

INDEPENDENT ELECTORAL COMMISSION



REQUEST FOR EXPRESSION OF INTEREST ADVERTMENT

CONSULTING SERVICES: INDIVIDUAL CONSULTANT (IC) SELECTION

ASSIGNMENT TITLE: REVIEW OF FUNCTIONAL PROCESSES

REFERENCE NO: IEC/ROI/2

Independent Electoral Commission received funds from Government of Lesotho to implement its Constitutional Mandate and intends to apply part of funds for consulting services.

Independent Electoral Commission now invites interested individuals to submit their proposal. Interested individuals should provide information demonstrating that they have the required qualifications and relevant experience for the consultancy services.

The selection criteria will be based on the following amongst others:

- At least a Master's degree in Information Systems, Computer Science, Information Technology, Software Engineering, Business Information Systems, Information Systems Audit, Management Information and Business Process Management.
- A minimum of 10 years' professional experience in auditing information systems, ICT governance, business systems analysis, IT audit, or enterprise systems.
- A minimum of 5-10 years relevant experience in review of functional processes in the form of Purchase Order or Contracts from three companies.
- At least 5 years' experience in reviewing, evaluating, or implementing functional business processes supported by information systems.
- Demonstrated experience in conducting system functionality reviews, business process assessments, or ICT governance reviews.
- The Consultant must have successfully completed **at least three (3) similar assignments** within the last **seven (7) years**, involving one or more of the following
 - Electoral Management Information Systems (EMIS).
 - Voter Registration Systems.
 - Civil Registration and Vital Statistics (CRVS) systems.

- National Identity Management Systems.
- Population Registers.
- The consultant should demonstrate:
 - Experience auditing Electoral Management Systems.
 - Certified Information Systems Auditor (CISA).
 - Certified Information Security Manager (CISM).
 - Knowledge of biometric voter registration systems
 - Attach Valid and Relevant Trader's License/Business Identity Card and Valid and Relevant Tax Clearance.

The complete Terms of Reference (TOR) for this consultancy services can be obtained at Procurement Unit, Election House, Second floor.

Interested Candidates are required to submit their Expression of Interest (EOI) and Curriculum Vitae (CV) together with certified educational certificates and professional.

A candidate will be selected in accordance with Individual Consultant Selection method set out in Public Procurement Act 2023.

For further information can be obtained at Procurement Unit, Election House, Second Floor during office hours from 9:00 am to 16:00pm local time.

Expressions of Interest must be delivered in written form and be in sealed envelopes labelled **“Consultancy Services for Review of Functional Processes”** to the address below on or before 2nd September 2026. The submissions must be deposited in the Tender Box located at: Ground Floor

Election House

Corner Maluti and Caledon Road

Maseru East

P.O.Box 12698

Maseru 100

Lesotho

Telephone: (+266) 22314991

Email: procurement@iec.org.ls

Anticipated Duration or timeframe:

The assignment is estimated to last for a period of 6 weeks

NB: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED