



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX B

TO THE CONTRACT NO. 2021-06-007

TERMS OF REFERENCE

Local Transportation Services in Tunisia

Project "Supporting the application of Article 49 and proportionality in Tunisia"

1. **Background**

The International Institute for Democracy and Electoral Assistance (International IDEA) is an international inter-governmental organization with 33-member states, including the Federal Republic of Germany, and over 25 years of experience of supporting sustainable democracy worldwide. Based in Stockholm, International IDEA has offices in the EU, Africa, Asia and the Pacific and Latin America and the Caribbean. IDEA has been active in Tunisia since 2008, when it implemented a number of activities within the context of a project entitled 'Women and Politics in the Arab World'. Since 2011, IDEA provided technical support to the Tunisian transition, including to the Constituent Assembly. IDEA's technical support was mainly delivered directly, but was also sometimes delivered in cooperation with the United Nations and with other organisations. IDEA was formally established in Tunisia in 2013 through the signature of a host-country agreement with the Tunisian state.

In 2014, Tunisia incorporated a limitation clause in its new constitution. The clause imposes a number of requirements that must be followed by state institutions when they seek to limit basic rights and freedoms, including that all limitations on rights should respect the principle of proportionality. The limitation clause should have led to sweeping changes in the work of key state institutions, including the courts, government ministries and others.

Starting in March 2019, International IDEA has intensified its efforts in that regard by implementing a two-year project, funded by the Germany's Federal Foreign Office, that is specifically dedicated to promoting a deeper awareness of how the 2014 Constitution in general and Article 49 in particular change the framework for the protection of fundamental rights. Eight practical manuals were produced for this purpose and were dedicated to professionals and representatives of the legislative, executive, judicial and local powers, to Independent Public Bodies and civil society actors. IDEA has been able to achieve progress in raising awareness and providing support to various stakeholders in the field of rights and freedoms.

To capitalise on these achievements and provide further assistance to different institutions, IDEA has initiated a new two-year project (the project) which aims to better enable these institutions to fully understand and implement the principle of proportionality. Thus, International IDEA will hold several events and activities throughout the Tunisian territory.

In order to provide effective, efficient and safe transportation services to the visitors, experts, participants and staff, International IDEA-Tunis Office is interested to contract a company, a travel agency or individuals who will be requested to provide transportation services to International IDEA.

This includes provision of buses, minibuses and small cars with drivers for the different requested transfers during the planned activities, meetings and workshops.

International IDEA having observed the opportunity to leverage on available expertise has decided to pool resources together and establish Long Term Framework contracts to facilitate the efficient handling of events and to obtain best unit rates and quality from the tenderers.

This Long-Term Framework contract aim to achieve cost efficiency from economies of scale, timeliness, and outstanding quality of service.

2. **Objectives of the Assignment**

This arrangement will facilitate the implementation of Project Article 49 activities by ensuring the timely engagement of providers and provision of quality services. Long-Term Framework contract with qualified providers (Company/Travel agency) would cover the provision of transportation services hereafter referred to as "Transportation Services".

The institution(s) which will be engaged through a competitive process shall provide the services for two years on a fixed price basis. The Long-Term Framework contract for the various categories of services, when agreed on by the International IDEA shall be fixed for 24 months from the date of the Long-Term Framework contract signature.

3. **Description of the assignment**

The successful tenderer shall provide full, prompt, accurate and safe transportation services to International IDEA, in accordance with the International IDEA policies, procedures and guidelines. Transportation services, as referred to in this TOR, shall apply to all the events, meetings and arrangements to be organized by International IDEA in the different governorates of Tunisia for official purposes which include, but not limited, to the following:

- 20 Seats Bus
- 15 Seats Bus
- 9 Seats Minibus
- 4 Seats Car

4. **Qualification and requirements**

- A brief description of the company / Travel Agency : Company's profile and portfolio
- Administrative file including: an extract from the trade register or equivalent, the current VAT and tax clearance certificates
- The provider (Company/Travel agency) shall have a relevant experience in the field of rental of means of transportation with drivers.
- CVs of the Manager (the owner of the company) and other proposed professional staff (the focal point);
- List and photos of vehicles, buses and minibus offered by the provider with mention of the year of circulation, manufacturer and seats;
- Financial proposal specifying the daily unit rental fee in TND including all taxes.

5. **Submission and deadline** Please refer to the Tender Notice - Reference No: **2021-06-007**