



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2025-10-074

Assignment Name: Political Economy, Outcomes and Risk Analysis of the National & Inclusive Dialogue and Reform Process in Mozambique

Project Name: Support to Democratic Governance in Mozambique

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), **10 November 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:

- 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. 2025-10-074 Technical and Financial Proposals – Do not open before 23:59 (CET), **10 November 2025**.

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

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline 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 consultants (firms and organizations) for the assignment to develop a **Political Economy, Outcomes and Risk Analysis of the National & Inclusive Dialogue and Reform Process in Mozambique**. The services include (i) **unpacking the interests, incentives and power relations shaping the dialogue and reform agenda;** (ii) **assessing early, intermediate and plausible outcomes of the process;** and (iii) **anticipating risks and entry points that can guide programme planning and adaptation and donor assistance and coordination**. 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 **17 November 2025**, and they will have to be completed before **6 February 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. However, all deliverables should be submitted in English and Portuguese, editable formats (Word/PowerPoint/Excel), with an executive summary in both English and Portuguese.
- 2.2 Required experience:
 - i) The team should be comprised of between two and four experts with expertise in governance systems analysis, reform process, national dialogue and conflict resolution.
 - ii) It is highly desirable that the team should have a minimum of ten years of experience in one or more of the above areas.
 - iii) The team leader must combine strong expertise, skills and experience in Political Economy Analysis (PEA) preferably in African contexts, applied Gender Equality and Social Inclusion (GESI) and Do No Harm in political processes, and report writing.
 - iv) At least one team member must have strong Mozambique experience, preferably a Mozambican national.
 - v) Fluency in English and at least one team member with fluency in Portuguese is required.
- 2.3 The proposal (**max 15 pages, not including CVs**) should provide the following information:
 - (i) A brief description of the company / organization and an outline of recent experience on assignments of a similar nature (at least 3 comparable assignments);

- (ii) Understanding of assignment and context, the proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (iii) The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
- (iv) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;
- (v) Risk plan that outlines potential risks and mitigation measures related to the design, data collection, analysis, and dissemination of the PEA.
- (vi) A completed and signed declaration of honour form (Annex A3) should be submitted with all proposals. Please note that the attached Declaration of Honour Form should be submitted as a separate file together with the proposal. All sections must be ticked YES or NO. Please note that in Section 3, in the absence of conflict of interest, this section should be marked Yes.

Financial Proposal

- 2.4 The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur. Proposal should be presented in EUR. The list of fees/rates and cost of reimbursable expenses should be tax inclusive according to the Mozambican fiscal laws.

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. In the event there should be any (unexpected) delays, International IDEA will treat proposals as valid until the tender process and evaluation of proposals has been completed. 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) *Relevant academic background in thematic expertise areas including governance, conflict resolution and political economy analysis (maximum 20 points)*
 - (ii) *Minimum 10 years of experience on thematic expertise areas and Mozambique experience of the key staff proposed to perform the assignment (maximum 30 points)*
 - (iii) *Technical approach & methodology and work plan in responding to the ToR (maximum 30 points).*
 - (iv) *Demonstrated experience in conducting assignments of a similar nature, scope, and complexity, particularly in the fields of political economy analysis, governance, institutional reform, or stakeholder engagement. (maximum 10 points)*
 - (v) *Fluency in English and at least one team member with fluency in Portuguese (maximum 10 points)*

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

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 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 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 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 are enclosed with this Request for Proposals:
 - Terms of Reference
 - Contracts General terms and conditions
 - Declaration of honour form (Annex A3)

- 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