



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

EOI Regional Consultant Roster for Latin America and the Caribbean

Reference **No:2026-09-099**

Regional Latin America and the Caribbean Consultants Roster

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), 2 November 2026. Late submissions will not be considered for evaluation.

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

- EOI 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**)
- **The above information must also be sent to eoisubmission@idea.int before the deadline for submission.**

Format for Submissions: *Applicants are requested to fill [this form](#) and submit their CV, motivation letter and signed Declaration of Honour form by email*

Email subject line: *Use the format "EOI **2026-09-099**– [Your Full Name]".*

*Example: EOI **2026-09-099**– John Smith*

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

Clarifications may be requested via e-mail no later than 15 October 2026 at the above email address. Note a response to a request for clarifications will be issued on our website <http://www.idea.int/>. Therefore, please 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.

Section 1. Background

About International IDEA

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995 to support sustainable democracy worldwide. With 35 Member States, all of which are democracies, International IDEA works at the intersection of research, policy dialogue, and technical cooperation to strengthen democratic institutions, processes, and political participation. The Institute develops comparative knowledge, facilitates dialogue among democratic actors, builds networks of experts, and provides strategic and technical assistance at the global, regional, and national levels.

International IDEA's work is organized around six key areas: constitutional governance and the rule of law; electoral processes; democracy assessment; climate change and democracy; digitalization and democracy; and political participation and representation. These areas are complemented by cross-cutting priorities on gender and inclusion, and money in politics.

On 1 February 2021, International IDEA established its Regional Office for Latin America and the Caribbean (LAC) in the Republic of Panama. Since then, the Regional Office has worked closely with democratic institutions, public authorities, civil society organizations, academia, and other stakeholders across the region to strengthen democratic governance and promote inclusive, accountable, and resilient democratic systems. Through its regional presence and country offices in Peru, Panama, Paraguay, Guatemala, and Chile, as well as activities in other countries across the region, International IDEA provides technical assistance, generates comparative knowledge, and creates platforms for dialogue and policy exchange.

To address the evolving democratic challenges facing the region, the LAC Programme has organized its work around four thematic areas: (i) Democratic Resilience; (ii) Electoral Integrity; (iii) Gender Equality and Women's Political Participation; and (iv) Security and Democracy, with Digitalization, Democracy serving as a cross-cutting priority, (v) Communication and (vi) Administration and Operations. Delivering high-quality support in these areas requires access to highly qualified experts with a strong understanding of the political, institutional, and socio-economic realities of Latin America and the Caribbean.

Recognizing this need, International IDEA is establishing a regional Roster of Consultants to support current and future initiatives throughout Latin America and the Caribbean. The roster will comprise pre-qualified experts capable of providing technical assistance, policy advice, research, facilitation, capacity development, and other specialized services across the Programme's thematic areas. Given the regional scope of this roster, demonstrated professional experience in Latin America and/or the Caribbean is essential. In addition, fluency in Spanish (written and spoken) is a mandatory requirement, as the majority of assignments involve engagement with Spanish-speaking partners, institutions, and stakeholders across the region. Additional language skills, particularly English, Portuguese, and French, will be considered an asset.

International IDEA now invites expressions of interest from qualified professionals seeking inclusion in this regional roster. Being included in the roster does not guarantee engagement or the award of a contract. Opportunities for consultancy assignments will arise based on programme needs and project requirements. For each assignment, International IDEA will prepare specific Terms of Reference outlining the scope of work, deliverables, required qualifications, and expected

timeframe. Consultants whose expertise matches the requirements may be invited to confirm their availability and submit a financial proposal. Depending on the nature of the assignment, multiple consultants may be invited to submit proposals.

Inclusion in the roster does not constitute a commitment by International IDEA to award any contract. When selected for a specific assignment, consultants will be contracted in accordance with International IDEA's applicable procurement policies, procedures, and contractual arrangements.

Please note that if you respond to this EOI we will include your CV in a roster that may be accessed by Staff Members for the purposes of determining your suitability to be approached for specific assignments. Please see our Privacy Policy ([Privacy Policy | International IDEA](#)) to understand how we treat your personal data.

Consultants accepted into the roster will be retained for a period of five (5) years from the date of the EOI award. International IDEA reserves the right to extend the validity period of the roster as needed. If your contact details or other relevant information change during the validity of the roster, or if you wish to withdraw your application or be removed from the roster at any time, please notify International IDEA by email at consultants.roster@idea.int.

Section 2. Requirements

Applicants interested in being included in the roster are requested to submit the documents listed below as part of their application. Please ensure that the documents are arranged in the order listed below.

2.1. A cover letter in Spanish with your motivation for applying to be part of the roster

2.2. A CV in Spanish which clearly outlines how your details match the requirements and including:

- I. Your experience with relevant dates
- II. Your educational qualifications; and

2.3. A Declaration of Honour form signed. 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. Fill the next form [Roster Consultores Regional Latin America y el Caribe](#)

Please complete this form according to the categories that are relevant to your professional profile and experience. You will find sections covering Democratic Resilience, Electoral Integrity, Gender and Inclusion, Security and Democracy, Communications, and Administration and Operations. You are not expected to have experience in every category; please complete only those that are relevant to your profile, selecting your areas of expertise and providing details of your experience and professional background in the corresponding fields. At the end of the form, you will find a declaration confirming the accuracy of the information provided; once completed, you may select “Submit” to finalize your registration.

References are not required for admission to the roster. However, International IDEA reserves the right to conduct reference checks during the selection process for a specific assignment before the final engagement of a consultant.

Section 3. Criteria

Applications will be reviewed based on the documentation submitted. Inclusion in the roster will be based on the following criteria:

- I. Relevant professional experience in the selected thematic area(s).
- II. Academic qualifications and relevant professional certifications.
- III. Demonstrated experience and expertise in Latin America and the Caribbean, including a strong understanding of the region's democratic, political, institutional and socio-economic contexts.
- IV. Full professional proficiency in Spanish (written and spoken), which is a mandatory requirement. Additional language skills, particularly English, Portuguese and French, will be considered an asset.

Applicants may apply to multiple thematic areas in a single submission. Applications will be assessed based on the experience and qualifications demonstrated for each selected thematic area.

Section 4. Final Considerations

4.1. International IDEA will not be bound to select any of the consultants or firms that apply and reserves the right to cancel this EOI at any stage of the process without any obligation to applicants.

4.2 The following documents are enclosed with this EOI Cover Page:

- Annex A – Declaration of Honour Form
- [General Terms and Conditions](#)

4.3 Complaints regarding any aspect of the EOI 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

4.4 *This EOI is issued in English and Spanish. In the event of any discrepancy, inconsistency, or difference in interpretation between the two versions, the English version shall prevail.*