



Election Commission Secretariat
Sher-e-Bangla Nagar, Dhaka

ECS/P&D/Server Station/178/2008/868

Dated: 24 December 2008

The Country Director
UNDP Bangladesh
IDB Building, Rokeya Sarani
Agargaon, Dhaka

Subject: Construction of Upazila and Regional Server Stations for Electoral Database

Dear Sir

It is my pleasure to inform you that the Development Project Proposal (DPP) of 'Construction of Upazila and Regional Server Stations for Electoral Database (CSSED)' project has been approved by the ECNEC on 22 December 2008. Project activities related to construction can be started now. In this regard we would appreciate if you take necessary steps to start the project activities at the earliest

With best regards

Sincerely yours

Md. Matiur Rahman
Deputy Chief
Tel: 8117910

UNDP REGISTRY, DHAKA			
DATE: 28 DEC 2008			
FILE:			
TO	IN	OUT	INITIAL
RJ			
ACTION: To Najia			

For your follow up,
please.

28.12.08

Government of the People's Republic of Bangladesh

United Nations Development Programme

Project Document

Title of Project/Number: Construction of Server Stations for the Electoral Database (CSSED)

Implementing Partner: Bangladesh Election Commission (BEC)

Responsible Parties: Bangladesh Election Commission (BEC)
United Nations Development Programme (UNDP)
Local Government Engineering Department (LGED)
Public Works Department (PWD)

Start date: 1 November 2008
End date: 31 October 2010

Management arrangement: National Implementation

Brief Description:

To ensure sustainability of the PERP project, server facilities will be constructed at the upazila, thana and regional levels. These facilities will house the server, computers, printers, network equipment and staff necessary to maintain and update the voters list. They will also provide storage space for forms and other materials required in the voter registration process and will provide a location for voters to add their names to the list or update their registration details. These "server stations" will serve as a place where voters and political parties can make inquiries regarding voter registration and other election matters. The Election Commission Secretariat will communicate with all local offices through the new centers.

The CSSED project will construct 3-4 rooms in all 481 Upazilas in Bangladesh to serve as Upazila Server Stations for the electoral database, as well as 16 Thana Server Stations in City Corporations and 5 multi-story Regional Server Stations. The scope of work includes preparing engineering designs, land acquisition, building construction, electrical connectivity, sanitation hook-ups and completion of internal roads.



Country: Bangladesh

UNDAF Outcome/indicator: *UNDAF Outcome 1: Human rights of children, women, and vulnerable groups are progressively fulfilled within the foundations of strengthened democratic governance [The Millennium Declaration]*
Indicator:

Expected Outcome: Facilities developed at the upazila and regional levels to facilitate voter list maintenance

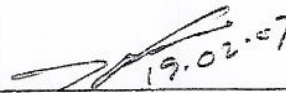
Expected Project Output: 481 upazila server stations, 16 thana server stations, 5 regional offices and 32 km of connecting road

Implementation Agency: Bangladesh Election Commission (BEC)

Programme Period: UNDAF 2006-2010
Programme Component: Democratic Governance
Key Result Area:
Award ID: 00041188
Project ID: 00062931
Start Date: 1 November 2008
End Date: 31 October 2010
PAC Meeting Date: 25 September 2008
Management Arrangement: National Implementation

Total resources required	USD 30,887,757
Total allocated resources:	USD 30,887,757
• Government	USD 16,923,759
• Other:	
○ DFID	USD 8,020,627
○ Netherlands	USD 5,943,371

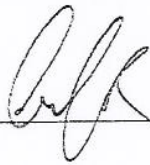
Agreed by (Election Commission): _____


19.02.07
Md. Rafiqul Islam
Additional Secretary
Election Commission Secretariat
Dhaka

Agreed by (Economic Relations Division): _____


19/02/2009
Md. Musarrat Hossain Bhuiyan
Secretary
Economic Relations Division

Agreed by (UNDP): _____


19/2/2009
Stefan Priesner
Country Director
UNDP-Bangladesh

SECTION 1

Part 1.1: Situation Analysis

An electronic voters list with photographs and fingerprints has recently been completed by the Bangladesh Election Commission (BEC) in preparation for credible local and national elections. Nine international development partners provided financial support for this historic achievement under the project "Preparation of Electoral Roll with Photographs" (PERP). Maintaining and regularly updating the photo voter list requires appropriate accommodation at the upazila/thana¹ level, where computers, webcams, fingerprint scanners and internet connectivity can be installed in a stable and secure facility. Ample storage space for registration forms, equipment and supplies is also required, along with adequate office space for BEC staff and service delivery to the public. Regional server stations at the Divisional level are required to provide ICT support and training services to the upazila offices and to serve as the regional hubs for the BEC.

Currently, Upazila Election Office staff operates from borrowed premises- in many cases they reside in the designated office of the Upazila Chairman. This does not provide suitable accommodation for the permanent establishment of the electoral roll infrastructure since those offices will be occupied after the Upazila Chairman elections. The potential disturbance and re-location of this equipment presents numerous technical and logistical risks. The establishment of dedicated upazila server facilities will provide an opportunity to create permanent and secure accommodation for the voter list servers and will provide a stable location for the public to update their information on the list.

Upazila/thana and regional server stations will be provided with appropriate communication equipment to facilitate efficient inter-office communication and the secure transfer of data between the BEC central office in Dhaka and the field offices. This has the potential to not only benefit the BEC but other Government agencies as well.

The establishment of upazila server stations is crucial to the successful management of the voter list. The upazila and thana server stations will serve as the points of interaction between the BEC, the voting public and local representatives from stakeholder organizations.

1.2 Project Outputs:

This project will construct 481 upazila server stations for the Upazila Election Commission Offices, plus 16 server stations in city thanas and five multi-story regional centers at the Divisional level. The work will include building the facilities nationwide with the required electrical and sanitary connections, adequate internal road links and overall site development.

Each two story upazila and thana server station will consist of 3 to 4 rooms totaling approximately 1300 square feet for extension building and 1800 square feet for new building of floor space. Where possible, the server stations will be extensions of the existing Upazila Training and Development Centre (UTDC) building in the Upazila Parishad Complex. The extended portion will have brick wall footings, load bearing brick walls and a RCC roof. In places where the sub-soil does not permit wall footing, special footing may be provided for

¹ "Upazilas" are administrative areas at the sub-district level. "Thanas" are administrative units of City Corporations

individual cases. The room dimensions and external appearance will be similar to that of the existing buildings in the Complex. Where the existing UTDC can not be extended for limitation of land or utility of the complex, a separate building will be constructed for the Election Commission server station. It is estimated that in 144 locations, existing buildings could be extended, while in the remaining 337 locations, separate buildings will have to be constructed.

The project will also construct 16 thana server stations in various city corporation thanas and suburbs. Out of these 16 buildings, 9 will be constructed in and around Dhaka, 3 in Chittagong, and one each in Khulna, Rajshahi, Sylhet and Barisal. In addition, 5 regional server stations will be constructed in major city corporations at the divisional level. Two 3-storied regional server stations will be constructed in Barisal and Sylhet, two 4-stories regional server stations will be constructed in Rajshahi and Khulna. A five storied regional server station will be constructed in Chittagong. All regional server station buildings will be similar to upazila server stations but will have more floor space and stronger foundation. There will be provisions for future extensions.

The project will construct, on average, 100 meters of internal roadway (32 km total) to connect the upazila server station with the road network of the UTDC complex. The roads will be 12 feet wide and constructed to meet required weather standards either by constructing Reinforced Cement Concrete or Bituminous Concrete pavement in conformity with the existing road network. Pavement thickness will be similar to that of the standard Upazila roads.

1.3 Server Station Functions:

The Upazila Election Office Server Station will be required to:

- a) Provide accommodation for the Regional, Upazila and Thana server, printer and associated network equipment
- b) Provide accommodation for Regional, Upazila and Thana Election Office staff to operate the server
- c) Provide storage space for forms and other materials used in the voter registration process
- d) Provide a location for voters to add or update their voter registration details
- e) Provide a location for voters and other parties to make inquiries regarding voter list registrations or other electoral information
- f) Provide a center for BEC inter-office communication

1.4 Building Criteria:

To meet these operational requirements, the Upazila Server Facility must meet the following criteria:

- Contain a dedicated space for the physical location of the upazila server, printer and associated network equipment
- Contain sufficient space for Upazila Election Office staff to complete administrative work and to operate the computer server
- Contain sufficient space to file and store registration forms and other materials used in the voter registration process
- Provide office security including lockable doors and windows for both the general office area and the location containing the computer server

- Be provided with adequate lighting in the computer server location to enable both a comfortable usage environment and to provide lighting for the capture of clear photographs of voters
- Be provided with telephone line access for both the general office area and the location containing the computer server
- Be provided with reliable electrical power and/or generator backup facilities
- The location of the computer server must be in a low dust environment. The location of the computer server should have a closed ceiling, well sealing windows and ideally the entrance should not open immediately to an outdoor environment.
- The building should be fitted with a ceiling fan or other cooling equipment

1.5 Procurement

All goods and services procured under the project will be conducted using competitive Open Tender Method (OTM). The project is using the principals of the Government of Bangladesh PPA-2008 as the guideline for the procurement process.

UNDP will procure the services of an Engineering Management Consulting (EMC) Firm to provide technical assistance and monitoring services for this project. The EMCs will assist PWD and LGED for tender document preparation and will ensure that the procurement process is transparent and competitive.

PWD and LGED will procure the construction firms required to complete the work outlined in this project document under the PPA-2008 rules of the GoB. In addition, PWD will recruit a local engineering firm to help supervise the construction work for the regional centers.

When requested by the National Project Director UNDP can assist the project with procurement services. UNDP will follow its own procurement rules and regulations in such instances.

SECTION 2: Annual Work Plan and Budget Sheet

(see next page)



Project Work Plan

(Version A; Dated 22 October 2008)

Project title: Construction of Server Stations for Electoral Database (CSSED)

MVFF Service Line 2.3: Electoral Systems and Processes

Award ID in ATLAS: 00041188; Project ID: 00062931

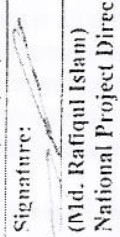
Outcome:

Success Indicators:

Outputs	Activities	Timeframe												Resp. Party	Planned Budget			
		08			09			10			Fund Source	Account Code and Description	Amount (USD)					
		Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3									
1 Effective Monitoring of Project Deliverables Action 1.1: Procure services of management consultants Action 1.2: Review and check drawings and specifications Action 1.3: Procure services of supervision consultants for regional centers Action 1.4: On-going monitoring of server station construction Action 1.5: Monitor service delivery and prepare audit														UNDP	DFID	72105: EMC Services	1,339,118	
														PWD	NET	72105: EMC Services	153,971	
														PWD	DFID	72105: Supervision Services	218,676	
2 Effective Completion of Project Deliverables- Rural Upazila Server Stations Action 3.1: Land Acquisition Action 3.2: Engage Construction Firms (tender process) Action 3.3: Site Development Action 3.4: Construction of 417 Rural Upazila Server Stations Action 3.5: Connecting Road Construction Action 3.6: Connect Utilities Action 3.7: Install servers and other equipment from PERP														BEC	GoB	18005: Land (In Kind)	5,111,033	
														LGED	NET	18025: Construction	5,065,911	
														LGED	GoB	18025: Construction	8,773,504	
														LGED	GoB	72109: Supervision Fee	153,675	
														LGED	NET	72109: Supervision Fee	103,053	
														LGED	NET	74500: Contingency	231,618	
														LGED	GoB	74500: Contingency	1,651,171	
3 Effective Completion of Project Deliverables- Urban Upazila/Thana and Regional Server Stations Action 4.1: Land Acquisition Action 4.2: Engage Construction Firms (tender process) Action 4.3: Site Development Action 4.3A: Geotechnical Testing for regional centres Action 4.4: Construction of 64 Urban Upazila Server Stations, 16 Thana Server Stations and 5 Regional Server Stations Action 4.5: Connecting Road Construction Action 4.6: Connect Utilities Action 4.7: Install servers and other equipment from PERP Action 4.8: Complete drawings for central BEC facility in Dhaka														BEC	GoB	18005: Land (Cash)	503,798	
														PWD	GoB	18025: Construction	223,175	
														PWD	DFID	18025: Construction	9,000	
														PWD	DFID	18025: Construction	5,108,089	
														PWD	DFID	74500: Contingency	558,824	

	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved	Approved
4 Effective Project Management														
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Grand Total														

An AWP signed by the IP and UNDP hereby authorizes Fund Commitment, Disbursement and Expenditure Reporting. The Annual Work Plan is an instrument to plan the delivery of results and resources. Approval of the work plan authorizes the Project Director, Project Manager and Program Manager of the responsible organizations to deliver the results and incur expenditures as given in the approved budget. This AWP supersedes any previous AWP for the period specified. Implementing Partner and UNDP agree that the following Official(s) of the Responsible Party(ies) is/are delegated for signing of the Funding Authorization and Certificate of Expenditure (FACE). FACE signatory(ies) remain unchanged as specified in the previous AWP version.

Signature: 

(Mtd. Rafiqul Islam)
National Project Director
On behalf of the Implementing Partner

(Stefan Peřesneř)
Country Director
UNDP, Bangladesh

SECTION 3: Management Arrangements

The Bangladesh Election Commission, under the overall supervision of the Secretary of the Election Commission Secretariat (ECS), is responsible for implementing the activities outlined in this project document. A Joint Secretary from the Election Commission will be nominated as the National Project Director (NPD) who will be responsible for the day-to-day management of the project under the direct supervision of the Project Board, chaired by the Secretary ECS. The CSSED project will follow the Results Management Guidelines of UNDP.

The construction activities will be implemented by two government agencies- LGED and PWD. All urban server facilities, including 64 urban Upazila facilities, 16 City Corporation Thana facilities and 5 Regional Centers, will be the responsibility of PWD. The remaining server facilities, 417 rural Upazila facilities, will be the responsibility of LGED. One Superintending Engineer from both PWD and LGED will serve as Deputy Project Directors to coordinate all construction activities given to their respective Departments

The CSSED project will coordinate with the on-going UNDP project with the Election Commission Secretariat entitled, "Preparation of Electoral Roll with Photographs (PERP)". Relevant PERP staff members were involved in the CSSED project design. To facilitate on-going coordination with PERP, the PERP NPD will be invited to sit on the CSSED Project Board.

Project Board²: The Project Board/Project Steering Committee will consist of the Secretary of the Election Commission Secretariat as the chief executive, the UNDP Country Director as the Senior Supplier, and other Government institutions and development partners as members. DFID and the Netherlands will also be included as a funding partner. The main responsibilities of the Project Board are to:

1. Provide overall direction for the project
2. Monitor and control progress
3. Review each completed stage
4. Commitment of project resources, as required
5. Deliver project results and objectives
6. Provide inter-ministerial coordination
7. Approve any revision of the work plan

Project Assurance: UNDP will conduct project assurance activities in coordination with the National Project Director. The project assurance function is the responsibility of the UNDP Program Specialist (Elections). As part of its project assurance role, UNDP will report to the Project Board with regard to:

1. Adherence of the project to the business case
2. Compliance with user needs and expectations
3. Supplier assurance carried out by spot-checks of deliverables and outputs
4. Review of deliverables via quality reviews.

In addition, an Engineering Management Consulting (EMC) Firm will be hired by UNDP to monitor the physical and financial progress of the CSSED project. The EMC Firm will report to the Project Board; the focal point for day-to-day issues will be the UNDP Program

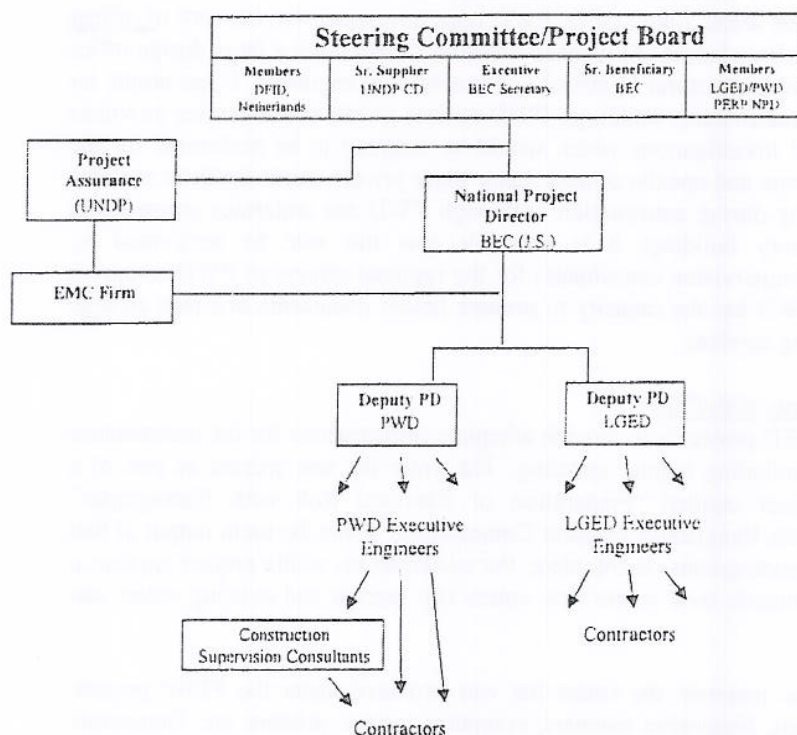
² Annexure IV, Attachment I

Specialist (Elections) under the guidance of the UNDP Assistant Country Director (Governance).

Project Management: The Bangladesh Election Commission will appoint a National Project Director (NPD) to manage the project. The key responsibilities of the NPD will include:

1. Day-to-day management of the project
2. Identify and obtain any support and advice required for the management, planning and control of the project
3. Reporting progress through regular highlight reports to the Implementation Committee and the Project Board/Steering Committee
4. Delivery of project outputs and deliverables as outlined in the project document

The Management Set-up will also constitute a Project Implementation Committee and a Project Monitoring Committee³.



Capacity Assessment of Implementing Partners:

LGED has an extensive network of offices and personnel throughout Bangladesh and is the leading government Department responsible for the development of rural infrastructure including schools, markets and roads. It has adequate staff at its head office in Dhaka to prepare engineering designs for the upazila server stations and then to develop and prepare a

³ Annexure IV

full set of tender documents. The Executive Engineers based in the Districts will undertake and complete the procurement of contractors. LGED has full coverage in each upazila and will have no difficulty in procuring contracting services and then managing the construction of upazila server stations. Also LGED has testing laboratories in many locations and these can be used initially for assessing 'ground conditions' prior to start of construction and then for routine testing during the actual construction.

PWD is one of the oldest government agencies, which dates back to the colonial period. It has been responsible mainly for construction of buildings and more recently this has been generally confined to urban areas. Like LGED, PWD does have extensive network of offices and personnel throughout Bangladesh. At its head office in Dhaka it has a large design office staffed with architects, civil, structural electrical and mechanical engineers. It has ample in-house capacity to design multi-storey buildings. PWD utilizes private sector service providers to carry out geotechnical investigations which would be required to be performed for the design of the regional, thana and upazila centers. Later these private sector facilities can also be used for routine testing during construction. Although PWD can undertake construction management of multi-story buildings it is desirable that this role be performed by independent consultants (supervision consultants) for the regional centers so PWD resources are not over stretched. PWD has the capacity to prepare tender documents and then arrange procurement of contracting services.

Collaborative Arrangements with PERP:

The objective of the CSSED project is to provide adequate infrastructure for the maintenance of the photo voter list, including regular updating. The voter list was created as part of a UNDP-administered project entitled "Preparation of Electoral Roll with Photographs" (PERP) implemented by the Bangladesh Election Commission. While the main output of that project- a voter list with photographs- is complete, the sustainability of the project requires a physical location at the upazila level where new voters can register and existing voters can update their data.

All equipment required to maintain the voters list was procured under the PERP project, including laptops, webcams, fingerprint scanners, computer servers, printers, etc. Generators procured under PERP will be used in the server stations to provide emergency back-up power, if required. Technical experts to provide ICT support to Election Officials until capacity can be built among the BEC staff is also funded out of the PERP project. The CSSED project will construct the buildings that will house the equipment and expertise required to maintain the voters list and it will liaise closely with the PERP project to determine the network requirements that need to be installed prior to handing over the buildings to the Election Commission. CSSED will also work closely with PERP to ensure that all equipment is installed properly and that the facilities are adequate for required service delivery to the public as well as back office ICT functions.

To ensure effective collaboration, the PERP NPD will sit on the CSSED Project Board. In addition, the PERP NPD will be consulted on any decision involving the approval of building layouts, provisions for network connectivity and other issues directly relating to the provisions required to maintain and update the voter list.



Ensuring Sustainability

In July 2008, the BEC completed an organizational restructuring exercise to ensure the sustainability of new initiatives, including new ICT systems and processes. Provisions for the technical staff required to maintain and update the voter list has been included in this exercise, as well as adequate funding to maintain and replace the ICT equipment as needed. The server stations will be maintained through the revenue budget and will remain under the overall control of the Election Commission.

Description of Inputs to be Provided by Responsible Parties:

The BEC will be the implementing partner. A Joint Secretary from the Election Commission will act as the National Project Director (NPD). Civil engineers of rank not less than that of Superintending Engineers from LGED and PWD will be deputed as the two Deputy Project Directors (DPD).

The construction of 417 rural upazila server stations will be managed by the Local Government Engineering Department (LGED). The LGED DPD will be responsible to monitor the construction progress for the buildings assigned to LGED, under overall guidance of the LGED Chief Engineer and will serve as the link between the project and LGED. The District Executive Engineers will implement building construction, including procuring construction services for the upazilas in his/her district and supervising construction. When payments are required, the District Executive Engineer will submit monthly payment certificates for completed work to the LGED Chief Engineer, who will forward the requests to the PD, along with the relevant receipts showing the disbursement of previous payments. The PD will ensure proper implantation of project activities and will forward the required funds to the Chief Engineer for distribution to the District Executive Engineers. The Executive Engineers will in turn pay the individual contractors for the completed work. The Engineering Management Consultants (EMCs) must check and confirm completion of work before the PD releases the payments to the Chief Engineer.

Two typical designs will be developed by the LGED Design Unit, one for extension of the existing UTDC building (Type A) and the other for construction of an independent building (Type B). The designs and specifications for the server stations will be created in consultation with the Election Commission and will be sent to the district field offices for implementation. Construction will commence in accordance with the availability of land and favorable sub-soil condition without compromising the beauty of the UTDC complex. The UNO and the Upazila Election Officer will be consulted to select the construction site and to choose the type of building to be constructed.

Sub-soil testing, if needed, will be carried out by the district level LGED laboratories. The district level Executive Engineer will maintain records of all expenditures of the project and will be subjected to an audit.

The construction of 54 urban upazila server stations, 16 thana server stations and 5 multi-story regional centers will be managed by the Public Works Department (PWD). The PWD DPD will be responsible to monitor the construction progress for the buildings assigned to PWD, under overall guidance of the PWD Chief Engineer and will serve as the link between the project and PWD. The PWD Executive Engineers will implement building construction, including procuring construction services for the server stations located in his/her area and

supervising construction. For the Regional Centers, PWD will hire Supervision Consultants to help them to supervise day-to-day construction. When payments are required, the Executive Engineer will submit monthly payment certificates for completed work to the PWD Chief Engineer, who will forward the requests to the PD, along with relevant receipts showing the disbursement of previous payments. The PD will ensure proper implantation of project activities and will forward the required funds to the Chief Engineer for distribution to the Executive Engineers. The Executive Engineers will in turn pay the individual contractors for the completed work. The Management consultants must check and confirm the completion of work before the PD releases the payments to the Chief Engineer.

PWD's architectural department will develop designs and specifications for the multi-story regional centers, in consultation with the Election Commission. The electro-mechanical designs will be completed by the Planning and Design Electrical/Mechanical (P & D E/M) Division. LGED's drawings and specifications will be used for the urban upazila and thana server stations. Construction will commence in accordance with the availability of land and favorable sub-soil condition without compromising the beauty of the UTDC complex. The UNO and the Upazila Election Officer will be consulted to select the construction site and to choose the type of building to be constructed for the upazila server stations. The relevant Deputy Commissioner and the NPD will be consulted to select the construction site and to choose the type of building to be constructed for the thana and regional server stations.

PWD will engage geotechnical contractors to perform sub-soil testing for the regional centers. LGED district laboratories may be used by PWD for testing materials, and for sub-soil testing for urban upazila and thana server stations on an as needed basis. The Executive Engineer will maintain records of all expenditures of the project and will be subjected to an audit.

Communication from LGED and PWD to the project will be made through the two Deputy Project Directors to the National Project Director and all communication from the NPD to LGED and PWD will be made to the Chief Engineer-LGED and the Chief Engineer-PWD.

UNDP will provide project assurance and fund administration services, as well as procurement services upon request. It will also oversee activities of the Engineering Management Consultants (EMC) and will arrange for audits under UNDP guidelines. The role of the Engineering Management Consultants is described in depth below.

Construction Monitoring and Audit Arrangements:

An Engineering Management Consulting (EMC) firm will be hired to physically and financially monitor the project. The EMC firm will be hired by UNDP and will report to the Project Board. The focal point for day-to-day issues will be the UNDP Program Specialist (Elections) under the guidance of the UNDP Assistant Country Director (Governance).

Before the start of construction, the EMC will review the engineering designs to ensure that these are sound and economical and comply with the relevant building codes and take into account the effects of climate related hazards including wind speeds and flood levels, as well as reasonable earthquake resistant measures. In addition the EMCs will check that the proposed designs are compatible with the requirements of greener construction, when

