



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**EXPRESSION OF INTEREST (EOI) NOTICE**

EOI Reference No: 258-20/36

Assignment Name: *Engagement of Experts under Framework Contracts*

**Deadline for Submissions:** Proposals must be submitted **on or before 23:59 (CET), 8 January 2021** Late submissions will not be considered for evaluation.

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

**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:**

EOI No. 258-20/36 Technical and Financial Proposals – Do not open before 23:59 (CET), 8 January 2021.

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

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at the above email address. Note a response to a request for clarifications will be issued to all applicants on our website <http://www.idea.int/>. Therefore, applicants 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.

## LETTER OF INVITATION

### 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 the international, regional and national level, cooperating with a range of organizations.

International IDEA began supporting constitutional reform processes in 2004. Based on this initial work the Institute recognized the growing importance of constitutional reform in the wider process of democracy building. In 2006 International IDEA became the first organization to establish a specialized unit to focus exclusively on constitutional processes. Over the last fifteen years the Constitution Building Programme (CBP) has become a global think-tank leader and provider of technical expertise in the field of constitution building.

1.2 International IDEA now seeks to engage additional expertise (individuals) for its global and/or regional work on constitution building under framework contract agreements. The services include providing a range of key services in relation to International IDEA's Constitution Building work. A detailed description of the assignment is provided in the Terms of Reference attached to this Letter of Invitation. Interested qualified technical experts are invited to submit *an Expression of Interest (EOI)* to participate in the selection.

1.3 Tentative timeframe: It is envisaged that such contracts would initially be for a duration of one year with the possibility of extending for further periods up to a maximum of five years.

1.4 Language: The official language for the contract, reports and any other documents in relation to the assignment is English. In exceptional cases, experts with basic knowledge of English but with professional level knowledge of other languages (Spanish, Russian, French) may be considered

### Section 2. Preparation of CVs/Proposal

2.1 Language: The CV/Proposal must be written in English.

2.2 Required experience:

- PhD in Constitutional law, Comparative Politics, Political Theory or related field;
- Minimum of ten to twenty (10-20) years of relevant experience within a given region or in a wide range of country contexts;
- Demonstrated experience in providing technical assistance to political leaders engaged in constitution building;
- Recognized as a global and/or regional expert in the field of comparative constitutional design and/or constitution building processes;
- Excellent written and oral command of the English language; for regional experts, perfect written and oral command of either Spanish, Russian or French.
- Demonstrated existing network in the field of constitution building;
- Registered as a member of ConstitutionNet ([www.constitutionnet.org](http://www.constitutionnet.org))

- 2.3 Information required: The Expression of Interest must provide the following information:
- A cover letter outlining your motivation and clearly indicating whether your expertise is global or regional in character
  - A copy of your most recent CV which clearly outlines how your details match the requirements
  - Evidence of experience on other similar assignments. Submissions can include/indicate English or other language documents that demonstrate previous experience in the field.
  - The full contact details (name, title, email address, telephone number) of three client references
- 2.4. Financial Proposal: List the fee rate(s) in euros inclusive of all taxes
- 2.5. Declaration of Honour form: Please complete the form and submit together with the 2.3 and 2.4

### **Section 3. Submission of CVs/Proposal**

- 3.1 The CVs/Proposals must be submitted in electronic format by e-mail.
- 3.2 The e-mail address for submission is: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)

The deadline date for submission is *8 January 2021 at 23:59 (CET)*.

### **Section 4. Evaluation of CVs/Proposals**

- 4.1 The CVs/Proposals will be evaluated and scored against the following criteria with respective corresponding points:

#### Technical

- (i) *Demonstrated level of scholarship and professional experience in providing technical assistance in different jurisdictions (**maximum score 40**) (1-10 relevant years of experience: 15 points; 11-20 years: 30 points; more than 20 years: 40 points)*
- (ii) *Experience working with International Organisations (**maximum score 40**) (1-5 years: 15 points; 6-10 years: 30 points; more than 10 years: 40 points);*
- (iii) *Flexibility in terms of availability (**maximum score 20**);*

*Please note that the **total technical score is 100 pts**. The **minimum passing score is 60 pts**. Proposals with 60 pts and above will be the only ones considered for the financial evaluation.*

#### Financial

- (i) *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.*
- (ii) *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.***

(iii) *The currency used for evaluation is EURO.*

(iv) *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.***

4.2 The consultants ranked highest will be invited to negotiate the contract. If negotiations are successful, the contracts will be awarded.

#### **Section 5. Final Considerations**

5.1 International IDEA will not be bound to select any of the consultants.

5.2 The following documents are enclosed with this Letter of Invitation:

Terms of Reference

5.3 Should you need any further clarifications with respect to this invitation, please contact:

E-mail: [tender@idea.int](mailto:tender@idea.int)

5.4 We would appreciate your informing us by e-mail (contact details above) upon your receipt of this Letter of Invitation, whether or not you intend to make a submission.