



## **INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

### **REQUEST FOR CVs TENDER REFERENCE NO. 258-17/13**

Project Name: IDEA/AUC Joint Activity Plan  
Assignment Name: Programme Officer

#### **Section 1. General Information**

1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 29 member states across all continents, which aims to support sustainable democracy world-wide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

1.2 The Institute now seeks to engage a consultant/s as Programme Officer, within the AUC, Department of Political Affairs (DPA), who will lead the implementation of IDEA projects and activities with the DPA. It is intended initially that the engagement is for one consultant but subject to future funding there may be a requirement for additional consultants.

1.3 Tentative timeframe: It is anticipated that the services will be for a one year period, with an option for renewal.

1.4 Estimated input: *The work will be undertaken on a full-time basis.*

1.5 Language: The official languages for the contract, reports and any other documents in relation to the assignment is English and French.

#### **Section 2. Preparation of CVs**

2.1 Language: CVs shall be written in English.

2.2 Required experience:

- A minimum of 6 years relevant working experience in the area of good governance, policy, research, analysis democracy, human rights and high level policy engagement
- Knowledge of the African Union is essential, especially in the area of democratic governance, preventive diplomacy, elections, research and analysis
- Relevant working knowledge of governments, NGOs and multi-lateral institutions on issues of democracy, elections and governance
- Be able to demonstrate knowledge and sound judgment and understand the structure and hierarchy of AU and how process flows throughout the organization
- Knowledge of democracy and political situations across several countries in Africa – comparative political experience would be an added advantage



- Practical research and analysis experience demonstrated with evidence.

2.3 The CVs should provide information on the qualifications of the consultant, his/her general track record and previous specific experience in similar assignments.

### **Section 3. Submission of CVs**

3.1 The CVs should be submitted in electronic format by e-mail.

3.2. The email address for submission is: **tendersubmissions@idea.int**.

3.3 The CVs must be submitted **on or before 28th February 2017 at 17h00 (EAT)**.. Late submissions will not be considered for evaluation.

3.4 CVs being submitted by email must state the following text in the subject field: **Tender No. 258-17/13 (CV) – Do not open before 28th February 2017 at 17h00 (EAT)**.

### **Section 4. Evaluation of CVs**

4.1 The CVs will be evaluated and scored against the following criteria with respective corresponding weights:

- (i) *General qualifications, skills and experience (maximum score 30)*
- (ii) *Specific qualifications relevant to the assignment, including institutional development (maximum score 30)*
- (iii) *Specific professional experience in the field of the assignment (maximum score 40)*

The maximum final score is 100 points.

International IDEA has the right to shortlist a number of consultants for interview.

4.2 The consultant securing the highest final score will be invited to negotiate the contract. If negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail, the second ranked consultant will be invited to negotiations in that order.

### **Section 5. Final Considerations**

5.1 International IDEA will not be bound to select any of the consultants.

5.2 The following documents are enclosed with this Request for CVs:

- Tender Notice
- Terms of Reference

5.3 Clarifications may be requested via email no later than 7 days prior to the submission deadline at **[tender@idea.int](mailto:tender@idea.int)**. Note a response to a request for clarifications will be issued to all tenderers on our website **<http://www.idea.int/about-us/procurement-and-tenders>**.. Therefore tending individuals are advised to check the website regularly during the process.



5.4 Both the successful and unsuccessful Bidders will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspects of the tender process should be addressed in writing to both the Internal Auditor and Director of Corporate Services of International IDEA. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int)