INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: *2026-09-100*

Assignment Name: ***Training and Capacity Building on the Operational Protocol for Managing Inmates with Mental Illness in Nigeria***

Project Name: ***Rule of Law and Anti-Corruption Programme Phase II (RoLAC II)***

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), **27th November 2026.** 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:

- Tender reference no. and title
- 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. *2026-09-100* Technical and Financial Proposals – Do not open before 23:59 (CET), **27th November 2026.**

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

Clarifications may be requested via e-mail no later than **20th November 2026** at the above email address. Note that 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 consultants (firms, organizations, individuals) for ***Training and Capacity Building on the Operational Protocol for Managing Inmates with Mental Illness in Nigeria***. The services include operationalising the Mental Health Protocol by providing coordinated training and capacity building for relevant personnel of the Nigerian Correctional Service. 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 **14th December *2026*** and they will have to be completed before ***28th February 2027***

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: the maximum number of days allocated to each consultant shall not exceed the number of days stipulated below;

Lead Consultant – 30 days

Support Consultant 1 – 20 days

Support Consultant 2 – 17 days

2.3. Each individual consultant shall submit a proposal for the specific position applied for and provide the following information and documents:

(i) An updated curriculum vitae detailing relevant qualifications, professional experience and contact information;
(ii) Copies of academic certificates and evidence of relevant professional qualifications, where applicable;
(iii) Evidence of comparable assignments and relevant experience, including the consultant's role, scope of work, client and period of performance;
(iv) A concise technical approach and methodology for delivering the assignment, including a proposed work plan and comments or suggestions on the Terms of Reference, where relevant;
(v) A statement confirming availability during the assignment period and for the maximum number of consultancy days specified in Section 2.2 for the position applied for;
(vi) The proposed daily professional fee rate, to be included only in the separate Financial Proposal;
(vii) A signed conflict-of-interest declaration and completed declaration of honour form; and
(viii) Any other supporting documents required by International IDEA under this Request for Proposals.

Financial Proposal

2.4. The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur.

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 60 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. Should there be any unexpected delays in the tendering process, International IDEA will treat the proposals as valid until the tender process and evaluation of proposals has been completed. During this period, bidders must maintain the prices quoted.

Section 4 Evaluation of Proposals

Technical Evaluation:

4.1. Technical proposals will be evaluated separately for the consultancy position applied for. Applicants must provide the information and supporting evidence specified below. Scores will be awarded only where the submitted evidence is relevant, verifiable and clearly demonstrates the applicable requirement.

Category A: Lead Consultant – Mental Health/Justice Specialist

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
(i)	**Specific relevant experience – 20 points**	At least 10 years in correctional reform, prisoner rehabilitation, mental-health/justice programming, criminal justice administration or justice-sector reform, including custodial mental health and senior government engagement.	CV identifying employer/client, dates, role and outputs; contracts, completion certificates and client references for comparable assignments. - Client references should include 1. Name of contact person 2. Name of organization 3. Phone number of contact person 4. Email address of the contact person	10–11 years relevant experience: 6 points; 12–14 years: 8 points; 15+ years: 10 points. Two comparable custodial mental-health/justice assignments: 4 points; three or more: 6 points. Two points each for demonstrated high-level government engagement and multi-state implementation: 4 points.
(ii)	**Methodology and work plan – 40 points**	A coherent approach covering review of the Protocol and laws, inception, three manuals/curricula, ToT, multi-state	Technical approach, methodology, work plan, sequencing, deliverable schedule, quality-assurance measures and risk/mitigation plan.	Understanding of assignment and two workstreams: 6 points; technical methodology and role-specific content: 8 points;

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
		delivery, MHRB workshop, quality assurance, safeguarding, assessment and reporting within the stated timeframe.		feasible work plan and allocation of 30 days: 6 points; quality assurance, coordination and risk management: 4 points; gender, disability, child sensitivity, rights and data protection: 3 points; monitoring, pre/post assessment and reporting: 3 points.
(iii)	**Qualifications and technical capability – 40 points**	Relevant postgraduate degree; at least 8 years designing/delivering curricula, manuals, guidelines or technical products for justice actors; knowledge of the NCoS Act 2019, National Mental Health Act 2021 and Mandela Rules; strong analytical and stakeholder-management skills.	Certificates; CV; sample manuals/curricula/guidelines or links/extracts; assignment records showing authorship/role; relevant publications or references. - references should include 1. Name of contact person 2. Name of organization 3. Phone number of contact person 4. Email address of the contact person	Relevant postgraduate degree: 6 points; 8–9 years technical-product experience: 5 points, 10+ years: 7 points; two relevant products: 4 points, three or more: 6 points; demonstrated knowledge of applicable laws/standards: 5 points; analytical/reporting and stakeholder-management capability: 4 points; additional relevant professional qualification: 2 points.

Category B: Support Consultant 1 – Mental Health Specialist

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
(i)	**Specific relevant**	Minimum 5 years in mental-health programming,	CV with dates, clients/employers, role and outputs; contracts,	5–6 years relevant experience: 6

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
	experience – 20 points	criminal justice, custodial administration, rehabilitation/reintegration or related work, with practical exposure to case management, referral or continuity of care.	completion certificates and client references; descriptions of relevant field assignments. - Client references should include 1. Name of contact person 2. Name of organization 3. Phone number of contact person 4. Email address of the contact person	points; 7–9 years: 8 points; 10+ years: 10 points. Two comparable assignments: 4 points; three or more: 6 points. Demonstrated custodial/justice mental-health fieldwork: 2 points; referral/continuity-of-care experience: 2 points.
(ii)	**Methodology and work plan – 40 points**	A practical approach to technical review, case-management exercises, field coordination, training/workshop support, documentation and collection of disaggregated assessment data across the eight locations.	Technical approach, activity work plan, proposed case-based methods, field coordination arrangements, data-collection approach and risk/mitigation measures.	Understanding of role and workstreams: 5 points; mental-health and case-management approach: 8 points; field coordination and feasible allocation of 20 days: 6 points; referral/continuity-of-care approach: 4 points; gender, human rights and disability inclusion: 4 points; data collection, confidentiality and reporting: 3 points.
(iii)	**Qualifications and technical capability – 40 points**	Relevant university degree; demonstrated ability in legal/technical review, case-management exercises, institutional assessment, training or field implementation;	Degree and professional certificates; CV; samples or extracts of assessments, case tools, training materials or technical reports; assignment records showing the applicant's contribution.	Relevant university degree: 6 points; relevant professional/post graduate qualification: 3 points; two relevant technical/field assignments: 5 points, three or more: 7 points;

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
		practical understanding of mental-health needs in justice/custodial settings.		practical custodial mental-health knowledge: 6 points; case-management/institutional assessment capability: 4 points; gender-responsive, rights-based and disability-inclusive experience: 4 points.

Category C: Support Consultant 2 – Training and Curriculum Specialist

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
(i)	**Specific relevant experience – 20 points**	Minimum 5 years in training, curriculum development and adult learning, with experience developing facilitator guides, manuals, assessment tools and learning materials; justice-sector capacity building is desirable.	CV identifying dates, clients, audiences and outputs; contracts, completion certificates and client references; samples of curricula, manuals, facilitator guides and assessment tools. - Client references should include 1. Name of contact person 2. Name of organization 3. Phone number of contact person 4. Email address of the contact person	5–6 years relevant experience: 6 points; 7–9 years: 8 points; 10+ years: 10 points. Two comparable curriculum/training assignments: 4 points; three or more: 6 points. Justice-sector capacity-building experience: 2 points; multi-location training experience: 2 points.
(ii)	**Methodology and work plan – 40 points**	An adult-learning approach for developing/refining three role-specific manuals, facilitator guidance, case studies, exercises, knowledge checks and pre/post tools, and supporting ToT	Technical approach, curriculum-development process, sample module structure, work plan, assessment strategy, quality-assurance process and delivery-risk mitigation.	Understanding of role and target audiences: 5 points; adult-learning and curriculum methodology: 8 points; approach to manuals, guides, exercises and case studies: 6 points; feasible

Ref.	Criterion / maximum score	Specific requirement	Evidence required	Scoring breakdown
		and multi-location delivery.		work plan and allocation of 17 days: 4 points; pre/post assessment and learning analysis: 4 points; inclusion, accessibility and quality assurance: 3 points.
(iii)	**Qualifications and technical capability – 40 points**	Relevant university degree; demonstrated ability to produce facilitator guides, manuals, assessment tools and learning materials; experience supporting multi-location training and analysing learning results.	Degree/postgraduate certificates; CV; at least two work samples showing authorship or substantive contribution; training reports or datasets demonstrating pre/post analysis.	Relevant university degree: 6 points; relevant postgraduate/professional qualification: 3 points; two relevant learning products: 5 points, three or more: 7 points; quality and relevance of submitted samples: 6 points; multi-location delivery support: 4 points; pre/post assessment analysis and reporting: 4 points.

4.1.1. Proposals must score a minimum of 70 points to qualify for further consideration

4.1.2. 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 converted to the currency of evaluation to obtain the evaluation price **(E). The exchange rate is the IDEA monthly exchange rate.**

4.4. The currency used for evaluation is Naira.

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:

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

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

f is the weight given to the financial score

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

t = *70%*

f = 30*%*

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. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.

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 form an integral part of this Request for Proposals and, where indicated, must be completed and submitted by each applicant for the consultancy position applied for:

- Annex A - General Terms for Supply, Commissioning and Framework Agreements. This can be accessed HERE;
- Annex B - Technical Proposal and Methodology Template;
- Annex C - Financial Proposal Template, to be submitted separately from the Technical Proposal;
- Annex D - Standard Curriculum Vitae Template;
- Annex E - Conflict-of-Interest Declaration;
- Annex F - Applicant Declaration;
- Annex G - Indicative Person-Days Allocation Template;
- Annex H - Indicative Implementation Schedule, for planning and preparation of the applicant's proposed sequencing;
- Annex J - Terms of Reference;
- Annex 1 - Operational Protocol and Guidelines for Managing Inmates with Mental Illness
- Declaration on Honour on Exclusion Criteria and Selection Criteria for Restricted Competition and Tenders.

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.

5.5. 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

5.6. International IDEA reserves the right not to award the contract if no proposal is considered financially acceptable in relation to available funding.