be required to enter into a formal agreement with the Chief Election Officer for this consultancy.

The Project Manager will be required to report directly to the Chief Election Officer or her designated representative and/or the members of the Commission for implementation of the services outlined in the TOR.

The services shall be carried out by the Project Manager as Team Leader and such persons as may be agreed upon in writing by the EBC and Parties to the contract.

6.0 Characteristics of the Consultancy

- (i) Type of Consultant: Individual
- (ii) Expected start date and duration: Q1 of 2023 for six (6) calendar months
- (iii) Expected Work location: EBC's base of operations for the project and the Consultant's principal office



Evaluation Criteria for the Specific Competencies Required

AREA	REQUIREMENTS	POINTS
General Experience	<p>The Consultant must have:</p> <ul style="list-style-type: none"> • At least ten (10) years' working experience in a Project Management field. 	15
Specific Experience	<ul style="list-style-type: none"> • At least five (5) years' experience with Project Management at a senior level. • Experience in working on a similar project. <p><i>Experience in working in the public sector and with Election Management Bodies will be considered an asset.</i></p>	20
Academic Qualifications	<p>The Consultant should possess:</p> <ul style="list-style-type: none"> • Post-Graduate qualifications in Project Management, Business Administration or Economics. • Certification in Project Management (if degree is in a field not relating to Project Management) 	20
Skills	<p>The Consultant should have:</p> <ul style="list-style-type: none"> • Strong skills in interpersonal relations, networking and communications; • Knowledge of procedures within government; • Excellent oral and written communication skills in English; • Ability to work as a member of a team; 	20

AREA	REQUIREMENTS	POINTS
	<ul style="list-style-type: none"> • Ability to take initiative and to work with minimum supervision; • Excellent organisational and diagnostic skills; • Proficient in the use of Microsoft Suite of Programmes (including Microsoft Project, MS Excel, Word); • A keen sense of ethics and integrity; • The ability to manage multiple sets of information and activities concurrently; and • A strong commitment to meeting deadlines. 	
Methodology	<p>A statement on the approach for undertaking the assignment which should include but not be limited to:</p> <ul style="list-style-type: none"> • capability to carry out the project within the time frame allotted • scheduling of work and provision of realistic and complete time estimates • quality assurance processes 	15
References	<p>Relevant Services Carried Out in the Last Three Years that Best Illustrate Qualifications and Experience (see attached template 1)</p>	

Proponents will be evaluated on the above competencies and are required to achieve a minimum score of not less than 50% of the points allocated for each evaluation criterion, as well as not less than 75% of the maximum score attainable, to be deemed technically qualified to be considered for the award of contract.

The EBC reserves the right to enter into discussion, and as appropriate, negotiate with the top-ranked proponent to clarify, among other things, the scope of services and the deliverables of the assignment. The objective of the negotiations will be for the EBC to achieve best value for money.



7.0 Client's Inputs: (Workspace, relevant documents, laws and policies)

The EBC will provide appropriate workspace and all tools and documents required to adequately perform the functions of the Project Manager.

8.0 Duration of the Consultancy

The duration of this Consultancy is expected to be not more than six (6) months.

9.0 Payment

The Project Manager will be paid at a monthly rate agreed to by both parties. This cost will be inclusive of all necessary taxes and deductions required by law.

The EBC reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work outputs are incomplete, not delivered or for failure to meet deadlines. Performance indicators against which the satisfactory conclusion of this contract will be assessed include: timeliness/quality of submission and responsiveness to the EBC and counterpart feedback.

