



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2026-04-089

Assignment Name: Procurement of Services for Methodological Support, Scenario Development, and Multimedia Production for Online Training for the CEC and other Voter Education initiatives (Ukraine)

Project Name: *U-VOTE*

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), 12 June 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. 2026-04-089 Technical and Financial Proposals – Do not open before 23:59 (CET), 12 June 2026.

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

Clarifications may be requested via e-mail no later than 5 June 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

- 1.1 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 *Procurement of Services for Methodological Support, Scenario Development, and Multimedia Production for Online Training for the CEC and other Voter Education initiatives*. The services are structured into four (4) distinct Lots and include: methodological revision of training content, development of detailed instructional scenarios, production of video explainers and graphic elements for the “CEC: Prosvita” online training course, and multimedia production for voter education initiatives. A detailed description of the assignment is provided in the Terms of Reference (ToRs) for each Lot attached to this Request for Proposals. Each Lot is subject to a separate ToR, and bidders may apply for one or more Lots.
- 1.3 Tentative timeframe: It is anticipated that the services will have to be completed before January 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 and Ukrainian
- 2.2 The proposal 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;
 - (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
 - (iii) CV(s) of consultant(s), including information on their previous experience in similar assignments;
 - (iv) Sample or links to samples of previous work on an assignment of a similar nature
 - (v) A completed and signed declaration of honour form

Financial Proposal

- 2.3 The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur.
- 2.4 The financial proposal must be prepared using Annex 2.5 Matrix for submitting prices/financial proposal which forms part of the tender documents. The proposal should be costed in **EURO**.
- 2.5 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 2.6. Full details on submission procedures are provided in the 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 technical proposals from individuals and organisations will be evaluated and scored against.
- Bidders may apply for one or more Lots. Each Lot will be evaluated independently. A separate technical and financial proposal must be submitted for each Lot the bidder applies for.
- A bidder may be awarded one, several, or all Lots, subject to demonstrated capacity to deliver each Lot independently. Each Lot will be awarded based on its own evaluation.

Lot 1: Services for Revision of Training Module Content (Methodological Perspective)

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Instructional Design and Methodological Review	Description of previous assignments + references demonstrating experience in instructional design, e-learning, or methodological review of training content. Only documented and verifiable experience shall be scored. <ul style="list-style-type: none">At least 5 years of relevant experience demonstrated with clear evidence – 10 pointsProven experience in reviewing or evaluating training materials from a methodological/pedagogical perspective – 10 points	20 points
Experience in Online / E-learning Environments	Portfolio or description of assignments demonstrating experience in online or blended learning environments. <ul style="list-style-type: none">At least 2 relevant assignments in e-learning demonstrated - 10 pointsClear evidence of application of adult learning principles in digital learning contexts - 10 points	20 points-
Proposed Methodology and Approach	Technical proposal clearly describing methodology, tools, and approach to reviewing training modules and providing recommendations. <ul style="list-style-type: none">Clear and relevant methodology for conducting methodological review – 10 pointsDemonstrated understanding of pedagogical quality and learner engagement – 5 pointsFeasible and well-structured work plan aligned with ToR – 5 points	20 points

Qualifications and Competence of Proposed Expert(s)	<p>Competence of Proposed Expert(s)</p> <p>CV(s) of proposed expert(s), including academic background and relevant experience.</p> <ul style="list-style-type: none"> • Relevant academic qualifications (education, social sciences, or related field) – 5 points • Proven experience in adult learning methodologies and training design – 10 points • Experience working with public institutions, electoral bodies, or international organizations – 5 points 	20 points
Sample Work (Methodological Review / Training Content)	<p>At least one (1) sample of previous work demonstrating methodological review, instructional design, or evaluation of training content.</p> <ul style="list-style-type: none"> • One relevant and high-quality sample provided – 10 points • Sample demonstrates clear analytical and methodological depth – 10 points 	20 points

Lot 2: Services for Development of Detailed Scenarios for Training Modules

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Instructional Design and Scenario Development	<p>Description of previous assignments + portfolio demonstrating experience in developing learning scenarios, scripts, and structured training content. Only documented and verifiable experience shall be scored.</p> <ul style="list-style-type: none"> • At least 5 years of relevant experience demonstrated with clear evidence – 10 points • Proven experience in developing detailed learning scenarios and scripts for online or blended learning – 10 points 	20 points
Experience in Scriptwriting, Storyboarding and Content Structuring	<p>Portfolio including samples of scripts, storyboards, or structured training modules.</p> <p>At least 2 relevant samples of scripts/storyboards provided – 10 points</p> <ul style="list-style-type: none"> • Demonstrated ability to translate complex content into clear, engaging learning narratives – 10 points 	20 points-
Proposed Methodology and Approach	<p>Technical proposal clearly describing methodology, approach to scenario development, and workflow.</p> <ul style="list-style-type: none"> • Clear and relevant approach to developing detailed learning scenarios – 10 points • Demonstrated understanding of learner pathways, engagement, and instructional flow – 10 points • Feasible and well-structured work plan aligned with ToR – 10 points 	30 points
Qualifications and Competence of	<p>CV(s) of proposed expert(s), including academic background and relevant experience.</p>	20 points

Proposed Expert(s)	<ul style="list-style-type: none"> • Relevant academic qualifications (education, pedagogy, communications, or related field) – 5 points • Proven experience in instructional design, adult learning, and content structuring – 10 points • Experience working with public institutions, electoral bodies, or international organisations – 5 points 	
Quality of Submitted Work Samples	<p>At least one (1–2) sample(s) of previous work (scripts, scenarios, or training modules).</p> <ul style="list-style-type: none"> • Samples demonstrate strong structure, clarity, and pedagogical logic – 5 points • Samples demonstrate creativity, engagement, and suitability for multimedia adaptation – 5 points 	10 points

Lot 3: Services for Production of Video Explainers and Graphic Elements for “CEC: Prosvita”

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Multimedia Production	<p>Company profile and portfolio demonstrating experience in video production, motion graphics, and graphic design for educational or institutional content. Only documented and verifiable experience shall be scored.</p> <ul style="list-style-type: none"> • At least 5 years of relevant experience demonstrated with clear evidence – 10 points • Proven experience in producing video explainers and graphic materials for training, public institutions, or international organisations – 10 points 	20 points
Quality of Portfolio (Video and Graphic Work)	<p>Portfolio including at least 2–3 samples of video explainers and graphic materials (links or files).</p> <ul style="list-style-type: none"> • High-quality video production (editing, animation, sound, storytelling) – 10 points • Strong visual design (infographics, layouts, consistency) – 10 points • Demonstrated ability to communicate complex topics clearly and engagingly – 10 points 	30 points
Technical Approach and Compliance with Specifications	<p>Technical proposal describing production approach, tools, formats, and quality assurance processes.</p> <ul style="list-style-type: none"> • Clear understanding of technical requirements (format, resolution, subtitles, accessibility, etc.) – 10 points • Feasible and well-structured production workflow – 10 points • Approach ensures compliance with Annex 1 technical specifications – 10 points 	30 points
Qualifications and Competence of Proposed Team	<p>CVs of key personnel (video producer, designer, animator, etc.).</p> <ul style="list-style-type: none"> • Relevant qualifications and expertise in multimedia production – 10 points • Proven experience of team members in similar assignments – 10 	20 points

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Lot 4: Services for Multimedia Production and Graphic Design for Voter Education

Criteria	Evidence Required	Scoring Guide
Relevant Experience in Multimedia Production for Communication / Voter Education	<p>Company profile and portfolio demonstrating experience in multimedia production for public communication, voter education, or awareness campaigns. Only documented and verifiable experience shall be scored.</p> <ul style="list-style-type: none"> • At least 5 years of relevant experience demonstrated with clear evidence – 10 points • Proven experience producing multimedia content for public institutions, campaigns, or awareness initiatives – 10 points 	20 points
Quality and Creativity of Portfolio	<p>Portfolio including samples of video, graphic design, campaign materials (digital and/or print).</p> <ul style="list-style-type: none"> • High-quality video and graphic production – 10 points • Strong creativity and visual storytelling – 10 points • Demonstrated ability to communicate messages clearly to broad audiences – 10 points 	30 points
Proposed Approach and Understanding of Assignment	<p>Technical proposal describing approach to multimedia production, audience targeting, and content adaptation across formats.</p> <ul style="list-style-type: none"> • Clear understanding of voter education and communication objectives – 10 points • Relevant and creative approach to content development – 10 points • Feasible and structured work plan – 10 points 	30 points
Qualifications and Competence of Proposed Team	<p>CVs of key personnel (designers, multimedia specialists, etc.).</p> <ul style="list-style-type: none"> • Relevant qualifications in multimedia, design, or communication – 10 points • Proven experience of team members in similar assignments – 10 points 	20 points

Proposals must score a minimum 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 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:

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

Consolidated Technical and Financial Score:

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

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

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:

- Annex 2.1 Terms of Reference- Services for revision of the content of the modules
- Annex 2.2 Terms of Reference - Services for development of the detailed scenarios for the modules of the online training course
- Annex 2.3 Terms of Reference -Services for production of video explainers and graphic elements for the modules of the online training courses for “CEC: prosvita”
- Annex 2.3.1 Technical Specifications
- Annex 2.4 Terms of Reference –Services for Multimedia Production and Graphic Design
- Annex 2.5 Matrix for submitting prices/financial proposal
- Annex 2.6 Documentation provided by Bidder
- Annex A3 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