

REQUEST FOR PROPOSALS (RFP)

Internal Capacity Assessment of the Central Election Commission of Bosnia and Herzegovina

Background

DI/USAID Support to Electoral Integrity (SEI) is committed to support the implementation of elections in Bosnia and Herzegovina and is in its second year of implementation following the successful piloting of optical scanners on October 6, 2024, elections. In accordance with the electoral law amendments of March 26, 2024, measures related to the use of specific electoral technologies are to be introduced gradually for the 2024 Local elections in selected pilot areas in order for them to be ready for wide implementation for the 2026 general elections.

To be able to develop and deploy new electoral technologies more widely in 2026 General Elections, with the overall purpose to contribute to improving the work and capacity building of the Central Election Commission of Bosnia and Herzegovina (CEC), consequently improving electoral process in BiH/DI/USAID SEI is seeking an experienced provider for the following:

Scope of Work

Objective

Conduct a quick assessment of the institutional capacity of the CEC in order to determine key capacities that already exist, as well as gaps and needs related to those capacities and additional human resources and technical capacities needed to improve the integrity of electoral process in BiH by applying new technologies in 2026 general elections. The ICA will establish key weaknesses and gaps in staffing for the USAID SEI project to address.

The service provider is expected to:

- Analyse structures, competencies and functions of CEC human resources which will result in recommendations for improving their performance by deploying embedded electoral experts, providing mentoring, training, and developing job descriptions and helping the CEC train and hire additional critical staff;
- Analysis of the existing law, by-laws and regulations related to the employment and personnel policies of the CEC, including performance reviews, constructive feedback, professional development and adjustment options.
- Prepare the proposal for restructuring and capacity development to improve the efficiency and effectiveness of CEC staff, that will include requirements regarding the future use of new

electoral technologies in operation of CEC, such as optical scanners and automated biometric equipment.

Timeline

The timeframe for delivering of the services under this Scope of Work is **January 5 – February 28, 2025**. The level of effort for the assignment is 30 days.

Methodological Approach

The service provider will design/adjust the Internal Capacity Assessment methodology, including interviews and questionnaires to be reviewed and approved by the prime. The service provider will work under the overall supervision and in close coordination with the USAID Support to Electoral Integrity team, especially Chief of Party and Elections Capacity Building Specialist.

Functional review and capacity development plan

It will use a range of instruments and methods including but not limited to:

- Desk research that includes a review of internal CEC document, laws, by-laws, CEC strategic plan 2024 -2027 and other plans that regulate the work of the CEC and personnel policy.
- Desk review of internal policies and practices of the CEC;
- Structured interviews with CEC's professional staff and Commissioners;
- Focus group discussions;
- In depth analysis of organization structure and staffing levels;
- In depth analysis of personnel requirements related to introduction of new technologies and digitalization of electoral processes;
- Feedback from Municipal Election Commissions (MEC) on CEC coordination and work pertaining got elections and implementation of new technologies (through structured surveys and online interviews)

Final Report to include Institutional Capacity Development Plan

The service provider is expected to prepare a final report with findings, recommendations, and capacity development plan for CEC (which may be a draft version to be agreed between the CEC and SEI). The content of the report will be proposed by the service provider and subject of discussion, feedback and approval of the USAID SEI. The capacity development plan should have an action plan with the specific capacity building activities prioritized jointly with USAID SEI with a timeline, proposed budget and expected impact/effects.

The service provider is expected to ensure reaching the set objectives and deliverables by combining (or expanding, as necessary) the above-described types of engagement while ensuring highly relevant expertise necessary for quality delivery of the required service.

PRICE AND SCHEDULE OF PAYMENTS

<i>Outputs</i>	<i>Percentage</i>	<i>Timing</i>	<i>Condition for Payment Release</i>
Prepared detailed Capacity Assessment Methodology, including tool/questionnaire for implementation of the assignment tasks	10%	January 10, 2025	Within thirty (30) days from the date of acceptance of deliverable and invoice issuing by Service provider
Conducting an Internal Capacity Assessment of CEC BiH	60%	January 15 - February 15, 2025	
Preparation of the Final Report and Presentation of Findings and the capacity development plan of CEC BiH	30%	February 28, 2025	

Application Process:

This call for applications is open for **15 days**.

Application must be submitted by December 12, 2024.

Interested companies must submit the following application package:

Company profile: A detailed overview of the company's experience, services and capabilities in the field of internal capacity assessments matching requirements in this RFP.

List of references: At least three references, including names of companies/institutions/organizations, contact persons, telephone numbers and e-mail addresses.

Two examples of previous work: Relevant reports or capacity assessments that demonstrate a methodological approach, analytical skills and subject matter expertise. They can be submitted as attachments or links to online documents (for internal documents, excerpt or descriptions may be accepted).

Application Submission:

Applications should be sent to **asabic@democracyinternational.com**

Shortlisted companies may be required to submit additional documentation.

USAID SEI reserves the right to cancel the procurement process at any stage, including during the evaluation process, and is not obligated to provide justification before a contract is signed.

Please note: **No telephone or email inquiries** will be accepted.