

**MODIFICATION OF ASSISTANCE**

|                                     |   |  |  |
|-------------------------------------|---|--|--|
| 1. MODIFICATION NUMBER<br><b>01</b> | 2. EFFECTIVE DATE OF MODIFICATION<br>See block 15 below | 3. AWARD NUMBER:<br><b>AID-660-IO-15-00001</b> | 4. EFFECTIVE DATE OF AWARD:<br><b>06/05/2015</b> |
|-------------------------------------|---|--|--|

|  |                 |  |
|--|-----------------|--|
| 5. GRANTEE:<br>United Nations Development Programme<br>Immeuble LOSONIA<br>Blvd 30 Juin BP 7248<br>Kinshasa, RDC<br><br>DUNS NO : 645521498<br>TIN NO. : N/A | LOC NO. : 17A8P | 6. ADMINISTERED BY:<br>USAID/DROC Acquisition & Assistance Office<br>USAID/DRC<br>Mobil Building<br>Avenue Isiro No. 198<br>Gombe - Kinshasa<br>Democratic Republic of the Congo (DRC) |
|--|-----------------|--|

|   |                          |  |
|---|--------------------------|--|
| 7. FISCAL DATA:<br>Budget Fiscal Year:<br>Operating Unit:<br>Strategic Objective:<br>Team/Division:<br>Benefiting Geo Area: | Amount Obligated: \$0.00 | 8. TECHNICAL OFFICE: USAID/DRC/GRG   |
|   |                          | 9. PAYMENT OFFICE:<br>USAID/Washington, D.C.<br>Office of Financial Management<br>M/FM/CMP<br>Ronald Reagan Building<br>Pennsylvania Avenue, NW, Washington, D.C. 20523 <a href="http://locz.usaid.gov">locz.usaid.gov</a> |

|                                    |                  |                 |
|------------------------------------|------------------|-----------------|
| 10. FUNDING SUMMARY:               | Obligated Amount | Total Est. Amt. |
| Amount Prior to this Modification: | \$2,000,000.00   | \$2,400,000.00  |
| Change Made by this Modification:  | \$ 0.00          | \$ 0.00         |
| New/Current Total:                 | \$2,000,000.00   | \$2,400,000.00  |

11. DESCRIPTION OF MODIFICATION:  
The purpose of this modification is to:

- 1) Revise the Terms of Reference (TORs) of four technical advisors to be funded by USAID; change job titles (3) and downgrade one position from level P4 to level P3.
- 2) Revise the budget of the position downgraded and decrease cost-sharing amount (Non-Federal) by \$76,863.12 (from \$336,694.66 to \$259,831.54).

As a result of this modification the following changes are also made: <see continuing pages>

12. THIS MODIFICATION IS ENTERED INTO PURSUANT TO THE AUTHORITY OF PAA of 1961 AS AMENDED. EXCEPT AS SPECIFICALLY HEREIN AMENDED, ALL TERMS AND CONDITIONS OF THE GRANT REFERENCED IN BLOCK #3 ABOVE, AS IT MAY HAVE HERETOFORE BEEN AMENDED, REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

13. GRANTEE:  IS  IS NOT REQUIRED TO SIGN THIS DOCUMENT TO RECONFIRM ITS AGREEMENT WITH THE CHANGES EFFECTED HEREIN

14. GRANTEE:  
  
PRIYA GAJRAJ  
  
(Name Typed or Printed)  
  
TITLE: COUNTRY DIRECTOR  
  
DATE: 7/9/15

15. THE UNITED STATES OF AMERICA  
U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT  
BY: Patrick Kollars  
**Patrick Kollars.**  
(Name Typed or Printed)  
TITLE: **Supervisory Agreement Officer**  
DATE: 9/9/2015

1. On page 3 of 33, under section A. GENERAL, delete \$336,694.66 of Cost-Sharing Amount (Non-Federal ) and SUBSTITUTE in lieu thereof with \$259,831.54
2. On page 5 of 33, under Attachment #1 Schedule; Section D. Award Budget: delete the budget table in its entirety and SUBSTITUTE in lieu thereof with :

| Position  | Year 1                | Year 2                | USAID Contribution     | UNDP Contribution    | Total Amount           |
|---|-----------------------|-----------------------|------------------------|----------------------|------------------------|
| Electoral Operations and Logistics Specialist (Level P3), based in Kananga.                               | \$ 289,598.83         | \$289,598.83          | \$579,197.66           | -                    | \$579,197.66           |
| Expert in Information Technology and Data Base Management of Electoral Data (level P4), based in Kinshasa | \$ 328,030.39         | \$328,030.39          | \$656,060.78           | -                    | \$656,060.78           |
| Electoral Coordination Specialist / Provincial Level (Level P3), based in Katanga                         | \$ 289,598.83         | \$289,598.83          | \$579,197.66           | -                    | \$579,197.66           |
| Electoral Coordination Specialist / Provincial Level (Level P3), based in South Kivu                      | \$ 289,598.83         | \$289,598.83          | \$407,766.12           | \$171,431.54         | \$579,197.66           |
| Hazard Pay  | \$ 19,200.00          | \$19,200.00           | -                      | \$ 38,400.00         | \$38,400.00            |
| Equipment and Office Supplies   | \$ 30,000.00          | \$ 20,000.00          | -                      | \$ 50,000.00         | \$50,000.00            |
| <b>Sub-Total</b>  | <b>\$1,246,026.80</b> | <b>\$1,236,026.80</b> | <b>\$2,222,222.22</b>  | <b>\$259,831.54</b>  | <b>\$2,482,053.76</b>  |
| General Management Support (GMS) (8%)   | -                     | -                     | \$177,777.78           | \$ -                 | \$177,777.78           |
| <b>TOTAL FUNDING</b>  | <b>-</b>              | <b>-</b>              | <b>\$ 2,400,000.00</b> | <b>\$ 259,831.54</b> | <b>\$ 2,659,831.54</b> |

3. On page 12 of 33, Section III. ELECTORAL SUPPORT ACTIVITIES, under number A.1: between bullet 11 & 12 Insert “• The EU Final Report: Elections présidentielle et législatives du 28 novembre 2011.”
4. On page 14 of 33, under C. Objective, Key activities and Deliverables; delete the following:

“

| Quantity | Description  | Donor                                       |
|----------|--|---|
| One (1)  | Principal Technical Advisor – CTP (Level P5)   | To be funded by UNDP                        |
| Two (2)  | Electoral Operations and Logistics Officers (Level P4 and P3)  | One to be funded by the EU and one by USAID |
| Two (2)  | Regional/Provincial Coordinators in Electoral Logistics and Operations (Level P3)  | To be funded by USAID                       |
| One (1)  | Operations Manager (Level P4)  | To be funded by EU                          |
| One (1)  | Information Technology (IT) Specialist in Electoral Information Systems and Software Applications Development (Level P4) | To be funded by USAID                       |

|         |   |                         |
|---------|---|-------------------------|
| One (1) | Expert Lawyer/Electoral Disputes Specialist (from SC 9 level)                       | To be funded by UNDP/EU |
| One (1) | Expert strengthening dialogue/consultation framework/citizen observation (Level P4) | To be funded by UNDP/EU |
| One (1) | Specialist in Gender and Elections (Level P3)                                       | To be funded by UNWOMEN |

In this context, fund UNDP will fund the following four technical experts to be embedded within the CENI under the new CENI Support Activity 2015-2017 in line with **Components 1 and 3** of the PACEC:

- One (1) Electoral Operations and Logistics Officer (to be based in Kinshasa);
- One (1) Information Technology (IT) Specialist in Electoral Information Systems and Software Applications Development (to be based in Kinshasa); and
- Two (2) Regional/Provincial Coordinators in Electoral Logistics and Operations (one of the two experts will be based in Kinshasa to support the western provinces and the other will be based in Goma to cover the eastern provinces)."

And **SUBSTITUTE** in lieu thereof with:

“

| Quantity | Description  | Donor                                       |
|----------|--|---|
| One (1)  | Principal Technical Advisor – CTP (Level P5)   | To be funded by UNDP                        |
| Two (2)  | Electoral Operations and Logistics Specialists (Level P3)                              | One to be funded by the EU and one by USAID |
| Two (2)  | Electoral Coordination Specialists / Provincial Level (Level P3)                       | To be funded by USAID                       |
| One (1)  | Expert in Information Technology and Data Base Management of Electoral Data (level P4) | To be funded by USAID                       |
| One (1)  | Expert Lawyer/Electoral Disputes Specialist (level P4)                                 | To be funded by UNDP/EU                     |
| One (1)  | Expert strengthening dialogue/consultation framework/citizen observation (Level P4)    | To be funded by UNDP/EU                     |
| One (1)  | Specialist in Gender and Elections (Level P3)  | To be funded by UNWOMEN                     |

In this context, fund UNDP will fund the following four technical advisors to be embedded within the CENI under the new CENI Support Activity 2015-2017 in line with **Components 1 and 3** of the PACEC:

- One (1) Electoral Operations and Logistics Specialist (Level P3) (to be based in Kananga, Kasai Occidental);
- One (1) Expert in Information Technology and Data Base Management of Electoral Data (level P4) (to be based in Kinshasa); and
- Two (2) Electoral Coordination Specialists / Provincial Level (Level P3) (one of the two Electoral Coordination Specialists will be based in Katanga and the other will be based in South -Kivu)."

5. From page 28 to 33, Delete “Annex 1: TERMS OF REFERENCE” in its entirety and **SUBSTITUTE** in lieu thereof with :

**“ANNEX 1: TERMS OF REFERENCE****TECHNICAL ADVISORS TO BE FUNDED BY USAID****Terms of Reference (TOR):****Electoral Operations and Logistics Specialist (Level P3)**

Position Title: Electoral Operations and Logistics Specialist (Level P3)  
 Type of Contract: FTA  
 Assignment Location: Kananga (Kasai Occidental)

**I. Responsibilities and expected Outcomes**

Under the overall supervision of the Team Leader for Governance and Peace Consolidation and the direct supervision of the Chief Technical Advisor (CTA) and the National Executive Secretary of the CENI, the Electoral Operations and Logistics Specialist is responsible for the following tasks:

- Assist the CTA in the annual and quarterly planning of project activities;
- Provide support to the CENI in the development of an operational plan and in its implementation and monitoring;
- Develop, jointly with the CENI, a logistics plan, as well as strategies for its operationalization;
- Provide the CTA with substantive information in his/her area of expertise in order to support the Steering Committee (SC) in its strategic planning and decision making;
- Provide progress reports and ad hoc information to the CTA in the specific area of operations, planning and electoral logistics;
- Work closely with the National Executive Secretary of the CENI to ensure better coordination in the implementation of operational activities at provincial level;
- Contribute to the development of a training plan for electoral staff in the field of logistics;
- Develop specific training modules on electoral logistics;
- Ensure proper management of assets by certifying the physical inventory of the assets acquired;
- Contribute to the establishment of a system for the inventory and storage of election materials;
- Contribute to a systematic updating of the electoral lists and the practical organization of the various elections;
- Support the authorities involved in the management of the electoral process in the planning of activities and allocation of resources for the electoral process;
- Support the CTA in conducting consultations with all relevant stakeholders;
- Ensure the inclusion of the gender dimension in all activities to be undertaken in his/her area of expertise.

Specifically, the Electoral Operations and Logistics Specialist will contribute to achieving the following objectives:

- Logistics Plan with the associated operationalization strategies;
- Training plan of electoral staff in the field of logistics and electoral operations;
- Training modules specific to logistics and electoral operations;
- System for the inventory and storage of election materials;
- Gender indicators in different plans and reports produced;
- Progress reports on activities.

**II. Required Skills and Competencies****A. Core Competencies:**

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

- Treats all people fairly and without favoritism.

## **B. Functional Competencies**

### **1) Technical Expertise**

- Very good knowledge of strategic planning and of program management tools;
- Proven experience in a strategic advisory capacity related to elections, based on an in-depth understanding and evaluation of the political situation;
- Capacity to undertake in-depth analysis and provide pertinent recommendations related to voter registration, voter registration cards and the electoral roster;
- Proven experience in information management using up-to-date technology, including; electronic data storage.

### **2) Management and Leadership**

- Focuses on impact and result for the client and responds positively to critical feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work with high-level multidisciplinary teams and to coordinate the activities of a working group;
- Demonstrates a capacity to plan and organize his work;
- Ability to work under pressure in a politically and psychologically difficult environment.

### **3) Knowledge Management and Learning**

- Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development;
- Ability to provide top quality policy advice services on electoral issues;
- In-depth practical knowledge of inter-disciplinary development issues.

### **4) Development and Operational Effectiveness**

- Ability to lead strategic planning, results-based management and reporting;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of programs;
- Openness of spirit and the ability to manage complex situations.

## **III. Required Qualifications**

### **A. Education**

- A university degree level Bac + 4 (Masters or equivalent), preferably in political science, social sciences, law, demography and / or statistics or related field.

### **B. Experience**

- At least 7 years of professional experience with elections;
- Proven experience in providing technical advice to stakeholders involved in the electoral process, including electoral management bodies;
- Experience in the African context, particularly in the Democratic Republic of Congo, would be an asset;
- Knowledge of the UN system and UNDP procedures would be an asset;
- Practical experience related to project management;
- Excellent command of Word, Excel and PowerPoint.

### **C. Languages**

- Excellent command of French language is required;
- Knowledge of spoken and written English is an advantage.

## Terms of Reference (TOR):

### Expert in Information Technology and Data Base Management of Electoral Data (level P4)

Position Title: Expert in Information Technology and Data Base Management of Electoral Data (Level P4)  
Type of Contract: FTA  
Assignment Location: Kinshasa, with frequent travel to the interior of the country

#### I. Responsibilities and expected Outcomes

Under the authority of the Team Leader of the Governance Unit and the National Executive Secretary of the CENI and the direct supervision of the Chief Technical Adviser (CTP), and in close collaboration with the Director of the National Center for Treatment of the CENI, the Election information and communications technology (ICT) Specialist will provide advice and support on all matters relating to information and communications technology (ICT) infrastructure, system upgrades and equipment requirements. S/he will provide the EMBs (NEC and ZEC) with advisory support aimed at strengthening information and communications technology (ICT) capacity to upgrade and maintain the voter register and other election management systems. The Specialist will provide support and assistance to further strengthen the institutional capacity of the EMBs to effectively manage election cycles and deliver technically sound elections.

##### 1) Technical Advisory Services

- Provide technical leadership and support for the implementation of information and communications technology (ICT) strategies, and introduction and implementation of new technologies for general management information systems and election management systems (results, candidate and other election specific systems) within the CENI;
- Determine project requirements for external information and communications technology (ICT) expertise, support its contracting and delivery of outputs;
- Prepare information and communications technology (ICT) capacity development plan and assist CENI in strategic and operational planning for achieving optimal ICT management capability;
- Develop the necessary documentation of the database migration (Schema, data dictionary, reference manual, administrator's guide...);

##### 2) Development of ICT Management System

- Support for the development and updates of the EMB annual ICT plans and road map. Support development and updating of the business continuity plan, disaster recovery plan, ICT infrastructure and training plans. Follow up on their implementation;
- Provide technical advice to CENI on the requirements, specifications and compatibility of ICT infrastructure, equipment, database storage, electronic management systems, training, etc.;
- Design, implement, and administer databases of electoral data;
- Explore the expansion of databases so as to properly size the storage capacity of the existing servers and to acquire if necessary;
- Analyze and define the methodology of migration of certain data bases of the CENI from PostgreSQL to Oracle;
- Understand the existing architecture of databases of the Independent National Electoral Commission (CENI);

##### 3) Management and Administration of ICT Management System

- Support the conduct of market research and analysis, and introduction of new technology by CENI, updating and improvement of office systems;
- Provide advice on and assistance in procurement of new ICT equipment for CENI and provision of technical specifications and information on best options in both local and international markets;
- Support the application by CENI of national and international best-practice in electoral ICT, particularly relating to voter registration, including data capture and entry, data back-up and data retrieval;
- Support the ICT Departments of CENI to address technical issues relating to voter register anomalies, omissions and administrative transfers and deletions;
- Put in place the procedure for backup and restoration of databases;
- Ensure the availability and quality of data by the maintenance of a good level of performance (speed of treatment, monitoring of the volumetry...);
- To scale the data bases («tuning"): improve their automation, optimize the salaries and the queries, settings ... with the aim of improving their performance and their features.

#### 4) Knowledge Management and Sharing

- Provide periodic reports and updates on the implementation of ICT-related project activities, document key issues arising, achievements, lessons learned
- Assist and advise the CENI on methods to harmonize and link voter registration data.
- Provide ICT support and assistance to the project as and when required

In a specific way, the Expert will have to contribute to the achievement of the following Outcomes:

- Update quality of electoral database;
- Procedure handbook for safeguard and restoration of available database;
- Sustainability Plan for the CNT available and implemented;
- Total electoral information system allowing the exchange of information of the project in place;
- Training Modules specific to the design, administration, and maintenance of the database of electors;
- Gender Indicators in the different plans and outcome reports.

#### 5) Impact of Results

- The expected results will have an impact on the implementation, administration, and the migration of the database of CENI in the measure where the administrator must propose solutions adapted to the CENI environment, best practices of management of databases on Oracle, while providing for the mechanisms of backup and restoration so as to make the system durable.

## II. Required Skills and Competencies

### A. Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

### B. Functional Competencies

#### 1) Technical Expertise:

- Specialist knowledge and high level advisory experience in the area of ICT and Elections, preferably in Sub-Saharan Africa;
- Theoretical and practical knowledge of inter-disciplinary development and governance issues;

- Strong understanding of political dynamics in government, civil society and the donor community in developing countries.

## 2) Knowledge Management and Learning:

- Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development;
- Ability to provide top quality policy advice services on electoral issues;
- In-depth practical knowledge of inter-disciplinary development issues;

## 3) Development and Operational Effectiveness:

- Ability to lead strategic planning, results-based management and reporting;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of programs;
- Ability to apply theory to the specific country context;
- Have a good mastery of the modeling, design, and implementation of databases;
- Having the mastery of standards and procedures relating to the establishment and management of the Data Base of a Center for Computerized Data;
- Having a perfect mastery of the query language SQL;
- Excellent control of implementation of the backup mechanisms and restoring of databases in Oracle;
- Have a mastery of Oracle database management systems, PostgreSQL, Sql Server;
- Good knowledge of Ethernet networks and different protocols of commonly used networks;
- Have knowledge in systems administration (Linux and Windows) and networks;
- Be holder of a certification in Oracle 11g administration or a professional level certification *among others, DBMS (SQL Server, MySQL, DB2, PostgreSQL, etc.) is an asset.*

## 4) Management and Leadership:

- Focuses on impact and result for the client and responds positively to critical feedback;
- Negotiation skills: capacity to work with diverse partners including government, donors and civil society;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work with high-level multidisciplinary teams and to coordinate the activities of a working group;
- Demonstrate a capacity to plan and organize his work;
- Ability to work under pressure in a politically and psychologically difficult environment;
- Openness of spirit and the ability to manage complex situations.

## III. Required Qualifications

### A. Education:

- Be holder of a university degree (Bac+ 5) in the field of computing. Where necessary, be a holder of a combination of university degrees, technical trainings and experience that can give an equivalence with the training specified above;

### B. Experience:

- Minimum 7 years 'experience with ICT for electoral processes and election management assistance;
- Extensive practical experience in election ICT records and more) preferably biometric (photo and/or fingerprints) is an asset. Operations, planning, management, including the development/deployment of (biometric) candidate and results management databases;
- Having worked on large databases (10 million);
- Knowledge of:
  - (a) System Design; Applications Development and Client Server systems;
  - (b) Internet technologies and development of distributed systems;
  - (c) Microsoft Office, MS Access, SQL Server and Oracle;
  - (d) At least one report generation program (such as Crystal Reports or Microsoft Reporting Services);
  - (e) Cryptographic systems (desirable).



- Institutional capacity building experience, training, project design and implementation, monitoring and evaluation skills desirable;
- Excellent analytical, communication, writing and presentation skills;
- Experience in the African context, and more particularly in the Democratic Republic of the Congo, is an asset;
- Knowledge of the United Nations system and the procedures of UNDP will be an asset;
- Having practical experience in the field of voters data base management will be also an asset;
- Mastery of Microsoft Word, Excel and PowerPoint.

**C. Languages:**

- An excellent mastery of the French language is required. A good knowledge of spoken and written English would be regarded as an advantage.

## **Terms of Reference (TOR):**

### **Electoral Coordination Specialist / Provincial Level (Level P3)**

Position Title: Electoral Coordination Specialist / Provincial Level (Level P3)  
 Type of Contract: FTA  
 Assignment Location: One of the two Coordinators will be based in Kantanga and the other Coordinator will be based in South-Kivu.

#### **I. Responsibilities and expected Outcomes**

Under the overall supervision of the Team Leader for Governance and Peace Consolidation and the direct supervision of the Chief Technical Advisor (CTA) and the National Executive Secretary of the CENI, the Electoral Coordination Specialist is responsible for the following tasks:

- Contribute to the implementation and monitoring of the operational plan for the Provinces of intervention;
- Contribute to the development of the operational plan for the respective provinces, as well as strategies for operationalizing of the plan;
- Ensure the coordination in the execution of operational activities at provincial level;
- Contribute to development and review of a reliable electoral roster and the organization of the various elections;
- Contribute to the establishment of effective channels of communication, reporting and supervision between the central level of the CENI and its provincial offices;
- Contribute to the ongoing assessment of the level of implementation of operations and identification of administrative challenges and other relevant information;
- Strengthen the technical capacity of CENI counterpart staff, including through the development and implementation of a training plan for electoral staff in the areas concerned;
- Support the authorities involved in the management of the electoral process in the planning of activities and allocation of resources for the electoral process;
- Facilitate and support regional planning and operational coordination between the CENI and international partners in general and MONUSCO in particular;
- Lead the development of a system for the inventory and storage of election materials;
- Provide analysis and periodic reports (daily reports, special reports, weekly reports and final report) on the basis of contributions received from the Provincial Executive Secretariats;
- Support the management of the flow of information between CENI headquarters and the Executive Provincial Secretariats to assess the implementation of operations and identify operational and administrative challenges;
- Support the Directorate for Coordination and Monitoring of the Operations under the National Executive Secretariat in the monitoring of relevant developments during electoral operations;
- Strengthen the technical capacity of the CENI counterpart staff and members of the Support Unit of Field Activities;

Specifically, the Electoral Coordination Specialist should contribute to the achievement of the following results:

- Operational Plan at Province Level (development and implementation);
- Logistics Plan at Province Level (development and implementation);
- System for the inventory and storage of election materials;
- Monitoring Plan of relevant development related to electoral operations;
- Support to coordination in the Provinces of intervention;
- Training plan for electoral staff (development and implementation);
- Communication Plan, including reporting and supervision between the central level of CENI and its provincial offices;
- Gender indicators in the different Plans and Reports produced.

## II. Required Skills and Competencies

### A. Core Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly and without favoritism.

### B. Functional Competencies:

#### 1) Technical Expertise

- Very good knowledge of strategic planning and coordination of electoral operations in the field;
- Proven experience in a strategic advisory capacity related to elections, based on an in-depth understanding and evaluation of the political situation;
- Ability to support planning and coordination at provincial level between the CENI and international partners, notably MONUSCO;
- Proven experience in developing the technical capacity of staff of electoral management bodies, including election officers;
- Capacity to provide in-depth analysis through daily, weekly, and other reports, based on the inputs received from the Executive Secretariats at provincial level.

#### 2) Management and Leadership

- Focuses on impact and result for the client and responds positively to critical feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Ability to work with high-level multidisciplinary teams and to coordinate the activities of a working group;
- Demonstrates a capacity to plan and organize his work;
- Ability to work under pressure in a politically and psychologically difficult environment;

#### 3) Knowledge Management and Learning

- Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development
- Ability to provide top quality policy advice services on electoral issues
- In-depth practical knowledge of inter-disciplinary development issues

#### 4) Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting
- Ability to go beyond established procedures and models, propose new approaches which expand the range of programs
- Openness of spirit and the ability to manage complex situations.

## III. Required Qualifications

### A. Education:

- A university degree level Bac + 4 (Masters or equivalent), preferably in political science, social sciences, law, demography and / or statistics or related field.

**B. Experience:**

- At least 7 years of professional experience with elections; involvement in elections at operational level or in electoral support projects;
- Proven experience in providing technical advice to stakeholders involved in the electoral process, including electoral management bodies
- Experience in the African context, particularly in the Democratic Republic of Congo, would be an asset
- Knowledge of the UN system and UNDP procedures would be an asset;
- Practical experience related to project management;
- Excellent command of Word, Excel and PowerPoint

**C. Languages:**

- Excellent command of French language is required. Knowledge of spoken and written English is an advantage.”

All other terms and conditions of the original grant remain unchanged.

(END OF MODIFICATION No. 01)