

**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: 2022-09-019

Assignment Name: Editing and proofreading of International IDEA publications and communications material

Project Name: Publications and Communications

**Deadline for Submissions:**Proposals must be submitted on or before 23:59 (CET), **15 January 2023***.* Late submissions will not be considered for evaluation.

**Address for Submissions:**E-mail: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)

This email address is set up with auto-response to acknowledge emails received. In the event that you did not receive an autoreply, please send a text message (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number +**46725375735**. In your text message, please provide the following:

* Tender reference no. and title
* Email address you used for submission
* Date and Time, you sent your submission (e.g. 14 December 2022, **12:30 CET**)

**Format for Submissions**:Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly. **Price should not be mentioned in the Technical Proposal.**

**The following text should be put in the subject field of the email:**

Tender No. 2022-09-019*.*  Technical and Financial Proposals – Do not open before 23:59 (CET), 15 January 2023*.*

***Email Address for Clarifications*:** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via email no later than 8 January 2023 at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore, tenderers are advised to check the website regularly during the process. Please note our Stockholm Headquarters Office will be closed 26 through 30 December 2022 during which time we will not be able to respond to any requests for clarifications.

**Note:** There are two different email addresses as outlined above, one to be used for Submission of your final proposal and the second one to be used for clarifications and other related correspondence.

**REQUEST FOR PROPOSALS**

**Section 1 General Information**

* 1. The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 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, International IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at international, regional and national level, cooperating with a range of organizations.
  2. International IDEA now invites proposals from qualified consultants (firms, organizations, individuals) for *editing and proofreading of International IDEA publications and communications material.* The services include four main categories of editing services in the English language*:* developmental/substantive editing; copyediting; light copyediting; and proofreading of International IDEA’s publications and communications material (including material for International IDEA’s website). It is intended to establish a pool of Providers with Framework Contracts from whom International IDEA can invite quotations to undertake various assignments. It is anticipated that International IDEA may include contractors that can provide either one or both of the required areas of services. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
  3. The *Editorial Guidelines 2022* for International IDEA publications are attached as an information guide to prospective tenderers.
  4. International IDEA does not guarantee any minimum quantity of work or exclusive engagement of a successful tenderer.
  5. This assignment will be governed by International IDEA’s General Terms (attached to this Request for Proposals and available on the Institute’s website at <http://www.idea.int/about-us/procurement-and-tenders>).
  6. Tentative timeframe: It is anticipated that the services will commence in February 2023for an initial period of one (1) year, with the option of renewing the Framework Contract up to a total maximum period of five (5) years, according to the period stipulated in the Framework Contract (initial period until long stop subject to the renewal clause(s)).

**Section 2 Preparation of Proposals**

**Essential Requirements**

* 1. Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is British English.
  2. Estimated input: The frequency of service requests will depend on the publications plan and communications activities of International IDEA.
  3. Required experience: (a) must have experience and qualifications in developmental/substantive editing, copyediting or proofreading; (b) have at least five years’ experience providing the services required to medium/large organizations; and (c) be financially stable.
  4. The proposal should provide the following information:

1. A brief description of the company/organization and an outline of recent experience on assignments of a similar nature. This description should include such information as: size; number of staff; numbers and types of clients; age of company; location; geographical network and scope of operations.
2. A description of relevant experience of working on similar contracts as the one required by International IDEA. There should be a specification of which areas of International IDEA’s work the Bidder is most familiar with (electoral processes, constitution-building processes, money-in-politics, climate change and democracy, parliamentary support, gender, democratic transitions). This should include the name and size of three such clients.
3. Test file based on the instruction in **Annex C: Test for editing and proofreading services**. The Bidder shall include the test file for **one** category of service even if they will be able to provide all four services (based on the scope of services in Section 2 of the Terms of Reference).
4. Name and contact details (including email addresses and telephone numbers) of three (3) clients as references.
5. Sample of previous editing/proofreading assignments, showing tracked changes, shall be provided (maximum **one** sample of four pages and **only in electronic format**).
6. Specification of which categories of services the Consultant/Company will be able to provide (based on the scope of services in Section 2 of the Terms of Reference).
7. Opening/available hours of the Consultant/Company and indicate any expected closure hours during the year.
8. Standard delivery time shall be specified in Annex A – the matrix for submitting prices for each type of services specified in the Terms of Reference.
9. The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference.
10. The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment.
11. CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments.

**Financial Proposal**

* 1. The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur.
  2. The financial proposal **must be prepared using Annex A**: **Matrix for submitting prices** which forms part of the tender documents. The proposal must be costed in Euros (EUR).
  3. Note there are four categories of services to be costed for in the Price Matrix.

The price for the different services detailed in the matrix for submitting prices should be quoted **including VAT and/or taxes if applicable**. The assessment of financial offer will be based on this price you will put in this bid.

International IDEA is not tax exempt and does not have a VAT number. The Bidder must act in accordance with their country’s tax laws as it relates to providing services to non-resident organizations. The Bidder shall be responsible for his or her own tax obligations as per the laws of the respective country.

* 1. **Duration of fee rates**: Please note that the unit fee rates are expected to remain fixed for the initial one-year contract duration, after which minor revisions can be negotiated.

**Section 3 Submission of Proposals**

* 1. Proposals should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. The full details on how to submit proposals is under Tender Notice at the beginning of this document.
  2. **Please note incomplete submission of proposals (i.e. not including technical requirement files (i) to (xi) and the Financial Proposal) will not be considered for evaluation**.
  3. Please note that a completed and signed Declaration of Honour Form must be submitted as a separate document along with your Technical and Financial Proposal.

1. For individual Service Providers:

Please leave the following section (see below excerpt for ease of reference) in the Form blank if you are a natural person (not a legal person/firm/organization):

|  |  |  |
| --- | --- | --- |
| **Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person** | YES | NO |
| Situation (c) above (grave professional misconduct) |  |  |
| Situation (d) above (fraud, corruption or other criminal offence) |  |  |
| Situation (e) above (significant deficiencies in performance of a contract ) |  |  |
| Situation (f) above (irregularity) |  |  |

1. For all Bidders:

Please note that in Section 3 of the Form (please see below excerpt for ease of reference), **in the absence of conflict of interest, this section should be marked Yes**.

|  |  |  |
| --- | --- | --- |
| **(3) declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed** | | |
| **Selection criteria** | YES | NO |
| 1. no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months precedending the submission of the bid. |  |  |
| 1. no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months precedending the submission of the bid. |  |  |
| 1. no Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder. |  |  |

* 1. Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. During this period, the Bidders are expected to keep available the professional staff proposed for the assignment. In the event there should be any (unexpected) delays, International IDEA will treat proposals as valid until the tender process and evaluation of proposals has been completed.

**Section 4 Evaluation of Proposals**

**Technical Evaluation:**

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

1. *Scope and quality of test assignment (maximum 28 points).*

*Developmental editing*

*(overall advice on text and edits provided: 28 pts)*

*Copyediting*

*(language edits: 7 pts)*

*(fact checking and other queries: 7 pts)*

*(adherence to International IDEA’s Editorial Guidelines: 7 pts)*

*(formatting of references: 7 pts)*

*Light copyediting*

*(language edits: 7 pts)*

*(fact checking and other queries: 7 pts)*

*(adherence to International IDEA’s Editorial Guidelines: 7 pts)*

*(formatting of references: 7 pts)*

*Proofreading*

*(spelling and grammar check: 7 pts)*

*(fact checking and other queries: 7 pts)*

*(adherence to International IDEA’s Editorial Guidelines: 7 pts)*

*(formatting of references: 7 pts)*

1. *Scope and quality of sample: (maximum 12 pts)*
2. *Experience of the Contractor (maximum 24 points):*

*Experience in relevant sectors subjects as specified in the proposal (maximum 24 points):*

*General (i.e. political science, international relations, peace- and conflict studies) (10 pts)*

*Specific (maximum 14 pts)*

(Electoral processes: 2 pts)  
(Constitution-building processes: 2 pts)  
(Parliamentary support: 2 pts)  
(Gender: 2 pts)  
(Democratic transitions: 2 pts)

(Money-in-politics: 2 pts)

(Climate change and democracy: 2 pts)

*(iii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference (maximum 20 points).*

*(Quality control mechanisms: 10 points)*

*(Summary Style sheet of general issues provided for each assignment: 10 pts)*

*(iv) Qualifications and experience of the key staff proposed to perform the assignment (maximum 10 points).*

*(Qualifications (academic and other): 5 pts)*

*(Experience (no. of years): 5 pts)*

*(v) Standard service delivery time (maximum 6 points);*

The maximum technical score (T) is 100 points.

**Financial Evaluation:**

* 1. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.
  2. The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price **(E). The exchange rate is the International IDEA monthly exchange rate.**
  3. The currency used for evaluation is EURO.
  4. The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (Em) will be given a financial score (Fm) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

F = 100 x Em/E, where: Em is the lowest evaluation price, and

E is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

* 1. The final consolidated scores (S) will be computed by applying the formula:

S = t x T + f x F, where: t is the weight given to the technical score

f is the weight given to the financial score

* 1. The weights given to the technical and financial scores are:

t = 80%

f = 20%

Note the minimum passing score in the technical evaluation is 70. Only proposals of 70 and above will be considered for financial evaluation.

* 1. The consultants ranked highest will be invited to negotiate the contract and if negotiations are successful the selected consultants will be awarded a Framework Contract. As stated under 1.2, International IDEA intends to establish a pool of Providers for editing and proofreading services.
  2. International IDEA reserves the right during the negotiation stage to vary at the time of award of contract, the quantity of services and/or goods, or scope of work by up to a maximum of twenty-five per cent (25%) of the original TOR. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.

**Section 5 Final Considerations**

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

* 1. The following documents are enclosed with this Request for Proposals:

Annex A: Price Matrix for Submitting Financial Proposal

Annex B: Terms of Reference

Annex C: Test for editing and proofreading services

Other relevant documents:

International IDEA’s General Terms

International IDEA Editorial Guidelines 2022

Annex D2.1: Declaration on honour on exclusion criteria and selection criteria for tenders

* 1. Further information on International IDEA may be found on our website <http://www.idea.int/>.
  2. Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

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