निर्वाचन आयोग, नेपाल
ELECTION COMMISSION, NEPAL

Electoral Education and Information Centre

Concept Paper

December 2009

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D P

Election Commission of Nepal

CONTENTS

1.0   Introduction and Background

The April 2008 Constituent Assembly (CA) elections in Nepal were a significant step forward in the country's peace process. The conduct of the elections met many international standards and resulted in a transformation of Nepal's political landscape. In its inaugural sitting in May 2008, the Constituent Assembly ended the 240-year old monarchy and established the Federal Democratic Republic of Nepal. In recent months, however, the political divide in Nepal has widened following the decision of the Communist Party of Nepal (Maoist) to withdraw from the government.

The CA election was a noteworthy test for the institutional, managerial and organizational capacities of the Election Commission of Nepal (ECN). For the first time in Nepal's history, the legal framework provided for an inclusive process and the elections allowed for a broad and diverse representation of traditionally marginalized groups and women, a fundamental element for the advance of Nepal's democratic culture and institutions. International and domestic election observers concurred that the election was generally well managed under the most challenging conditions. The European Union Election Observation Mission concluded that the ECN had "acted as an independent body with integrity and competence. Logistical and technical preparations were generally conducted in an effective manner and key components were delivered according to the timetable. The Election Commission acted in a largely transparent manner consulting political parties and other stakeholders on issues."[1]

Notwithstanding the success of the CA elections, the ECN and electoral stakeholders identified a number of recommendations leading to the development of a 5 year ECN Strategic Plan highlighting the need to shift international technical assistance and financial support from an event-driven process to a long term and broader approach. This new approach will encompass the entire electoral cycle while addressing election administration weaknesses and systemic deficiencies.

2.0   Election Commission of Nepal's Strategic Plan

The ECN Strategic Plan for the electoral cycle 2009-2013 identifies 7 main areas of activity for capacity development:

- Enhancement of organizational effectiveness and management to respond to emerging challenges in a timely and cost effective manner;
- Electoral framework reforms;
- Continuous voter registration: increase the enfranchisement and inclusiveness of potential voters through a more accurate register, and strengthen the local/field institutions with direct impact on the accuracy of the voters' register;
- Voter identification with photograph;
- Electronic voting: acquisition and use of Electronic Voting Machines (EVMs);
- Civic and voter education;
- Strengthening political parties and civil society;
- Monitoring mechanisms and media.

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[1] European Union Election Observation Mission to Nepal: Final Report, September 2008.

While the ECN was able to deliver internationally accepted CA elections in April 2008 some aspects, including election management, voter registration and voter education, presented challenges which are currently being addressed in the Strategic Plan. The plan highlights the development of an organization with a sustainable and enduring institutional and professional capacity that can be easily and effectively reemployed in future elections. It also seeks to enhance and further consolidate the institutional and professional capacities of the ECN, its secretariat (operational staff) and its regional and district offices to meet the priorities that will further improve Nepal's future electoral processes.

Given the high importance placed on sustainable professional capacities, information dissemination, voter education, outreach and research and development, the ECN has prioritized the development of an **Electoral Education and Information Center (EEIC)** at its headquarters in Kathmandu. Additional Electoral Education and Information Centers will be established at decentralized levels throughout Nepal over the course of the next 5 years to enable ECN staff and other stakeholders to have access to relevant information and resources.

Phased Implementation[2]: the 1st phase (2010-11) will include the construction and establishment of an Electoral Education and Information Centre at the ECN headquarters in Kathmandu; the 2nd phase (2012-13) will concentrate on developing 4 regional EEICs in Dhangadhi, Nepalganj, Pokhara and Biratnagar respectively; the 3rd phase (2013-14) will see the establishment of centres in strategic locations within Nepal's future federal boundaries; while the 4th and final phase (2014 onwards) will see the incorporation of compact EEICs in District Electoral Offices.

3.0   Goals and Objectives of the EEIC

The Strategic Plan of the ECN refers to the following goals and targets specific to the EEIC:

6.7.1   Establish Election Resource Centres in Strategic locations throughout Nepal
6.8.2   Establish and Operate an Election Information Centre and Library
6.9.2   Provide a Research Facility for Studies and Research

In recent years international assistance to electoral management bodies (EMBs) has grown significantly. This has generated a substantial amount of information, good practice and experience. Notwithstanding this increase in activity, the field remains largely understudied and related resources and information are quite scattered. Little has been done so far in terms of centralizing and sharing experience, resources and information among EMBs so that key lessons learned could be effectively translated into policy development and best practice.

To enhance the professional capacities and knowledge of election-related subjects of the ECN's staff at all levels, the UNDP intends to assist the ECN in establishing a multi-functional "Electoral Education and Information Centre" to be located at its headquarters, in Kathmandu.

The Centre will have a three-fold purpose, intending to serve as:

- **An educational facility** targeting the broader community (school groups, the adult sector) to participate in programmes to learn about the election processes, government and federalism.

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[2] All dates tentative.

- A **training facility** targeting election officials of the ECN and election stakeholders, to participate in training programmes, presentations, events, etc; to increase knowledge and skills on electoral processes and for general and specific professional development purposes (e.g. BRIDGE training[3]).

- A **knowledge centre**, storing and developing critical knowledge, research and resources across all programmes/tasks of the ECN as well as relevant external resources.

4.0   Target Groups and Beneficiaries

The following are the major groups that will benefit from EEIC programmes:

- Nepali citizens and voters
- ECN officials and staff
- Political parties and candidates
- Academic institutions
- Teachers and students
- Journalists and editors/publishers
- NGOs and Civil Society Organizations
- National and International Observers

The following general audiences will garner specific attention in the development of EEIC programmes:

- Women
- Illiterate people (estimated at approximately 40-50% of the population)
- Residents of remote, rural and/or "backward" areas
- People with special needs (physically challenged, etc)
- Marginalized ethnic/cultural groups
- Youth / first time voters

With target groups and beneficiaries defined, it may be useful for the ECN to conduct an audience analysis to explore attitudes and evaluate the level of knowledge, interest, etc in relation to elections and democracy in Nepal. Such analysis could become an on-going activity of the EEIC and would be useful in developing appropriate educational materials and documents.

5.0   Gender and Social Inclusion

Addressing gender disparity through initiatives promoting the participation of women in the electoral process and their empowerment in political life (both as registered voters and as potential candidates)

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[3] The BRIDGE project was launched by International IDEA, the UN Electoral Assistance Division (EAD) and the Australian Election Commission to provide a capacity development tool for Building Resources in Democracy, Governance and Elections. In 2007, IFES and UNDP joined the project as partners. BRIDGE is the most comprehensive professional development course available in election administration. More information can be obtained on www.bridge-project.org.

as well as the participation of other vulnerable and under-represented groups, will be a primary objective of the EEIC and will complement the ECN's gender equality and social inclusion strategy.

The EEIC will facilitate research, awareness raising, outreach and public sensitization to better understand gender dimensions of Nepal's electoral law, administration, management and electoral quota system. The centre will have the potential to develop pogrammes that address gender inequality, women's civic and political participation and electoral legislation that impact on women in Nepal. The centre is expected to develop information products and packages specifically targeting women and certain population groups including Dalits and Madheshi communities and other groups as defined in the Interim Constitution of Nepal. Consideration should be given to establishing a gender desk/unit within the EEIC to act as a focal point for relevant inquiries and requests and to ensure that gender dimensions are included in programme activities, training and voter education. These measures may result in further electoral reform that promote equitable and inclusive governance processes benefiting women and traditionally marginalized groups in Nepal.

Gender equity and access issues with be mainstreamed within the EEIC activities, including training programmes. BRIDGE training, for example, has a mandatory module entitled "Gender and Elections" which will be delivered to ECN staff and officials.

6.0   Organizational and Management Framework

The Electoral Education and Information Centre will be a new section in the ECN and will therefore require organizational, management and staffing arrangements.

The following organizational framework is suggested for the Kathmandu centre:
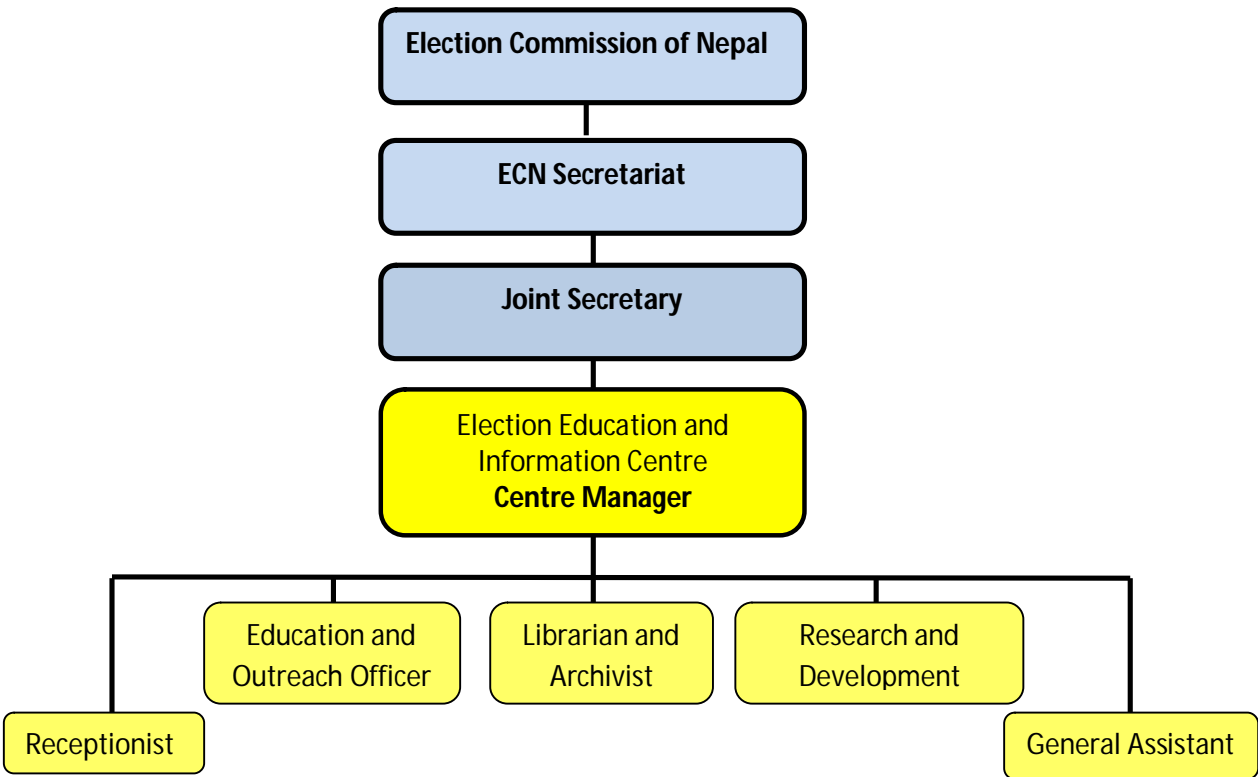
The envisioned establishment of EEICs throughout Nepal will take place over a period of approximately 5 years, commencing with the construction of the main centre in Kathmandu. Regional, federal and finally district centres will thereafter be developed. The following phases are suggested.

Phase 1 (2010/2011): The central EEIC will be located at the ECN headquarters at Kantipath, Kathmandu. The centre will fall under the overall management structure of the ECN. The centre will be staffed by a minimum of four officers, including a centre manager, a librarian/archivist, an education and outreach officer and a research and training officer. Support staff will include a general assistant, a receptionist, part-time assistants and ICT support, provided by the ECN or local companies.

6.1 Staffing Requirements

Centre Manager: A Centre Manager will be recruited by the UNDP ESP for a period of 10 months. S/he will provide managerial oversight, develop strategic partnerships with donors and maintain linkages with electoral institutions and international EMBs. S/he will be responsible for coordinating and developing centre programmes and activities with ECN sections, including training, voter registration and voter education. With future country-wide expansion of EEICs the manager will play a central role in planning, coordination and capacity building as new centres become operational.

Librarian: The EEIC Librarian will be responsible for establishing, implementing and managing library and information policies, procedure and services, ordering and cataloging print, audio-visual and electronic resources, maintaining inventory systems, files and archives, and training library users and ECN staff in manual and electronic information retrieval.

Education and Outreach Officer: The Education and Outreach Officer will be responsible for developing EEIC educational programmes, curriculum, activities and outreach strategies. S/he will liaise with the Ministry of Education regarding curriculum on elections, governance, democracy and civics and develop suitable strategies to expose teachers, students and CSOs to the activities and programmes of the EEIC.

Research and Training Officer: The Research and Training Officer will provide research input for the analysis required to develop, implement, review and evaluate electoral policies, practices and procedures. She/he will also be responsible for managing the training facility of the EEIC, including the coordination of BRIDGE and similar training events.

Support Staff: A receptionist, general assistant and cleaner will also be employed by the EEIC.

(Refer to annex 1 for recommended posts and pay grades).

During the 2008 CA elections the ECN established resource centres in Dhangadhi, Nepalganj, Pokhara, and Biratnagar. These offices (previously known as Regional Resource Centres, or RRCs) served as convenient portals for communication and planning purposes, information dissemination and material distribution during the election period. The office facilities and infrastructure established for the RRCs may therefore serve as suitable regional EEICs. While organizational, management and staffing

requirements will need to be developed for these regional centres, it is recommended that the EEIC in Kathmandu acts as a focal point for coordination, information dissemination, programme planning and reporting. Once established, these regional centres could serve as hubs for planned expansion to EEICs in Nepal's future federal structure.

Phase Three: (2013-14) Expansion to Federal Units

The number and location of additional EEICs will depend on Nepal's future federal boundaries and the availability of resources. While the delineation of new federal units will likely be determined in the coming year, the ECN envisions establishing EEICs in each of the future federal units of Nepal. While premature to determine the number and location, the ECN is planning to decentralize its activities for future electoral events, thus making strategically situated EEICs important hubs for information dissemination, outreach and voter education.

Phase Four (2014 onwards)

The ECN may consider establishing "compact" EEICs in many of the District Electoral Offices throughout Nepal (currently numbering 75). While there may not be a requirement for such facilities in a number of remote, sparsely populated districts, the ECN envisions the majority of District Electoral Offices acquiring the necessary resources to establish a suitably equipped EEIC. The responsibility for managing the centre would lie primarily with the District Electoral Officer, who would facilitate voter education outreach to schools, community groups and associations.

Proposed EEIC Organizational Structure for Phase 2 to 4:
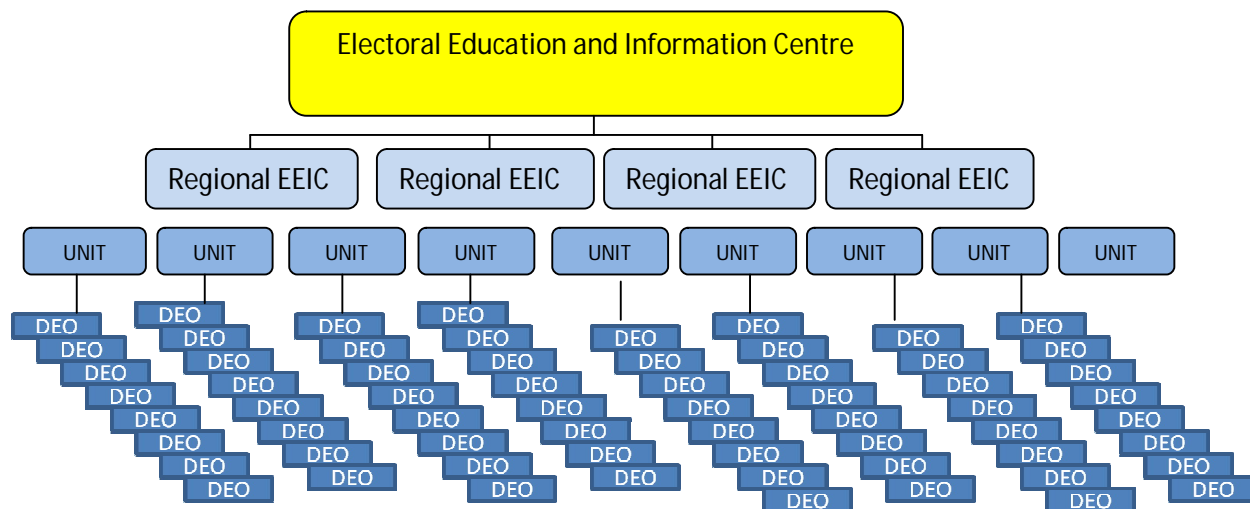
7.0   Programmes, Activities and Facilities

The Electoral Education and Information Centre will provide information, resources and advice to the ECN to support its efforts to foster new links and technical cooperation with electoral networks, research institutes and professional organizations in the region and worldwide. The EEIC will provide election officials invaluable access to a wide range of electoral documents and materials that would be otherwise unavailable to them and provide the opportunity to get better acquainted with electoral processes and procedures.

The centre is also expected to serve as a meeting/training place for the ECN's staff. They will use the E-Library as a source of concepts and ideas to be reflected in their studies and comparative researches, voter education campaigns or staff training efforts. Through the centre's facilities and equipment staff will also be able to access electronic libraries and collections from select external on-line resources. A home-page for the centre (within the existing ECN official website) will make documents, policy papers, research material and other resources accessible from decentralized ECN offices. An electronic index of the documents and materials available in the E-Library will also be posted on the ECN's website, so that interested election officials will be able to consult the E-Library remotely in order to identify the documents and materials they need.

While the ECN delivered an ambitious nation-wide voter education programme for the CA election, in some remote districts of Nepal the level of public awareness of the role of the CA as well as election related issues and polling procedures remained insufficient[4]. The EEIC will therefore contribute to building the capacity of the Election Commission's voter education unit to coordinate, plan and implement outreach programmes according to the main objectives established in the Strategic Plan.

By accessing user-friendly, in-house resources, documents, and expertise, the EEIC will contribute to addressing the need for a vigorous national voter education strategy and support civil society organizations to plan and implement voter education and public awareness programs at all social levels and throughout the country.

7.1 Library: A central component of the EEIC will be a physical library, with a comprehensive stock of national, regional and international publications and documents on election and democracy based issues and themes. Internet access and a comprehensive electronic library (E-Library) consisting of a digitized collection of information will be available for use by ECN staff and specific stakeholders for research purposes, comparative analysis, policy development and staff training. The EEIC will continually update and source new information for the physical and E-Library collection, which will include a wide range of materials, such as books, reviews, publications, newsletters, electoral laws, codes of conduct, technical studies, election assessments, manuals and other training aids, reports and briefings.

7.2 Museum and Archive: the EEIC will contain a museum to preserve important materials, documents and equipment that reflect Nepal's electoral history. Obsolete ballot boxes, voter education materials, ballot papers, banners, photographs and posters from previous elections in Nepal will be preserved and protected for future generations to view and study. A section of the museum can also feature assorted election materials and memorabilia from around the world. The EEIC will also establish a physical and electronic archive for storing historical documents, official papers, photographs, maps, recorded material and electronic files. The archive will be accessible to students, academics and journalists interested in researching the progression of pluralism in Nepal.

7.3 Information Centre: The EEIC will develop a walk-in, multi-purpose information centre that will be accessible to the general public, students, electoral officials and other stakeholders. Information on Nepal's electoral system, electoral management, legislative framework, voter registration, voter education and other related topics will be available to EEIC visitors. Multi-media productions, audio lectures and interactive displays will be features for visitors to experience during their tour of the EEIC.

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[4] EU Election Observation Mission to Nepal, Final Report May 2008

For more in-depth research and information, the EEIC will provide a user-friendly platform for accessing comparative data and critical knowledge of how various countries and election management bodies conduct elections. Features of the EEIC Information Centre may include:

- **Multi-media presentations and DVDs that can be viewed in the EEIC's mini-theatre.**
- **Comprehensive visual and interactive displays covering various levels of elections, where visitors use activity sheets to help them discover information about the electoral system.**
- **Integrated knowledge resources and comparative databases**
- **Access to the ACE Electoral Knowledge Network**
- **Academic institutions and schools throughout Nepal will be encouraged to utilize the information and resources available at the EEIC.**
- **The EEIC will develop a series of educational modules and events specifically targeting teachers and students. Tours of the EEIC will be organized for school groups and teachers.**

7.3.1   Call Center: A feature of the information centre may include a "hotline" with toll free numbers established to provide the public with instant access to information at crucial times during an election event. Trained EEIC operators would be able to answer caller questions about voter registration, the electoral process or the location of polling centres. A list of commonly asked questions and standard answers would be developed to expedite the process. A call centre would not necessarily have to be fully operational on a permanent basis and may depend on the electoral event taking place (voter registration, polling) and availability of resources. The EEIC may therefore decide to establish a call centre with a limited life-span or be prepared for spikes in demand. In designing the EEIC, sufficient thought should therefore be given to the space and communications infrastructure requirements (sufficient telephone lines/PBX system). As the ECN expands its information centre throughout the country, this service could become decentralized, thus taking the pressure off the central EEIC.

7.3.2   Mobile Telephones: As the popularity of mobile phones increases and network coverage in Nepal improves, the possibility of utilizing the national cellular network for transmitting electoral information becomes more promising. "Voter interactive systems" are now commonly used throughout the world for mass distribution of SMS voter education messages, roll checking and identification of polling locations. While the advantages of mobile telephone technology are obvious, not to mention popular among youth and first time voters, there are limitations and potential financial constraints to an effective national programme using such technology; a thorough cost-benefit analysis would therefore be required.

7.4   Educational Programmes

The broad goal of the EEIC is to increase stakeholder understanding of the electoral process at all levels of society. The centre will therefore offer a range of services and educational programmes catering for teachers, students, election staff, political parties and candidates as well as the general public.

EEIC educational programmes will target the broader community (school groups, institutions, adult associations) to participate in events and activities regarding the election processes, government, federalism and democracy. A primary focus of this programme will be explaining the electoral system used in Nepal. From a historical perspective attention will be paid to the electoral model used in the Constituent Assembly elections of 2008. The EEIC may develop appropriate methodologies to

demonstrate the "first past the post" and "proportional representation" aspects of the electoral system used to elect the CA. If changes to the electoral system are adopted, the EEIC will develop suitable educational tools to show how the new model works. Additional installations may include visual presentations of the quota system used in the CA election. This quota system ensured inclusion of women, indigenous groups, groups from "backward" areas, Dalits, Mahheshis and other groups and communities in the CA.

While civic education is taught in Nepali schools, specific electoral and voter education curriculum has hitherto not been widely available to teachers and students. The ECN has, however, recently contributed to the development of specific Ministry of Education curriculum focusing on electoral education. With the roll-out of this new curriculum the ECN can anticipate a heightened level of interest in the electoral process amongst students and will liaise with the Ministry of Education to raise awareness of the educational resources and interactive facilities that the EEIC has to offer. A primary objective of the EEIC will therefore be to organize and facilitate school visits to the centre.

A broad range of topics and issues can be covered by EEIC displays and presentations can be tailored to concentrate on particular topics of interest to individual school groups, organizations or institutions. Educational facilities and features may include:

- **A simulated or 'mock" election in a polling place where participants cast a vote and help count the ballots and determine the result. The sequence of events that occur on polling day is therefore demonstrated.**
- **A simulated election using electronic voting machines. While electronic voting machines have been successfully used in Nepal on a limited basis, the ECN anticipates national roll-out for the next general election.**
- **Visitors can check on the electronic roll whether their registration details are accurate.**
- **Presentations can be tailored to meet the specific needs of any group - in terms of subject matter, style and duration.**

Mock elections   **Audio Materials**   **Electronic voting**

7.5   Audio-Visual and Multi-Media Presentations

International experience has demonstrated that a mixture of various methods of audio visual technology results in the optimum strategy for information dissemination and education. To maximise the impact of the EEIC's information and educational programmes a mixture of appropriate technology will therefore be required. Hands on activities, including touch screens, mouse driven monitors, illuminated displays and headphones will make a visit to the EEIC memorable and worthwhile.

In-house messages and public service announcements will be also produced using EEIC equipment, materials and resources. Such productions could not only be used in the EEIC but could also be broadcast on radio and television during voter registration and election events. A multi-media recording studio will be located in the EEIC providing a cost-saving, in-house production facility for developing voter education messages, public service announcements and TV and radio adds.

Multimedia material can be distributed on CD-ROM, DVD and the Internet to give a more interactive, non-linear form of information presentation compared to radio, recorded audio, television or video material. Multimedia material, which generally has to be run on a computer equipped with speakers, combines audio, still images and moving video images with the flexibility of a computerised presentation to give users an informative, entertaining medium.   Multimedia material gives the user the added option of viewing material in any order chosen, rather than a specified linear order, as is the case with television or video material.

8.0   Training Facility

The EEIC will be a venue for training programmes, presentations and professional development purposes to increase knowledge and skills on electoral processes for election staff and officials. In particular, the EEIC will provide BRIDGE facilitators with a permanent, well equipped institutional environment to conduct training courses for ECN staff and other electoral stakeholders. Training modules, material, documents and tools will furthermore be developed with EEIC resources and personnel. A Research and Training Officer will be employed by the EEIC to provide research input for the analysis required to develop, implement, review and evaluate electoral policies, practices and procedures. She/he will also be responsible for managing the training facility of the EEIC, including the coordination of BRIDGE and similar training events.

BRIDGE training   ECN staff training   Observer training

9.0   Public Outreach

An important function of the EEIC will be to develop and run programmes to better inform citizens about different aspects of the electoral process and to raise awareness of the importance of participating in an election as an expression of their democratic rights.

The EEIC public outreach activities will complement the ECN voter education strategy, and ideally will be implemented on a continuous basis throughout the periods between elections. Through its education and outreach activities the EEIC will disseminate information to the public about how elections are conducted, educate voters about legal and procedural changes in the electoral process, and promote voter participation, paying particular attention to traditionally marginalised groups.

EEIC public outreach programmes will encourage general voter participation, increase overall public awareness, promote collaboration with the media and educate the electorate on their fundamental voting rights. A wide range of public outreach methods will be used, including face-to-face meetings and events, theatre, song, printed information materials (posters, leaflets, and stickers) as well as nationwide broadcast messages by traditional means of mass communication (radio, television, newspapers, magazines).

9.1 Mobile Public Outreach: The EEIC will contribute to the development of future ECN mobile electoral and voter information activities and campaigns. Mobile teams equipped with loudspeakers, flip-charts, audio-visual equipment, generators and resource materials are an effective and popular means for reaching remote and difficult to reach areas. Given the appropriate resources and support, teams of roving Voter Education Volunteers and District Electoral Officers would be responsible for the dissemination of electoral information packages, DVDs, pamphlets and posters at schools, village gatherings, markets and similar remote venues.

10.0   Linkages and Partnerships

Through strategic linkages, the EEIC will have the potential to foster partnerships that the ECN has developed in recent years. This will include strengthening relations with UN agencies, bi-lateral donors, international and national organizations, including IFES – Democracy at Large[5]; the "International Institute for Democracy and Electoral Assistance[6]" (IDEA); the "National Democratic Institute for International Affairs[7]" (NDI); the Australian Electoral Commission[8] (AEC); The Asia Foundation[9]; the Inter-Agency Procurement Services Office" (IAPSO); and UNDP's Oslo Governance Centre. To broaden the range of inputs and the availability of materials for the EEIC Information Centre and E-Library collection, assistance will be sought from the above mentioned organizations.

During the inception phase of the EEIC, developing and strengthening linkages with the Australian Electoral Commission (AEC) is recommended. The National Electoral Education Centre, a purpose-built AEC facility in Canberra, presents an excellent model for the EEIC to emulate and can be a potential source of advice, resources and programme support[10]. A study tour/visit to the AEC in Canberra would provide the EEIC manager with a useful introduction to the centre and offer first-hand, beneficial exposure to activities and educational programmes suitable for developing the Nepali facility.

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[5] IFES is an international, non-profit organisation based in Washington DC that supports the building of democratic societies (www.ifes.org).
[6] International IDEA is an intergovernmental organization based in Sweden that supports sustainable democracy worldwide (www.idea.int).
[7] The National Democratic Institute for International Affairs (NDI) is a non-profit organization working to strengthen and expand democracy worldwide (www.nd.org).
[8] The Australian Electoral Commission (AEC) provides a range of electoral information and education programs and activities (www.aec.gov.au).
[9] The Asia Foundation is a non-profit, non-governmental organization committed to the development of a peaceful, prosperous, just, and open Asia-Pacific region (www.asiafoundation.org).
[10] AEC Electoral Education Centre (Jenny.Pettigrove@aec.gov.au)

11.0   Infrastructure and Building Features (Kathmandu)

- Proposed location: Election Commission of Nepal, Kantipath, Kathmandu:
- Construction Area: Approximately 4500 sq.ft. (420 m^2)
- Building costs estimated at approximately Rp. 5,800 per sq. ft.
- Pedestrian and wheelchair access from Kantipath
- Complimentary architectural style to the Election Commission building
- Multi-purpose, versatile facility including:

  Information centre

  Permanent library collection (including E-library)

  Election museum and mini-theatre

  On-line research facility

  Audi-visual production centre

  Educational and interactive facility

  Briefing rooms for donors, NGOs, election observers

  Election results and/or operations centre

  Telephone call centre and information hot-line

  Media room and press facilities
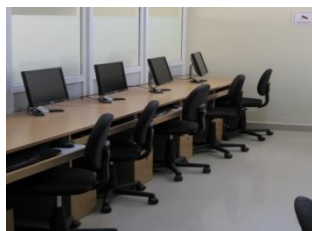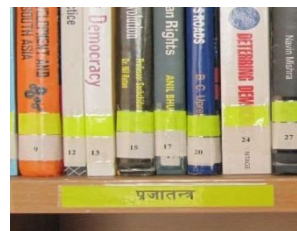

Location: Kathmandu

Multi-purpose facility

Complementary style

Internet / E-Library

Research Centre

Library

Floor Plan Option 1 (See Annex 3 for full view)

Floor Plan Option 2 (See Annex 3)

12.0   Indicative Budget

The following is a cost estimate for the EEIC in Kathmandu for a five year period. A detailed budget is included in Annex 2.   Rate of exchange: One US $ = 74 Nepal Rupee

Description	2010	2011	2012	2013	2014
Building Costs (Kathmandu EEIC)	Rp: 28,027,500	–	–	–	–
4,500 sq.ft. X Rp. 5,880	US$ 378,750	–	–	–	–
Equipment	Rp: 7,773,700				
	US$ 105,050	25,000	20,000	15,000	10,000
Furniture and Fixtures	Rp: 3,722,200				
	US$ 50,300	15,000	10,000	5,000	5,000
Staff Costs	Rp: 2,193,064				
	US$ 29,636	30,000	32,000	34,000	36,000
Programme Costs	Rp: 5,106,000				
	US$ 69,000	79,000	89,000	99,000	109,000
Running Costs	Rp: 1,198,00				
	US$ 16,200	20,000	22,000	24,000	26,000
Total (including 5% contingency)	**Rp: 50,033,179**	**12,506,000**	**12,802,000**	**13,172,000**	**13,764,000**
	US$ 676,133	**US$ 169,000**	**US$173,000**	**$178,000**	**$186,000**

13.0   Advisory Panel

The ECN may consider forming an advisory panel to assist with the establishment and development of the EEIC. A number of information centres and learning institutions in Kathmandu with valuable experience and knowledge in establishing and running similar facilities would make suitable panel representatives. Kathmandu University, the Centre for Constitutional Dialogue (a UNDP project) and the American Library are a number of examples.

14.0   Sustainability

The ECN will be requesting development partners to finance the 2010/11 start-up costs of the EEIC, including construction of the centre, equipment, furniture and fixtures. Staff and running costs for an initial period of 1-3 years must also be mobilized. Provision of financial resources to cover long term running costs and expenses will require further discussions between the ECN, UNDP, development partners and the government of Nepal. While the ECN has no provision in its current annual budget for the EEIC, it is suggested that long-term budgetary planning include resource allocation for a specified percentage of EEIC annual running costs, leading to incremental government budgetary provision over 5 years.

During the inception phase of the EEIC, a 5 year strategic "business plan" and fund-raising strategy should be developed to identify potential partners and possible income generating ventures (rental of

EEIC facilities/professional, multi-media productions/training services, etc). Simultaneously, the ECN will continue to develop funding proposals for voter education activities, training and institutional and capacity building, which may include budget provisions for the services of the EEIC.

The financial and organizational sustainability of the EEIC will, to a large extent, depend on how effectively the ECN is able to leverage resources from various sources, including government, donor, international organizations and/or the private sector. A financing agreement between development partners and the ECN, with an annual declining donor contribution over a 5 year period, is envisioned. While the financial obligations of the respective parties and modalities of such an agreement will require discussion, it is anticipated that donors will finance all of the initial year start-up costs, programme and equipment costs, and some staff salaries. In future, the ECN may propose a cost-sharing agreement with donors and government, where state funding is allocated on a 5 year cycle for core running costs (salaries, overheads, utilities, etc), thus providing continuity and stability for staff development and programme planning. Concurrently, the EEIC would be able to pursue additional funding options for specific programme activities from donors and other development partners.

Human Resource Sustainability: A high turnover of election staff has been identified as a major challenge to the ECN's organizational sustainability, capacity and development (ECN Strategic Plan-2009). The ECN will face similar challenges with the establishment of the EEIC. As long as the ECN remains dependent on personnel seconded by the government the organization will continue to face challenges of retaining institutional capacity, memory and experienced officials. The ECN is therefore encouraged to explore alternative approaches to human resource sustainability, including the introduction of binding, fixed-term civil service contracts of up to 5 years, and/or proposing arrangements that would empower the ECN to recruit personnel from outside of the civil service and determine employment conditions and salaries. While front-loaded donor support of the EEIC may provide some flexibility in recruiting suitably qualified personnel (from outside of the civil service), such measures can only be considered temporary. A long-term ECN human resource development plan with flexibility, hiring independence and suitable financial resources is ultimately required.

Annex 1: Staff Positions and Pay Scales

STAFF POSITIONS AND MONTHLY PAY SCALES (PROPOSED) in Rps.

Based on Nepal Government Pay Scale

Designation	Title	Basic	Grade Rate	Benefits	Total per month
Under Secretary (Officer 2nd Class)	Centre Manager	15,810	195	3,000	19,050
Section Officer (Officer 3rd Class)	Librarian	13,990	160	2,815	16,965
Section Officer (Officer 3rd Class)	Education and Outreach Officer	13,990	160	2,815	16,965
Section Officer (Officer 3rd Class)	Research and Training Officer	13,990	160	2,815	16,965
Head Clerk (Non gazette 1st Class)	Receptionist	10,560	120	2,468	13,148
Office Assistant (Peon 1st class)	Office Assistant	7,000	80	2,108	9,188
Cleaner (1st)	Cleaner	7,000	80	2,108	9,188
Total					**Rp. 101,469**

Electoral Education and Information Centre
Indicative Budget for Kathmandu Centre (exchange rate: 1US$=Rp. 74)

Category				
Equipment	**Number of Units**	**Estimated Cost**	**Total Cost US$**	**Total Cost Rp**
Desk Top Computer (Library)	5	1000	5000	
Desk Top Computer (Staff Resource Centre)	5	1000	5000	
Desk Top Computer (Office staff)	5	1000	5000	
Desk Top Computer (Displays)	3	1000	3000	
MS Office software/virus protection	18	500	9000	
Central UPS (3 hour backup)	1	500	500	
Portable Hard drive (1TB)	1	300	300	
High Volume Printer/copier w/feed	1	15000	15000	
Mid volume printer/copier w/feed	1	7500	7500	
Wide Format Scanner (36″)	1	5000	5000	
LAN (15 work stations)	15	150	2250	
LCD TV (3x32″ /2x 46″)	5	3500	17500	
DVD player (multi system)	2	300	600	
Power point projector	2	1500	3000	
Projection screen (12x8)	1	300	300	
Telephone hand-sets	10	50	500	
PBX	1	200	200	
Fax machine – laser	1	300	300	
Server	1		3000	
CCTV Security Camera/monitor	3	1500	4500	
Inkjet Plotter (54″)	1	3000	3000	
Recording Equipment		5000	5000	
Still Camera	2	300	600	
Video Camera	2	500	1000	
PA Equipment		750	750	
Headphones	10	50	500	
LCD displays (24″)	5	350	1750	
Touch-screens/mouse driven monitors			5000	
SUB TOTAL			105,550	7,773,700
Furniture and Fixtures	**Number of Units**	**Estimated Cost**	**Total Cost**	
Computer work stations	15	100	1500	
Work stations chairs	15	75	1125	
Library table (12x3)	3	400	1200	
Staff Resource Centre table (12x3)	2	400	800	
Briefing room table (12x3)	3	400	1200	
Chairs (low-back)	100	75	7500	
Office desks	5	400	2000	

Filing cabinets	5	300	1500	
Bookshelves (12x6)	20	500	10000	
Information/Front desk	1	1000	1000	
Display cabinets and interactive fixtures	10	500	5000	
Bulletin Board (3x2)	2	100	200	
White Board (3x2)	5	75	375	
Refrigerator	1	500	500	
Water dispenser	2	200	400	
Signage (external)	1	1000	1000	
AC Split Units	10	1500	15000	
Sub total			**50,300**	**3,722,200**
Staff and Support Costs	**Unit**	**Estimated Cost**	**Total Cost**	
Centre Manager	12 months	$260	3120	
Chief Librarian	12	230	2760	
Education/Outreach Officer	12	230	2760	
Research/Training Officer	12	230	2760	
Receptionist	12	178	2136	
General Assistant	12	125	1500	
Cleaner	12	125	1500	
Temporary staff	6	150	900	
ICT support (.5 day per week for 12 months)	24 days	150	3600	
Multi-media technical support (as above)	24 days	150	3600	
Staff Study Tour			5000	
Sub Total			**29,636**	**2,193,064**
Programme Costs	**Unit**	**Estimated Cost**	**Total Cost**	
Multi-media design and production	Various	20000	20000	
Outreach and Education materials	Various	15000	15000	
Publicity and Promotion materials	Various	10000	10000	
Publications, books, periodicals, archiving	Various	10000	10000	
Training and workshops	Various	5000	5000	
Web design and support	Various	1000	1000	
Transportation		5000	5000	
Staff Per Diem		2000	2000	
Translation costs		1000	1000	
Subtotal			**69,000**	**5,106,000**
General Costs				
Stationary and office requisites	12	300	3600	
Paper and consumables	12	200	2400	
Electricity and utilities	12	50	600	
Communication (internet etc)	12	500	6000	
Printing	12	250	3000	
Sundry	12	50	600	
Sub Total			**16,200**	**1,198,800**

Centre Construction	Unit	Estimated Cost	Total Cost	
Building costs				
Total: 4,500 sq.ft. @ $79.5 (Rp. 5,880) per sq.ft.		357,750		
Architect fees		12,000		
Land Surveyor/planner		5,000		
Engineer/Quantity Surveyor		4,000		
Total Building Cost			**378,750**	**28,027,500**
Annual maintenance				
TOTAL COSTS				
TOTAL			**643,936**	**47,651,264**
Contingency 5%			32,197	2,382,578
GRAND TOTAL			**$676,133**	**Rp. 50,033,827**

Conceptual Ground Floor Plan(Type-I)
Floor Area : 4348.50 Sq Ft

Conceptual Ground Floor Plan(Type-II)
Floor Area : 4146.60 Sq Ft