



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

Expression Of Interest (EOI)

Reference No: 2026-06-094

Roster of Individual Consultants for International IDEA's Ukraine Democracy-Assistance Portfolio

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), **21 August, 2026**. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: ukraine.roster@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 prior to the deadline for submission**. 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 eoide@idea.int before the deadline for submission.**

Format for Submissions: Applicants are requested to submit their application by email, following the submission requirements set out in Section 2 of the EOI.

Email subject line: Use the format "**EOI 2026-06-094 – [Your Full Name]**".

Example: EOI 2026-06-094 – John Smith

Email Address for Clarifications: eoide@idea.int

Clarifications may be requested via e-mail no later than 7 August prior to the submission deadline 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.

Important 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 with a mission to advance democracy worldwide as a universal human aspiration and an enabler of sustainable development. We do this by shaping, strengthening, and safeguarding democratic political institutions and processes at all levels.

About the Ukraine Democracy-Assistance Portfolio

International IDEA implements a democracy-assistance portfolio in Ukraine focused on supporting the country's democratic institutions and electoral processes in a particularly demanding context. The portfolio covers a broad range of workstreams, including electoral assistance, electoral risk management, strategic communications, gender mainstreaming, political finance, parliamentary strengthening, constitutional building, EU integration, political party assistance, countering disinformation, FIMI, ICT and cybersecurity for electoral management bodies, social media monitoring, and capacity building through the Central Election Commission's Training Centre. To support the effective implementation of this portfolio, International IDEA seeks to establish a roster of qualified individual consultants – both international and national - with subject matter expertise across these workstreams.

We now seek expressions of interest from qualified individuals to add to a roster of consultants from which we may call off services as required. Inclusion in the roster is not a guarantee that you will be contracted for any work. Each piece of work will have terms of reference drafted which will include expected deliverables and an anticipated timeframe for delivery. If your skills match the requirements, you will then be requested to confirm your availability and provide a quotation for the work required. Several consultants may be approached to provide quotations for each piece of work. If agreement is reached, a contract will be entered into for that work.

Inclusion in the roster does not constitute a guarantee of any contract with International IDEA.

When a consultant is selected for a specific assignment, a Supply Contract will be issued in line with International IDEA's procurement policies and procedures.

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 with your motivation for applying to be part of the roster

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

- i. Your experience with relevant dates
- ii. Your educational qualifications; and
- iii. The names and contact details of at least two references.

2.3 A completed Roster Questionnaire (Annex A).

The Roster Questionnaire includes information on your thematic areas of expertise, regional experience, years of experience, language proficiency (English, Ukrainian, and other languages), proposed daily rate in EUR, and bank information for future payment purposes.

2.4 A Declaration of Honour form signed.

A completed and signed declaration of honour form. 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.

Section 3. Criteria

3.1 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 thematic area(s) selected.
- II. Academic qualifications and professional certifications.
- III. Regional expertise, particularly in Ukraine or similar contexts.
- IV. Language proficiency in English and Ukrainian.
- V. Proposed daily rate in EUR, considered in relation to the level of expertise and in line with International IDEA's policies for individual consultants.

3.2 Applicants may apply to multiple thematic areas in a single submission.

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 – Roster Questionnaire
- Annex B – 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