



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

### **TENDER NOTICE.**

**Tender Reference No: 2026-01-083**

**Assignment Name:** Communication and Media Support services to International IDEA offices in Nigeria.

**Project Name:** All applicable projects in Nigeria

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET) **28<sup>th</sup> of February 2026**  
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. If 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., November 26, 2025, **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:**

**Technical and Financial Proposals – Do not open before 23:59 CET  
(Tender 2026-01-083) 28<sup>th</sup> of February 2026.**

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

Clarifications may be requested via e-mail no later than **16<sup>th</sup> of February 2026** 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.

**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, 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. International IDEA now invites proposals from qualified service providers (Individuals/firms and organizations) for the provision of **Communication and Media Support services in Nigeria**.
2. International IDEA intends to procure Communication and Media Support Services across all locations where it implements projects in Nigeria. The required services include but are not limited to media services; event management; film and drama production; animation; videography and photography; Sign Language Interpretation (SLI) services; and Event Rapporteur services. A detailed description of the assignment is provided in the Terms of reference.
3. **Tentative timeframe:** It is anticipated that the services will commence in the first quarter of **2026**, for a maximum period of five (5) years, subject to funding availability, vendor performance and other relevant factors.

### Section 2 Preparation of Proposals

- 2.1 **Language:** The official language for the proposal, contracts, reports and any other documents in relation to the assignment is English.
- 2.2 **Mandatory Requirements:**  
To be considered for technical and financial evaluation, Service providers must meet the following mandatory requirements:
  - 2.2.1 All Professional Qualifications as applicable to the lots:**
    1. Applicants must have at least five (5) years working experience.
  - 2.2.2 All Legal and Regulatory Compliance below:**
    1. Corporate applicants must be duly registered entities and comply with the provisions of the Companies and Allied Matters Act (CAMA) 2020.
    2. All individual applicants must possess a valid means of identification (government-issued), such as a Driver's Licence, National Identity Card, or International Passport.
    3. Both individuals and corporate applicants should have Tax Clearance Certificate (TCC), Tax Identification Number (TIN), and Value Added Tax (VAT) Certificate.

## Financial Proposal

- 2.3 Please use the enclosed Pricing Schedule to prepare your financial proposal. Your proposal should include an all-inclusive cost for each Lot, clearly stating the daily consultancy fee rate. The daily rate must cover all administrative, logistics and professional fees. Kindly adhere strictly to the format provided in the Pricing Schedule to enable a like-for-like comparison across all bidders.
- 2.4 International IDEA is not tax exempt and does not have VAT number. The Bidder must act in accordance with their country's tax laws as it relates to providing services/goods to the customers/clients. The Bidder shall be responsible for their own tax obligations as per laws of the respective country.
- 2.5 The assessment of the financial offer will be based on the price indicated in the bidder's financial proposal.

## Declaration of Honour Form

- 2.6 Please tick YES/NO as applicable. Please complete the form and submit it together with Technical and Financial Proposal.

**In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section 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
(a) 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 preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(b) 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 preceding the submission of the bid	<input type="checkbox"/>	<input type="checkbox"/>
(c) No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder	<input type="checkbox"/>	<input type="checkbox"/>

## Section 3 Submission of proposals.

- 3.1 The documents can be sent as a PDF-file or a Word-file. Please specify and submit each mandatory technical requirement listed under Section 2.2 (2.2.1-2.2.2) as a separate and duly marked file. All large files should be submitted in separate emails, duly labelled (email 1 of 2 etc., as relevant).
- 3.2 Proposals must be submitted as separate files and clearly marked accordingly. Full details on submission requirements are provided under the section Format for Submission of this Tender Notice at the beginning of this document. Please note that the Technical Proposal should include all information outlined in Section 4 of this Tender Notice.
- 3.3 Proposals must remain valid for at least 60 days following the deadline for their submission stated under the Tender Notice. During this period, the Service providers are expected to keep available the professional staff proposed for the assignment.

## Section 4      Evaluation of CVs and supporting statement.

### 4.1 Technical Evaluation:

- 1) Both individuals and corporate applicants must clearly indicate, in their submission, the location applied for and demonstrate the existence of an office in that location, as evidenced in their company profile or curriculum vitae (CV). This means a verifiable address must be submitted. This will be checked by the International IDEA team.
- 2) **Individuals applying can only apply to Lots 2, 4, 6 and 7; however corporate applicants can apply for all Lots.**
- 3) The technical proposals from individuals and organisations will be evaluated and scored against the following technical criteria with respective corresponding weights.

#### Lot 1: Media Services.

Criteria	Evidence Required	Scoring Guide
Media Coordination	<p>Portfolio showing 5 years of media coordination, including TV interviews.</p> <p><b><i>Only documented and verifiable experience shall be scored. Assertions without supporting evidence shall not be considered. Failure to demonstrate at least five (5) years of relevant experience will result in a score of zero (0) under this criterion.</i></b></p> <p><b><i>•5 years' experience with clear evidence – 10 points</i></b></p> <p><b><i>•TV interview coordination experience demonstrated – 10 points</i></b></p>	20 points-10 points each.
Event Coverage	At least four (4) Published media clippings from national dailies.	20 points-5 points each.
Communication Planning	At least two (2) Samples of press briefings/scripts;	20 points-10 points each.
Reporting	At least two (2) Samples of event reports/articles	20 points-10 points each.
Stakeholder Engagement	At least two reference letters/Testimonials speaking to Media buying services.	20 points-10 points each.

## Lot 2: Videography and Photography

Criteria	Evidence Required	Scoring Guide
Media Reporting	At least two(2) Samples of post-event media reports	20 points- <b>10 points each.</b>
Photography	<p>Portfolio demonstrating professional event photography experience, with high-quality photographs from relevant events, supported by verifiable evidence.</p> <ul style="list-style-type: none"> <li>• <i>Photos demonstrate coverage of relevant events (e.g. conferences, workshops, official meetings, high-level events, field activities) 5 points</i></li> <li>• <i>Photos demonstrate professional standards (sharp focus, proper exposure, composition, lighting, and colour balance) 6 points</i></li> <li>• <i>photos show a range of shots (wide, medium, close-ups) capturing key moments, participants, and context. 5 points</i></li> <li>• <i>Photos are clearly labelled (event name, date, location), well organized, and verifiable. 4 points</i></li> </ul>	20 points
Videography	At least two (2) Samples of edited videos, including 3-min mashups	20 points- <b>10 points each.</b>
Video Production	At least two (2) Clips of participant interviews or highlight reels	20 points- <b>10 points each.</b>
Technical Proficiency	<p>List of equipment/software used.</p> <ul style="list-style-type: none"> <li>• <i>Equipment listed is appropriate for the assignment (e.g. professional cameras, lenses, lighting, audio, accessories) 6 points</i></li> <li>• <i>Software listed is appropriate and industry-standard (e.g. photo editing, video editing, media management tools) 6 points</i></li> <li>• <i>Equipment and software listed are sufficient to deliver the scope and quality required. 4 points</i></li> <li>• <i>List is clearly presented, specifying brand/model and software versions/licenses where applicable. 4 points</i></li> </ul>	20 points

### Lot 3: Event Management

Criteria	Evidence Required	Scoring Guide
Virtual Participation	At least four (4) Documentation of virtual events supported (screenshots, reports)	20 points-5 <b>points each.</b>
Technical Setup	At least four (4) instances in your Portfolio of lighting/sound setups for large events	20 points-5 <b>points each.</b>
Digital Boards	4 Links to Photos/specs of LED HD boards used in past events	20 points-5 <b>points each.</b>
Venue Setup	4 Link to Photos of venue decoration, stage setup, banners used at events.	20 points-5 <b>points each.</b>
Event Coordination and Presentation Management	At least one reference letter/testimonial speaking to registration and ushering support. At least one reference letter/testimonial speaking to backend support for presentations	20 points-10 <b>points each.</b>

### Lot 4: Animation

Criteria	Evidence Required	Scoring Guide
Animation Production	Three Links to animated videos developed for previous clients.	30 points-10 <b>points each.</b>
Collaboration	At least two reference letters/Testimonials speaking to teamwork collaboration with customers.	20 points-10 <b>points each.</b>
Script Development	At least four (4) Samples of animation scripts corresponding to the links above on animated videos.	40 points-10 <b>points each.</b>
Data Protection	Submission of a clear and verifiable statement demonstrating compliance with applicable data protection and privacy policies relevant to the assignment.	10 points

#### Lot 5: Documentary, Film and Drama

Criteria	Evidence Required	Scoring Guide
Script Development	At least two (2) Samples of scripts used for previous clients.	30 points- <b>15 points each.</b>
Production Equipment	List/specs of equipment used to demonstrate experience providing high-quality production equipment for film projects. <ul style="list-style-type: none"> <li>• <i>Equipment listed is appropriate for the assignment (e.g. professional cameras, lenses, lighting, audio, accessories)</i> <b>6 points</b></li> <li>• <i>Software listed is appropriate and industry-standard (e.g. photo editing, video editing, media management tools)</i> <b>6 points</b></li> <li>• <i>List is clearly presented, specifying brand/model and software versions/licenses where applicable.</i> <b>8 points</b></li> </ul>	20 points
Documentary Production	Two Links to completed documentaries/films corresponding to scripts done for previous clients above.	30 points- <b>15 points each</b>
Timely Delivery	Evidence of timely delivery (project timelines, client feedback) At least two letters of reference speaking to timely delivery	20 points- <b>10 points each</b>

#### Lot 6: Sign Language Interpretation (SLI) Services

Criteria	Evidence Required	Scoring Guide
Professional Certification & Language Proficiency	Valid interpreter certification/credentials (e.g., recognised sign language training institution or professional association). At least two independent reference letters attesting to quality and accuracy of interpretation.	40 points-(13.3 points each)
Relevant Experience and Sector Familiarity	Copies of two (2) contracts of recent SLI assignments (last 24–36 months), including formal settings (conferences, courts, public events, broadcasts, trainings). - At least one sample video (or link) demonstrating interpretation in a live setting (with consent).	40 points-(13.3 points each)

Criteria	Evidence Required	Scoring Guide
Timely Delivery	Evidence of timely delivery (client feedback) At least two letters of reference speaking to timely delivery	20 points-(10 points each)

#### **Lot 7: Event Rapporteurs**

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Event Reporting	- At least one Copy of previous contract or service order for similar assignments. - At least two (2) reference letters from past clients.	40 points-(13.3 points each)
Technical Writing and Analytical Skills	- At least two (2) Samples of previous event reports (with consent).	40 points-(20 points each).
Personnel Qualifications	- CV(s) of proposed rapporteur(s). - Academic qualifications (minimum bachelor's degree in social sciences, Law, Communications, or related field).	20 points-(10 points each)

**A candidate must have a minimum aggregate technical score of 60 points to progress to the financial Evaluation. The maximum technical score (T) is 100 points.**

#### **Financial Evaluation:**

4.2. 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.

4.3 The currency used for evaluation is Naira.

4.4 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:

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

E is the evaluation price of the proposal under consideration.

#### **Consolidated Technical and Financial Score:**

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

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

f is the weight given to the financial score

4.6 The weights given to the technical and financial scores are:

t = 70%

f = 30%

4.7 The service provider ranked highest will be invited to negotiate the contract and if negotiations are successful the selected service provider will be awarded the contract. Should the negotiations fail; the second ranked service provider will be invited to negotiations.

4.8 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.

4.9 International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future work related to this initial assignment. This will depend on satisfactory delivery of the tender assignment.

## **Section 5      Final Considerations**

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

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

- 1) Terms of Reference
- 2) Price Schedule
- 3) Declaration of Honour
- 4) General Terms and conditions.

5.3. Further information on International IDEA may be found on our website <http://www.idea.int/>

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 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)