



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: **2025-04-068**

Assignment Name: ***Seconded Political and Electoral Expert to the African Union – In Addis Ababa, Ethiopia***

Project Name: *Strengthening Pan-African Capacities for Electoral Observation and Assistance (SPEC)*

Deadline for Submissions: Proposals must be submitted **on or before 23:59 (CET), 6 June 2025**. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: 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 prior to the deadline for submission (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number **+46725375735**. In your text message, please provide the following:

- 2025-04-068 Seconded Political and Electoral Expert to the African Union
- Email address you used for submission
- Date and Time, you sent your submission (e.g. 01 December 2021, **12:30 CET**)
- Please also send the above information to tender@idea.int before the deadline for submission.

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. **2025-04-068** Technical and Financial Proposals – Do not open before **23:59 (CET), 6 June 2025**.

Email Address for Clarifications: E-mail: tender@idea.int

Clarifications may be requested via e-mail no later than **23:59 (CET), 28 May** 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

- 1.1 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.
- 1.2 International IDEA now invites proposals from qualified individuals for the assignment: ***Seconded Political and Electoral Expert to the African Union***. The services include *technical and advisory support, research, analysis, electoral assessment and electoral technical assistance*. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 Tentative timeframe: It is anticipated that the services will commence on 1 July 2025, and they will have to be completed before 31 December 2026.

Section 2 Preparation of Proposals

Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Estimated input: *18 months*
- 2.3 Required experience and qualifications:
 - 2.3.1 Advanced university degree (master's degree or equivalent) in Electoral studies, Political Science, International Relations, Social Sciences, Law, Human Rights, Public Administration, or a related field.
 - 2.3.2 A minimum of eight years of progressive international experience in the field of elections – observation, electoral assistance, election management-, spanning across at least 3 AU Member States or at regional level.
 - 2.3.3 Experience working in research and analysis on thematic issues in electoral processes.
 - 2.3.4 Proven work experience with an international organisation such the African Union, Regional Economic Communities (RECs) or work experience with a national election management body in Africa.

Proposals that do not meet these requirements will not be considered for evaluation.

- 2.4 The proposal should provide the following information:
 - (i) *A letter of motivation*
 - (ii) *An up-to-date CV indicating relevant experience, qualifications and references in the prescribed format.*
 - (iii) *A sample of a written piece, preferably a published piece.*
 - (iv) *A completed and signed declaration of honour form*

Financial Proposal

- 2.5 *Financial proposal indicating monthly fees that is inclusive of living expenses in Addis Ababa, Ethiopia.*

- 2.6 International IDEA is not tax-exempt and does not have a VAT number. The bidder/applicant must act in accordance with their country's tax laws as it relates to providing services/goods to the customers/clients.
- 2.7 The financial proposal should include all applicable taxes. The bidder/applicant shall be responsible for their own tax obligations as per the laws of the respective country. The assessment of the financial offer will be based on the price indicated in the service provider's proposal.

Declaration of Honor Form

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

2.9 In Section 3 of the Declaration and Honour Form, in the absence of conflict of interest, please mark this section Yes.

Section 3 Submission of Proposals

- 3.1 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.
- 3.2 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

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:
- (i) *Specific experience in electoral assistance and election technical assistance in at least 3 AU Member States or at regional level (20 points);*
 - (ii) *Specific experience in election observation as a long-term observer or technical expert on core teams in at least 3 AU member states (10 points)*
 - (iii) *Evaluation of sample of writing (20 points);*
 - (iv) *Language skills (5 points)*
 - (v) *Qualifications and experience working with an international institution or inter-governmental institution (5 points);*

Proposals must score a minimum of 40 points out of 60 points above to qualify for further consideration for the interviews

- (vi) *Interviews (40 points)*

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 corrected prices will then be used for evaluation.

4.4 The currency used for evaluation is EURO and as such, financial proposals should be submitted in EURO.

4.5 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:

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

Consolidated Technical and Financial Score:

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

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

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

$$t = 60\%$$

$$f = 40\%$$

4.8 The consultant ranked highest will be invited to negotiate the contract and 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.

4.9 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.

4.10 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:

Terms of Reference

Template for CVs

Declaration of Honour

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