



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2026-06-093

Assignment Name: Procurement of Services for Communications Support to the Central Election Commission of Ukraine

Project Name: INSPIRE UA, France 2025 earmarked core contribution to work in Ukraine, Finland 2025 - 2026 earmarked core contribution to work in Ukraine, FAIR-UA, REACT-UA Ukraine, GROW-EU, (U-VOTE)

Deadline for Submissions: Proposals must be submitted **on or before 23:59 (CET), 14 August 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. 2026-06-093 Technical and Financial Proposals – Do not open before 23:59 (CET), 14 August 2026

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

Clarifications may be requested via e-mail no later than **31 July 2026** to the submission 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, International 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 the Procurement of Services for Communications Support to the Central Election Commission of Ukraine. The services are structured into two (2) distinct Lots: (Lot 1) Strategic Communications Advisory and Operationalisation of the CEC Communication Strategy for postwar elections; and (Lot 2) Crisis Communications and Countering Disinformation. Each Lot combines advisory and capacity-building services with creative and multimedia production delivered in Ukrainian. Each Lot is set out in the single Terms of Reference (Annex 2.1), in the Lot 1 and Lot 2 sections. Bidders may apply for one or both Lots.
- 1.3 This is a framework (task-based) contract with no guaranteed volume of work; assignments will be commissioned through individual Service Orders. Tentative timeframe: It is anticipated that the services will commence estimated in August 2026. International IDEA reserves the right to request, under this framework contract, other related communications services not explicitly specified in this call, should additional needs arise during implementation.

Section 2 Preparation of Proposals

2.1 Eligibility (Pass/Fail) Requirements

2.1.1 Proposals will first be screened against the following eligibility requirements. Proposals that do not meet both requirements will be rejected and will not proceed to technical evaluation.

- I) **Ukrainian registration:** the bidder must be legally registered under the laws of Ukraine, with the office based in Ukraine and possess all licenses, permits and government approvals necessary for performance of the work.
- II) **Ukrainian language and campaign:** the bidder must confirm that all services, deliverables, content and campaign materials will be produced and delivered in Ukrainian, and that key proposed experts (communications, editorial, and creative roles) have professional working proficiency in Ukrainian.
- III) **Language:** the official language for the proposal, contract, reports and any other documents in relation to the assignment are English and Ukrainian.

2.2 Technical Proposal Content

2.2.1 Bidders must include the following documents and information in their proposal (requirement applicable to all Lots):

- (i) A brief description of the company / organization and an outline of recent experience on assignments of a similar nature;
- (ii) Company/individual registration documents: Proof of legal registration in Ukraine (e.g. company registration certificate or equivalent official document)
- (iii) Portfolio of previous relevant work (at least 3 examples with description, including Ukrainian-language work, and references contact)
- (iv) List of key personnel with CVs who have relevant experience in communications, crisis communications, design, and other relevant experience.

More detailed information about the proposal is in section 4.

2.3 Declaration of Honour Form

2.3.1 Please submit a completed and signed declaration of honour form.

2.3.2 For Section VI – Declaration on honour on restrictive measures: Please tick “YES” to confirm that the candidate/tenderer is not subject to any restrictive measures or sanctions as described in this section.

2.4 Financial Proposal

2.4.1 The Bidder must act in accordance with the applicable tax laws and regulations of Ukraine as it relates to providing services to the customer/client. The Bidder shall be responsible for their own tax obligations in accordance with Ukrainian legislation. The assessment of the financial proposal will be based on the total overall fee submitted in the bid. The prices shall be provided with and without VAT. VAT exemption may be requested where applicable in accordance with Ukrainian legislation, in particular the Order of the Cabinet of Ministers of Ukraine No. 153 “On the creation of a unified system for attracting, using and monitoring international technical assistance” and applicable provisions of the Tax Code of Ukraine. The assessment of the financial proposal will be based on the applicable price indicated in the Bidder’s proposal, considering the relevant tax treatment for the specific project/assignment.

2.4.2 The financial proposal must be prepared using Annex 2.2 (Matrix for submitting prices /financial proposal), which forms part of the tender documents. The proposal should be costed in EURO.

2.4.3 Please note that International IDEA only accept payment terms of 30 days after receipt of invoice and does not cover any bank charges for international payments.

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, duly labelled in accordance with Annex 2.3. Full details on submission procedures are provided in the Tender Notice at the beginning of this document. Please submit each requirement listed above as a separate document, clearly labelled according to the corresponding section number and title. Large files should be compressed in ZIP format or submitted through separate emails, duly labelled (e.g., email 1 of 2, email 2 of 2, as applicable).
- 3.2 Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. In the event of unforeseen delays, International IDEA will continue to treat proposals as valid, unless the proposal explicitly specifies a different validity period after the 90 days. 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 Technical proposals from individuals and organisations will be evaluated and scored against the following technical criteria and corresponding maximum points.

Evaluation will be conducted separately for each Lot.

LOT 1 – Strategic Communications Advisory and Operationalisation of the CEC Communication Strategy for postwar elections

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Strategic / Institutional Communications	Description of previous assignments + references demonstrating experience in strategic or institutional communications, including with public-sector bodies, electoral bodies, or international organisations. Only documented and verifiable experience shall be scored. • At least 5 years of relevant experience with clear evidence – 10 points • Proven experience in strategic communications for public institutions – 10 points	20 points
Experience Establishing / Operationalising Communication Functions and Staff Capacity-Building	Portfolio or description of assignments demonstrating experience in setting up or operationalising communication offices/functions and in building staff capacity. • At least 1 relevant assignments demonstrated – 10 points • Clear evidence of capacity-building / training delivery – 10 points	20 points
Creative & Multimedia Production Capacity	Portfolio of designed assets, infographics, video explainers, and campaign materials produced in Ukrainian. • High-quality design and video production – 10 points • Demonstrated ability to deliver Ukrainian-language campaign materials – 10 points	20 points
Qualifications & Composition of Proposed Team	CV(s) of proposed expert(s) across the required profiles (team lead, communications expert, designer, multimedia producer, copywriter/editor). • Relevant qualifications and expertise across required profiles – 10 points • Proven experience of team members in similar assignments – 10 points	20 points
Methodology and Work Plan (working with the CEC)	Technical proposal describing the bidder's proposed methodology and work plan, including: (a) understanding of the assignment and of the CEC's institutional and operational context (a state electoral body operating under martial law, requiring neutral, non-electoral terminology and high sensitivity to public trust); (b) the proposed approach to the Lot's thematic areas — strategic communications advisory, operationalisation of the CEC Communication Strategy for postwar	20 points

Criteria	Evidence Required	Scoring Guide
	elections, staff capacity-building, and production of Ukrainian-language communication and campaign materials; and (c) a work plan for activities • Clear understanding of the assignment and the CEC institutional/operational context – 5 points • Sound and relevant methodology across the Lot's thematic areas, including production of Ukrainian-language materials – 10 points • Feasible and well-structured work plan – 5 points	
Total		100

Lot 2 – Crisis Communications and Countering Disinformation

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Crisis Communications & Countering Disinformation	Description of previous assignments + references demonstrating experience in crisis communications and countering disinformation / information integrity. Only documented and verifiable experience shall be scored. • At least 5 years of relevant experience with clear evidence – 10 points • Proven experience in crisis communications and/or countering disinformation with public institutions– 10 points	20 points
Experience Delivering Training / Simulations & Developing SOPs / Protocols	Portfolio or description demonstrating delivery of training and simulation exercises and development of crisis SOPs/protocols. • At least 1 relevant assignments demonstrated – 15 points • Clear evidence of SOP / protocol development – 15 points	30 points
Qualifications & Composition of Proposed Team	CV(s) of proposed expert(s) across the required profiles (team lead, information integrity expert, designer, multimedia producer, copywriter/editor). • Relevant qualifications and expertise across required profiles – 15 points • Proven experience of team members in similar assignments – 15 points	30 points

Criteria	Evidence Required	Scoring Guide
Methodology and Work Plan (working with the CEC)	Technical proposal describing the bidder's proposed methodology and work plan, including: (a) understanding of the assignment and of the CEC's institutional and operational context, including crisis and disinformation risks affecting electoral processes under martial law; (b) the proposed approach to the Lot's thematic areas — crisis-communications support, development of protocols and SOPs, countering disinformation, and rapid production of Ukrainian-language response materials; and (c) a work plan of activities • Clear understanding of the crisis/disinformation context and CEC needs – 5 points • Sound methodology for crisis response and countering disinformation, including rapid production of response materials – 10 points • Feasible and well-structured work plan (rapid mobilisation, turnaround, escalation, QA, coordination) – 5 points	20 points
Total		100

Proposals must score a minimum of 60 points to progress to the financial evaluation. The maximum technical score (T) is 100 points.

Financial and Consolidated Evaluation

4.1 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. All prices are quoted in EURO; where applicable, conversion to EURO is made using the International IDEA monthly exchange rate.

4.2 For each Lot, the evaluation price (E) of a proposal is the sum of (daily rate × indicative days) across all expert profiles, as set out in Annex 2.2. The indicative days are fixed by International IDEA and identical for all bidders and are used solely for evaluation.

4.3 The financial scores (F) will be computed as follows: the proposal with the lowest evaluation price (Em) is given a financial score (Fm) of 100 points; other proposals are computed by $F = 100 \times E_m/E$, where Em is the lowest evaluation price and E is the evaluation price of the proposal under consideration.

4.4 The final consolidated score (S) is computed by $S = t \times T + f \times F$, where $t = 70\%$ and $f = 30\%$. Each Lot is evaluated and scored separately.

4.5 The contract (framework agreement) will be awarded to multiple suppliers per lot, who will be ranked according to their final combined technical and financial score.

4.6 The bidders ranked highest will be invited to negotiate the contract and, if negotiations are successful, the selected vendors will be awarded the contract. Should the negotiations fail with any of the selected bidders, the next ranked bidder(s) may be invited to enter into negotiations.

4.7 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.

4.8 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:

- Annex 2.1 Terms of Reference
- Annex 2.2. Matrix for submitting prices/financial proposal
- Annex 2.3. Documentation provided by Bidder
- Declaration of Honour Form
- [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