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## **TERMS OF REFERENCE**

### **REGISTRATION OF VOTERS THROUGH AN ELECTRONIC VOTER REGISTRATION**

#### **1.0 Purpose**

- 1.1 This is the Terms of Reference (“**TOR**”) for the Expressions of Interest (“**EOI**”) inviting applications from suitably qualified and reputable applicants to carry out the registration of Fijian voters through an Electronic Voter Registration system.

#### **2.0 Background**

- 2.1 The Fijian Government is currently preparing to hold Elections for Parliamentary Representation by September 2014.
- 2.2 One of the pre-election activities required for elections is registration of voters.
- 2.3 The Fijian Government has decided to register all voters under an Electronic Voter Registration (“**EVR**”) system to avoid election fraud, registration errors and improve efficiency.
- 2.4 Voter registration is to commence on 1 January 2012 and must be completed by 30 June 2012.

- 2.5 The last National Census figures in 2007 established that the number of eligible voters is 660,000 people.
- 2.6 Registration will be compulsory for all Fijians who would have reached 18 years of age by September 2014. Additionally, Fijians who will turn 18 at the date of registration shall also be registered.

### **3.0 Features of the EVR System**

- 3.1 The EVR system must have the following features:
- a) A centralized and computerized nationwide voter registration system which will facilitate both national and municipal elections.
  - b) Acceptable identification documents to register eligible voters. These acceptable identification documents are:
    - i) certified true copy of tax identification number (TIN) letter;
    - ii) certified true copy of passport photo page;
    - iii) certified true copy of FNPF card;
    - iv) certified true copy of driver's licence; or
    - v) certified true copy of birth certificate.
  - c) The following information will be entered into the electronic registration system:
    - i) Surnames, other names and married names;
    - ii) Residential address at the time of registration;
    - iii) Photograph of the eligible voter;
    - iv) Fingerprint of the eligible voter;
    - v) Date of Birth;
    - vi) Occupation;
    - vii) Marital Status; and
    - viii) Registration for both national and municipal elections.

## **4.0 Application Information**

4.1 The expression of interest must include the following information:

- a) Full contact details of the Applicant;
- b) Ability to meet the set deadline of registration, that is, 1 January 2012 to 30 June 2012;
- c) Experience in electronic voter registration;
- d) Success in use of electronic voter registration;
- e) Security and System design concepts;
- f) Ability to establish a centralized and computerized nationwide voter registration system to facilitate both national and municipal elections;
- g) Ability to establish a system that accurately captures biometric data such as fingerprints and photographs;
- h) Total cost of registration; and
- i) Ability to work with the Office of the Supervisor of Elections.

## **5.0 Ownership and Intellectual Property**

5.1 Following payment of service, the Applicant agrees that the Fijian Government shall acquire ownership of all documents and materials (both hard copy and soft copy) produced during the service period.

5.2 The Fijian Government will also have access to the source code.