European Commission
United Nations Development Programme
International IDEA

In collaboration with

International Organization for Migration
Canadian International Development Agency
Organization of American States

Joint Training on Effective Electoral Assistance

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Commonly procured Election Materials.

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Agenda

- Short note on GPU PSO operational support.

- Electoral Materials.

- Main Challenges in Procurement of Materials for Elections

- 3 procurement cases as illustration

- LTAs as procurement methodology

- Other risk mitigators

GPU PSO operational support

Global Procurement Unit is the operational arm of PSO/UNDP, providing direct procurement on behalf of UNDP COs that lack capacity or for strategic reasons.

- GPU PSO operational support is focused in UNDP Practice Areas

- Usually initiated by a formal request from a UNDP Country Office or Project.

- GPU's procurement is based on UNDP Rules and Regulations and our established procurement tools

Election-related Procurement

- **Training and education:**
 Printing services (manuals, posters), training programme, logistics, training kits, venue, hiring of experts

- **Voter Registration:**
 Printing, purchase of office equipment, ICT, registration kits, logistics, hiring of experts, logistics

- **Data Centre**
Hardware, software, training programme, integration of services, venue (rent or rehabilitate)

- **Electoral campaign**
 Media monitoring, printing, venue set up for ballot lottery services

- **Elections day**
 Security & non-security printing, ballot boxes, polling day kits, voting screens, ink, furniture, logistics

Voting Equipment and Materials

Will depend directly on:

- **Methodology for Registration and Election chosen, in relation to strategic aspects and Long Term vision, i.e. sustainability, civil registry, credibility, etc.**

- **Technology**

- **Georaphic characteristics, infraestructures and situation of locations**

- **Volume and Timelines**

- **Available budget**

- **Cultural and social aspects**

- **Available resources for deployment and use of equipment ◄►
  Training/capacity restrictions**

- **Past experience**

- **Existing stock**

- **Etc.**

Voting Equipment and Materials. Current GPU LTAs

Supporting Technological approaches: Low and medium

- **Ballot Boxes**
- **Registration kits and Election-day kits**
- **Voting Booths**
- **Indelible ink and ink pens (including Invisible Indelible Ink).**

- **Related equipment, including IT hardware and peripherals, power supplies, as Generators and Solar Panels, Communication equipment, etc.**

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Freight Forwarding services.

Main Challenges in Procurement and delivery of Materials for Elections

- Short timelines and inflexible deadlines
  - value for money at risk
- Volume of requests and uncertain quantities
- Level of specifications and detail on items
- Quality and adequacy of items
- Diversity of items
- Coordination of shipments and consolidation, kits preparation and in-country logistics
- Insufficient budget
- Political impact and unrealistic expectations

Case 1: Bangladesh

❑ Background: *Procurement of Translucent Ballot Boxes in support of election in Bangladesh in December 2008*

❑ Order Size: 240,000 translucent ballot boxes

265,000 lids

4,800,000 seals

❑ Timelines: Order placement: early June 2008

Complete delivery by end of October

Production time: 3 months for complete order

❑ Logistics: Large weight and volume = 78 forty foot containers

Total of 10 shipments

Congestion and transit port

Case 1: Bangladesh

Procurement Challenges:

❑ How to ensure timely delivery?

– **Through Long Term Agreements based on Secondary Competition**

❑ How to ensure right quality?

– **ISO 9001-2000 &14001-2004 certification**

– **ISO 12048 compression test and 2248 vertical impact test**

– **By sample review**

Case 2: Sierra Leone

Background: Procurement of Electoral Material for the 2008 Local Elections in Sierra Leone

2 Procurement Phases:

1. **Phase I : The Voter Registration – 19/05/08 – Deliveries requested within 6-8 weeks**

2. **Phase II: The Polling Day – 05/07/08 Deliveries requested within 8-10 weeks**

Case 2: Sierra Leone

Phase I – Manual Voter Registration

Order Size:

- **310 Training Kits**
- **2,900 Registration Kits**
- **2900 Bottles of Indelible Ink**
- **700 Flashes for Polaroid Cameras**
- **1,200 Photo Cutters**
- **1 IT Equipment Kit (6 printers, 235 cartridges…)**
- **1 Warehouse Materials Kit (Pallet Trolley, Hand truck, Scale, Seals…)**

Case 2: Sierra Leone

Phase II – Polling Day

Order Size:

- **10,000 Bottles of Indelible Ink**

- **330 Training Kits**

- **6,600 Polling Kits (165,000 seals; 100,000 pens...)**

- 3 Suppliers/consolidators
- 6 different shipping points
- 1 Kit Packing Place in the UK
- 1 Consolidation Point for Airfreight

5 weeks

4 weeks

Warehouse + Kit Items

IT Kit

Ink

2 weeks

2 weeks

Photocutters

5 weeks

30 Kit Items

Warehouse Materials

Photo Flashes

Case 2: Sierra Leone

Procurement Challenges:

Planning
- Urgent delivery required for VR and Polling **= CHARTER COST**
- Procurement Function faced unrealistic expectations
- 10 weeks process reduced to 6-8 weeks

Logistics
- Weight and Volume limiting the choice of aircrafts
- Limited availability of planes due to the storm in Myanmar

Case 3: Afghanistan

Background: **Procurement of Voter Registration Electoral Materials and items for the 2009 National Elections in AFGHANISTAN**

Procurement Phases:

1. **Phase I : The Voter Registration – started 05/10/08**

2. **Phase II: The Polling Day – in 2009**

Case 3: Afghanistan

<u>Part I –Voter Registration procurement based on LTAs</u>

- **450 Training Kits**
- **4,500 Registration Kits**
- **450 Training Registration Material Boxes**
- **4,500 Registration Material Boxes**
- **5,500 Blue Boxes for Kits**
- **35 Stationery Kits**
- **59 Generators**
- **Communication Equipment (30 sets, incl. radio equipments, antennas, repeaters, etc.)**

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Logistic arrangements, including air freight – 7 charter and 5 regular- and sea/inland transportation

Case 3: Afghanistan

<u>Part II – Voter Registration Procurement not based on LTAs, but on ITB/RFPs processes</u>

- **4,000 Camera Kits**
- **Furniture (over 500 units of desks, armchairs etc...)**
- **9,000,000 Voter Registration Forms**
- **IT Hardware (550 workstations, UPS, database servers, scanners, etc...)**
- **IT Software (550 licenses, diverse off-the-shelf software)**
- **Biometric Duplication Analysis System (AFIS/FRS)**

Case 3: Afghanistan

Procurement Methods and Delivery Plan

Lots	Procurement Method	Procurement Process Time	Supplier Delivery Time	Transit Time	Kabul Delivery Time
Registration Kits	LTA	3 weeks	3 weeks	1 week – air	7 weeks
Registration Boxes	LTA	3 weeks	3 weeks	1 week – air	7 weeks
Stationery Kits	LTA	3 weeks	3 weeks	1 week – air	7 weeks
Communication equip	LTA	3 weeks	2-3 weeks	1 week – air	6 weeks
Generators	LTA	3 weeks	4 weeks	1 week – air	8 weeks

8-10 weeks   4-6   2-6

- 7 Suppliers/consolidators
- 6-7 different shipping points
- 3-4 Kit Packing Places
- 1 Consolidation Point for Airfreight per order
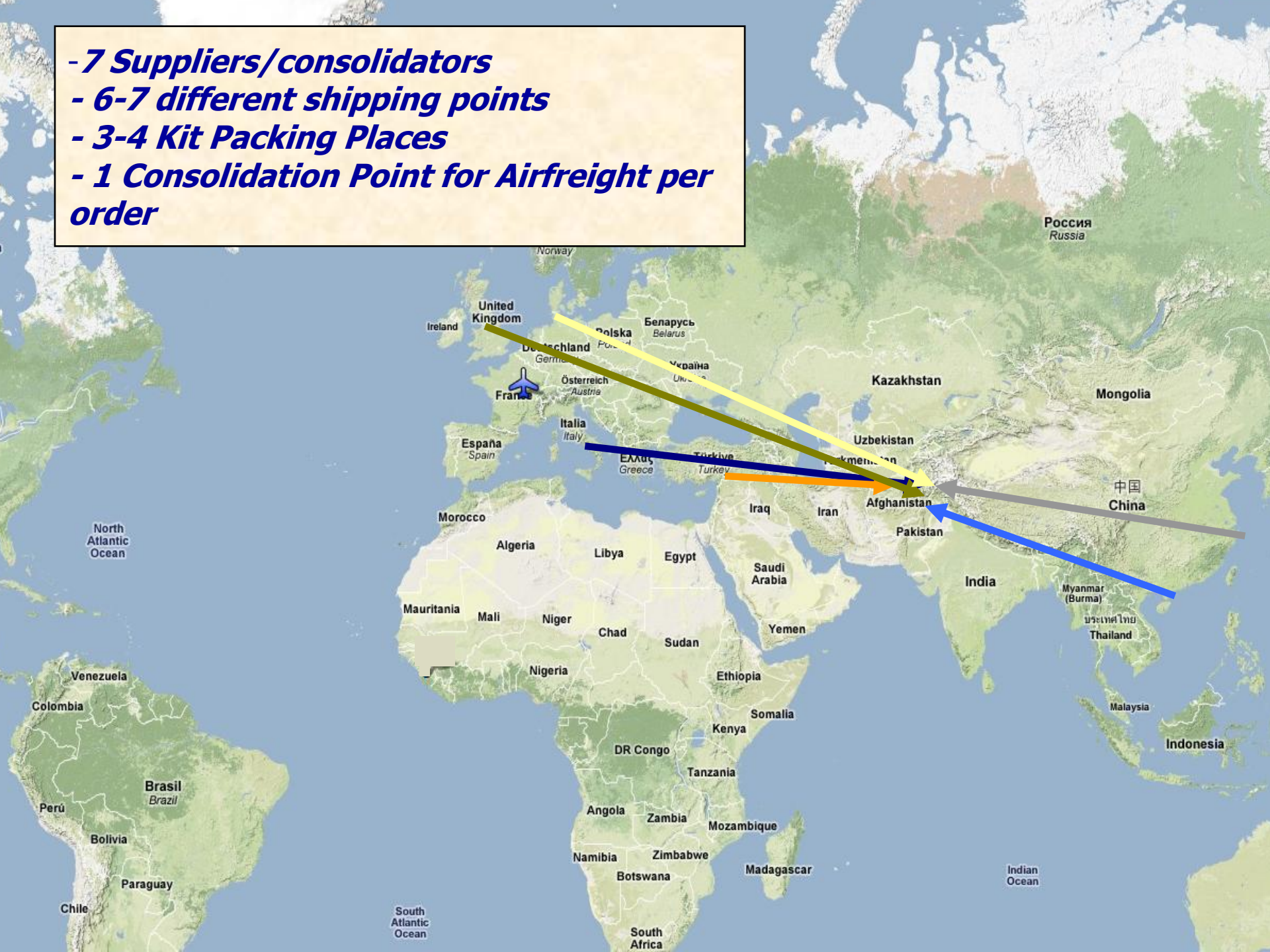
Case 3: Afghanistan

Procurement Challenges:

Planning
- Urgent deliveries required for Voter Registration. Extra-short periods requested by training schedule. -> 10-12 weeks process reduced to 6-7 weeks, for first deliveries arriving to Kabul.
- Late changes in methodology

Changes in Specifications and Request
- Late changes and incomplete scope
- Specifications clearance involved time consuming processes

Logistics
- Weight, Volume and timelines limiting the choice
- Difficulty of Access to Kabul (Airport Traffic Congestion, Export Permits from China, Landing Permits…)
- Unforeseen issues (Storm in Asia, Technical issues with plane…)

Organized within
TRAIN 4 DEV.NET

In collaboration with

CIDA

IOM

OAS

Case 3: Afghanistan

Post delivery issues

- **Incorrect supply (software versions)**

- **Fitness for use (ink pads)**

- **Few cases of damaged goods upon arrival**

Addressing Challenges - Nature of existing LTAs.

- ✓ Agreements involve heavily utilized items and specialized suppliers.
- ✓ Non Exclusive Agreements
- ✓ Based on secondary competition between LTA holders.
- ✓ Quality standards included under Agreement
- ✓ Deliveries, if FCA, to one or two consolidated points

Advantage of procurement based on such LTAs.

- ✓ **Streamlined and quality-assured procurement**
- ✓ **Best value for money based on secondary competition.**
- ✓ **Involve expert suppliers**
- ✓ **Continued Contracts and Vendor management.**
- ✓ **Dedicated and regular customer service team**
- ✓ **Problem shooting and commitment to obligations, i.e. Warranty, after sales services, etc. – partnership**
- ✓ **Reduced bidding periods**

UNDP/other parts participation and responsibility

- **Involve Procurement planning as essential from start**

- **Specifications to be generic and complete**

- **Communication management and prompt reply, i.e. Technical clarifications, etc.**

- **Early readiness and confirmation of available funds**

- **Ensure smooth and timely customs clearance and receipt of goods**

Future LTAs– observed needs and trends

❑ **More comprehensive scope and range of suppliers**

❑ **Attention to traditional commodities as well as technological solutions – sensitivity to methodology alternatives and appropriate technology**

❑ **Capturing feedback from COs – Regional solutions to Regional needs**

❑ **Purchase vs reusing/leasing agreements**

❑ **Quality assurance and cost-effectiveness re-emphasized**

Thank you

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