Implementation Strategy for Voter Registration
February 17, 2010

1. Overview

The following strategy has been developed following assessment of the current status of the voter registration project.

The voter registration project was initially designed with pilot registration projects to be conducted within 2009 and the full national registration commencing in early 2010. Due to a number of factors the project has been deferred with pilot projects yet to commence.

This revised strategy is therefore designed to provide ECN with the opportunity to have a voter list with photograph available for potential electoral events in May 2011.

In considering the feasibility of the successful implementation of this strategy the following factors must be taken into consideration:

- The posting of draft voter lists and the related challenge periods must be completed 75 days prior to any electoral event.
- The timelines included in the following pages represents an optimum scenario and no more delays can be accommodated in the strategy.
- The timeline indicates some overlaps in project activities that will require operational strategies for the sharing of resources. The project must develop effective strategies for these situations.
- Procurement is perhaps the largest bottleneck affecting the commencement of nationwide operations. This activity must be conducted in the most efficient manner possible.
- Appropriate staffing and resources must be allocated to the project at central, regional, and district levels to ensure effective and efficient operations.
- Extreme weather, bhandas, and other civil or political unrest may affect project operations and the proposed timeline.
- Performing all voter registration within 2010 requires almost all project funding to be available within the first three quarters of this year.

2. Timing & Resources

The overall time requirement for the nationwide registration of voters is based on a set of assumptions that determine the optimum registration scenario. Whilst this is principally a mathematical exercise, it does provide the best possible planning tool for the feasibility of registration within a given time period.

The scenarios in this document are based on the following underlying assumptions:

Category	Assumption	Definition
Number of Voters	18,000,000	Includes all eligible voters plus citizens between the ages of 16 and 18.
Registration Unit	Required number derived from other assumptions.	Includes laptop computer, web camera, and f-print scanner.
Registration Period	Required period derived from other assumptions.	Does not include district level data integration, proof reading,

		posting of draft list, data correction, central data integration, and compilation and printing of final voter lists
Registration Rate	35 voters per unit/day	The national average of voters to be registered on each registration unit per day, six days per week. Registration Rate may vary between localities dependent on density of voters, geographic, and climate factors.
Registration hours/day	5.83 hours/day	Continuous registration (data entry) time for each data entry operator each day. Does not include daily mobilization & set-up time, breaks, technical issues, or time waiting for voters
Time per registration	10 minutes	Includes initial keying, photo, f-print, signature, change over between voters, filing of papers, and second stage data entry

Refer to **ANNEX A** attached for an overall project timeline based on the above assumptions.

3. Deployment

The ECN proposes a phased implementation for voter registration based on the climatic conditions in each area and the availability of resources and equipment. The phased approach will also provide the ECN with a gradual ramp-up of project activities which will allow the project to develop as training and operational capacities are developed.

3.1. Pilot Projects (March - April 2010)

ECN currently has plans to conduct pilot registration projects in five districts and covering all geographic zones. Initial plans were to conduct these registrations as a pre-pilot followed by four pilot projects, but due to time constraints registration in all Polling Locations is proposed to be conducted concurrently.

Voters	Registration Rate	Registration Units	Registration Period
58,364	35 per unit/day	80 units	21 days

The pilot projects are scheduled to commence in the last week of March and for all registration activities to be concluded within April. Findings and recommendations from the pilot projects are to be finalized by the end of May.

ECN is in the process of procuring 50 laptop computers to be used as registration units along with 30 units donated by Korea.

It should recognized that the pilot projects will register approximately 2,800 voters per day and this data must be uploaded to the District Server each day for consolidation,

proof reading, and correction. The assumptions outlined above rely on the utilization of all available laptops for registration purposes with no provision for proof reading and correction.

> *Recommendations:*
> 1. *Procurement must be conducted for all equipment required for the pilot projects including District Servers.*
> 2. *Procure additional Registration Units (beyond 80) to cover the proof reading and training processes in each District Office.*
> 3. *Operate registration in two phases by opening half the Registration Centers in each VDC, each for two weeks.*

3.2. Phase 1 – Himalayan Districts (April - July 2010)

It is extremely important for the maintenance of the overall project timeline that voter registration continues beyond the pilot projects. Additional registration units must be phased into the project to build the momentum of the project towards national registration.

Voters	Registration Rate	Registration Units	Registration Period
1,327,000	25 per unit/day	720 units	3 months

The first phase of interim registration is scheduled to commence in late April and to continue until mid-July with a registration period of three months. This will take advantage of the most suitable climatic conditions in the Himalayan areas.

The registration process will be targeted to cover the registration of all eligible voters in the 16 Himalayan districts. All 16 Himalayan District Offices must therefore be fully equipped with servers and other equipment prior to commencement of registration.

It must be recognized that there may be an overlap between the pilot project process and commencement of registration in the Himalayan area. This will require the sharing of resources and may have an affect on the overall progress and time requirements for the project.

> *Recommendations:*
> 1. *Procurement must be conducted to ensure availability of all equipment required for the interim registration process including fit-out and ICT equipment for all 16 district offices.*
> 2. *Procure additional Registration Units (beyond 720) to cover the proof reading and training processes for each District Office.*
> 3. *Procurement must be conducted for all other project components including consumable items.*
> 4. *Deployment plans and strategies including voter education, recruitment, training, and registration planning must be finalized for all 16 districts well in advance of field operations. Preparations should commence no later than mid-March.*

3.3. Phase 2 – Municipalities (July - October 2010)

It is extremely important for the maintenance of the overall project timeline that registration be conducted continuously in the lead up to national registration. Additional registration units must continue to be phased into the project to build the momentum of the project towards national registration.

Voters	Registration Rate	Registration Units	Registration Period
3,000,000	40 per unit/day	1,000 units	3 months

The second phase of interim registration will be scheduled to commence in mid-July and to continue until mid-October with a registration period of three months. This will enable the project to focus on logistically more developed areas during the monsoon season.

The registration process will be targeted to cover the registration of all eligible voters in 55 municipalities. All District Offices in these municipality areas must therefore also be fully equipped with servers and other equipment prior to commencement of registration.

It must be recognized that there may be a seven week overlap between the municipality registration process and the anticipated commencement of national registration. This will require the sharing of resources and may have an affect on the overall progress and time requirements for the project.

> *Recommendations:*
> *1. Procurement must be conducted to ensure availability of all equipment required for the municipality registration process including fit-out and ICT equipment for all District Offices.*
> *2. Procure additional Registration Units (beyond 1,000) to cover the proof reading and training processes for each District Office.*
> *3. Procurement must be conducted for all other project components including consumable items.*
> *4. Deployment plans and strategies including voter education, recruitment, training, and registration planning must be finalized for all 55 municipalities well in advance of field operations. Preparations should commence no later than mid-June.*

3.4. Phase 3 - National Registration (September 2010 – January 2011)

Commencement of full national registration is largely dependent on the procurement process for the delivery of all requirement equipment and consumables. National registration must commence as early as practical and will require thorough preparation and planning and project and for Regional Offices to be fully staffed with skilled and trained personnel.

Voters	Registration Rate	Registration Units	Registration Period
13,673,000	35 per unit/day	3,400 units	4.6 months

National registration will be scheduled to commence in September and to continue until January 2011 with a registration period of four and a half months. It is critical for possible election planning that this time period is maintained.

The registration process will be targeted to cover the registration of all remaining eligible voters throughout Nepal. All 75 District Offices must be fully equipped with servers and other equipment prior to commencement of registration. The district servers must not only be equipped for data integration and proof reading but also to facilitate the registration of voters missed during initial registration processes.

This phase of the project must also incorporate a "clean-up" process where registration is conducted throughout the country with particular focus on areas enumerated and registered early in the project. Registration centers should be

established at the VDC level for limited periods of time to allow missed voters to register as required. Suitable voter education and awareness campaigns must be planned and conducted to support this process.

It must be recognized that there may be an overlap of between the national and municipality registration processes. This will require the sharing of resources and may have an affect on the overall progress and time requirements for the project.

National registration is also scheduled to occur through the October festival period and therefore some delays may be experienced due to the availability of staff and the presence of voters in their residences. Plans must be put in place for this eventuality.

4. Recommendations

To complete the voter list with photograph in time for potential elections in May 2011 the project must:

- Complete procurement documents for all project equipment and immediately commence the procurement process.
- Consider all available options for the quickest available procurement method.
- Have dedicated equipment for registration, training, and proof reading/correction of voter information. This means that in addition to the number of registration units indicated in the tables above, the project requires dedicated laptop computers for data entry training and the proof reading and correction of uploaded registrations.
- Allocate all current funds and prepare additional funding requests for operational and other requirements.
- Continue registration beyond the pilot period with the phasing in of additional registration units.
- Develop contingency plans in the event that procurement fails.
- Establish Regional Offices and staff.
- Advertise nationally for data entry operators and register their contact details.
- Fill all project positions, ideally independent of mainstream ECN responsibilities.
- Fill all vacant DEO positions.
- Develop contingencies, plans, and strategies to address the possibility that elections may be held during the registration period.

5. Immediate Actions

The following actions must be taken immediately to ensure the timely commencement of major project activities, and therefore the potential to maintain the projected election timeframes.

- Issue procurement documents to ensure availability of a total of 4,000 Registration Units, all District Office (75 sets) equipment, and other required equipments and consumables.
- Establish a dedicated Project Office with skilled staff.
- Establish a procurement unit in the Project Office.
- Deploy 720+ Registration Units to commence the interim registration period.
- Establish Regional Offices and staff.
- Submit funding requests for 2010 project requirements (approximately a total of $20 mill)

ANNEX A - REGISTRATION TIMELINE

Election Commission of Nepal
VOTER LIST WITH PHOTOGRAPH

	Activities	Timeframe
		Feb '10 — Jun '11 (weeks 1-4 per month)
1	**■ Software Development**	
	Development & Testing of Reg. Unit	
	Development & Testing of District Unit	
	Development & Testing of Central Unit	
2	**■ Pilot Projects**	
	Operational Planning	
	Design & Printing of forms	
	Development of training materials	
	Dev. of operational manuals	
	Procurement of ICT equipment	
	Integ. & Depl. of ICT equipment	
	Advertise & Recruit field staff	
	Mobilize field staff	
	Voter Awareness	
	Field Office preparations (DEO, RC)	
	Enumerator & Data Entry Training	
	Enumeration	
	Registration & Data Entry	
	Integ., printing, and correction of draft list	
	Draft Lists & QA	
3	**■ Interim Registration Activities**	
	Phase 1 - Himalayan Districts	
	Phase 2 - Municapilities	
4	**■ Procurement for Full Registration**	
	Develop Tender Documents	
	Tender Notice Period	
	Tender Evaluation	
	Perf. guarentee & contract award	
	Letter of credit issued & confimed	
	Production & delivery	
	Configuration & Deplyment	
5	**■ Prepeartion of Field Offices**	
	DEO fitout & preparation	
	Regional Office fitout	
	Registration Center Fitout	
6	**■ Phase 3 - Voter Registration**	
	Recruit, Train, & Deploy field level staff	
	Voter education campaigns	
	Enumeration	
	Registration & Data Entry	
	Integ., printing, and correction of draft list	
	Central Compilation of data	
	Printing of Voter List with Photo	
7	**■ Elections**	
	Notice Period	
	Election	

Legend: monsoon, reg. overlap