



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**EOI**

Reference No: 2024-01-046

Assignment Name: *Role of a Short-Term Communications and Multimedia Consultant*

Project Name: *International IDEA, Nepal Programme*

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), **28<sup>th</sup> March 2024**. Late submissions will not be considered for evaluation.

**Address for Submissions:** E-mail: [eoisubmission@idea.int](mailto: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 (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**)

**Format for Submissions:** Please send your submission **via email to the address above**. Files should be in **SINGLE PDF document** following the order mentioned in section 2 below. The following text should be put in the subject field of the email: **EOI No. 2024-01-046 – Communication and Multimedia Consultant** and add your initials (first name, surname).

**Email Address for Clarifications:** E-mail: [EOI@idea.int](mailto:EOI@idea.int)

Clarifications may be requested via e-mail no later than **19<sup>th</sup> of March 2024** 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

International IDEA has been supporting the federalization process of Nepal through the Coherence Programme which provides capacity-strengthening support to build more democratic and deliberative local governance.

International IDEA has also recently partnered with the European Union Delegation in Nepal (EU) to implement another project: 'Support to Nepal's Democracy and Inclusion Processes through Electoral Reform Initiatives'. This project builds on the learnings from the Coherence Programme and the 'Common Principles for Supporting Gender Equality and Social Inclusion in Federal Nepal' developed by International IDEA for the International Development Partners' Group, Nepal.

International IDEA Nepal Programme is looking for a dynamic, creative, committed, and open-minded individual with strong communications, storytelling, and multimedia background to support its learning dissemination and integration process. This involves, including but not limited to, identifying innovative and compelling ways to package the learning generated by the Coherence Programme and strategizing the dissemination process to ensure a smooth and effective learning integration process. The Consultant will work closely with the Creative Team of International IDEA in this process.

## Section 2. Requirements

2.1 Proposals: Please send a **SINGLE PDF document** containing the following, in the following order:

- 2.1.1 A brief cover letter expressing your interest in the assignment,
- 2.1.2 Your most recent CV (no more than three pages),
- 2.1.3 A motivational letter of no more than one page, outlining why you are interested in the role, why you are qualified for it, and when you would be able to start,
- 2.1.4 A portfolio containing the samples of your work,
- 2.1.5 Your **daily fee** rate in NPR; and
- 2.1.6 The names of two references, one of which should be a former employer/supervisor.

*Note: For samples of work that cannot be hyperlinked, please feel free to attach the supporting documents in the email.*

2.2 Financial Offer or Rate should be tax inclusive. The applicant must act in accordance with their country's tax laws as it relates to providing services. The applicant shall be responsible for his or her own tax obligations as per the laws of the respective country.

2.3 **Declaration of Honour form:** 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 to confirm the absence of a conflict.

## Section 3. Criteria

### 3.1 Criteria 1: Experience in Relevant Area (20 points)

Your experience of performing tasks and responsibilities of similar nature in your previous jobs/assignments as showcased through your CV and motivational letter.

### 3.2 Criteria 2: Demonstrated Skills and Expertise (60 points)

The quality, diversity, and integrity of your portfolio. Please include samples of all kinds of communications and multimedia work you have done so far and mention your specific role in the production of that material (for e.g., do not claim that you directed the video if you only

edited the footages). In addition to the quality, diversity, and integrity, we will also evaluate your capacity to think out of the box through your sample works which will gain additional 5 points.

### **3.3 Criteria 3: Additional Qualifications (20 points)**

For each of the following skills, you get additional 5 points: basic photography and videography skills (5 points), basic audio and video editing skills (5 points), language and content editorial skill in Nepali (5 points), and graphic designing skill (5 points). Please include samples or evidence to substantiate the same.

## **Section 4. Final Considerations**

4.1 International IDEA will not be bound to select any of the proposals.

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

4.2.1 Contract Terms and Conditions

4.2.2 Declaration of Honour Form

4.2.3 Terms of Reference

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](mailto:tender.complaints@idea.int)