



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

### **ANNEX B**

#### **TO THE EXPRESSION OF INTEREST REFERENCE NO 258-20/36**

#### **TERMS OF REFERENCE**

##### 1. Background

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. It has 33 Member States which are all democracies and provide both political and financial support to the work of the Institute. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops knowledge products and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

The Institute's work is organized at global, regional and country level. The organization's headquarters (HQ) are based in Stockholm, Sweden and it has regional and country offices in the following locations: Chile, Bolivia, Mexico, Panama, Paraguay, Peru, Ethiopia, Kenya, Mozambique, Tunisia, Australia, Nepal, Myanmar and The Netherlands. It has representative offices in Brussels and New York and it also implements activities in a number of other countries in cooperation with locally based partners.

The work of International IDEA is focused around four main thematic areas of expertise which are: constitutional building processes; electoral processes; parliaments; and democracy assessment. It also addresses the cross-cutting theme of inclusion and conflict-sensitivity throughout its programmes.

International IDEA's headquarters is in Stockholm, Sweden, with further offices across the world. The staff is comprised of programme, technical and operational support experts. In addition, the Institute regularly engages external experts to supplement/complement its staff in carrying out specific programme activities.

##### 2. Objectives of the Assignment

The Institute now wishes to engage a number of (individual) qualified experts for its global work on constitution building under framework contract agreements.

##### 3. Scope of Work

The Experts will be required to provide a range of key services in relation to International IDEA's Constitution Building work. International IDEA began supporting constitutional reform processes in 2004. Based on this initial work the Institute recognized the growing importance of

constitutional reform in the wider process of democracy building. In 2006 International IDEA became the first organization to establish a specialized unit to focus exclusively on constitutional processes. Over the last fifteen years the Constitution Building Programme (CBP) has become a global think-tank leader and provider of technical expertise in the field of constitution building. Typical assignments for experts contracted to work with this Programme would involve the following type of activities:

#### **Typical Assignments:**

- provision of technical advice to national stakeholders engaged in constitution building processes;
- participation or facilitation at CBP events;
- carrying out research and analysis (as required);
- provision of advice and feedback in the development of the CBP Programme and its outputs;
- provision of advice on best practices and current trends in the field of constitutional building.

Beyond the typical assignments listed above, CBP is particularly (though not exclusively) interested in receiving applications from comparative constitutional experts with a regional expertise in Latin America, Eastern Europe and Central Asia, and Francophone Africa.

#### **Essential Requirements:**

- PhD in Constitutional law, Comparative Politics, Political Theory or related field;
- Minimum of ten to twenty (10-20) years of relevant experience within a given region or in a wide range of country contexts;
- Demonstrated experience in providing technical assistance to political leaders engaged in constitution building;
- Recognized as a global and/or regional expert in the field of comparative constitutional design and/or constitution building processes;
- Excellent written and oral command of the English language; for regional experts, perfect written and oral command of either Spanish, Russian or French.
- Demonstrated existing network in the field of constitution building;
- Registered as a member of ConstitutionNet ([www.constitutionnet.org](http://www.constitutionnet.org))

#### **Evaluation Criteria:**

##### Technical

- Demonstrated level of scholarship and professional experience in providing technical assistance in different jurisdictions (**maximum score 40**) (1-10 relevant years of experience: 15 points; 11-20 years: 30 points; more than 20 years: 40 points)*
- Experience working with International Organisations (**maximum score 40**) (1-5 years: 15 points; 6-10 years: 30 points; more than 10 years: 40 points);*
- Flexibility in terms of availability (**maximum score 20**);*

Please note that the total technical score is 100 pts. The **minimum passing score is 60 pts**. Proposals with 60 pts and above will be the only ones considered for the financial evaluation.

**Financial Proposal:**

The price broken down into daily fee inclusive of all taxes (showing unit rates and input).

**Financial Evaluation:**

- (i) 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.
- (ii) The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price (**E**). **The exchange rate is the IDEA monthly exchange rate.**
- (iii) The currency used for evaluation is EURO.
- (iv) The financial scores (F) will be computed as follows:

The lowest evaluation price proposal ( $E_m$ ) will be given a financial score ( $F_m$ ) of 100 points.

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

$$F = 100 \times E_m/E, \text{ where: } E_m \text{ is the lowest evaluation price, and}$$

$E$  is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

- (v) The final consolidated scores (S) will be computed by applying the formula:

$$S = t \times T + f \times F, \quad \text{where: } t \text{ is the weight given to the technical score}$$

$f$  is the weight given to the financial score

- (vi) The weights given to the technical and financial scores are:

$$t = [80\%]$$

$$f = [20\%]$$

4. Timeframe

It is envisaged that the framework contracts signed with the selected candidates would initially be for a duration of one year with the possibility of extending for further periods up to a maximum of five years.

5. Deliverables and Reporting Requirements

The Head of the Constitution Building Programme will agree specific assignments with the Contractor which will be formalized in a Service Order. Deliverables and reporting will be specified in the Terms of Reference (TOR) for the specific assignment. Please note that a framework contract does not guarantee a specific number of service orders/assignments.

6. Management and Organisation

Assignments will be managed by the Head of the Constitution Building Programme or by his/her delegate.