



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 2026-07-097

- Assignment Name:** Preparation of the Detailed Technical Specification and the development of the software for the Unified Automated Information and Analytical System of the Central Election Commission of Ukraine (Phase I)
- Project Name:** U-VOTE (Ukrainians Voting: Organizing Trustworthy Elections)
- Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), **7 October 2026**. Late submissions will not be considered for evaluation.
- Address for Submissions:** E-mail: tendersubmissions@idea.int
- This email address is set up with an auto-response to acknowledge emails received. If you do not receive an auto-reply, **please send a text message prior to the submission deadline** (NO CALLS; CALLS WILL NOT BE ANSWERED) to **+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:** Proposal 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. **(2026-07-097)** Technical and Financial Proposals – Do not open before 23:59 (CET), **7 October 2026**.
- Email Address for Clarifications:** E-mail: tender@idea.int

Clarifications may be requested via e-mail no later than **23 September 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 bidders for the provision of software development services for the Unified Automated Information and Analytical System of the Central Election Commission of Ukraine. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposal. The Framework Agreement resulting from this procurement may, at International IDEA's discretion, also be used for the development and implementation of subsequent phases of the System. The use of the Framework Agreement for any subsequent phase shall be optional and shall not constitute an obligation on the part of International IDEA to procure such subsequent services from the Framework Agreement holder.
- 1.3 Tentative timeframe: It is anticipated that the services will commence in October 2026 and will be completed according to the delivery schedule defined in the Terms of Reference (TOR) and agreed in the contract.

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. All documents for the CEC, as well as correspondence with the CEC, must also be provided in Ukrainian.
- 2.2 To be eligible for consideration, the bidder must demonstrate the following experience and capabilities:
 - A. Legal and Organizational Eligibility
 - The Bidder must be a legally registered entity with an established presence in Ukraine and hold all licences, permits, and government approvals required to perform the Services under this solicitation
 - The Bidder may engage subcontractors for the performance of specific parts of the Services. The total value of the Services to be performed by subcontractors shall not exceed 35% of the total Contract value.

Any proposed subcontracting exceeding this threshold shall be clearly identified and justified in the proposal and shall be subject to the prior written approval of International IDEA and the CEC.

The Bidder shall clearly identify all proposed subcontractors in its proposal, including the scope of Services and responsibilities assigned to each subcontractor. Each proposed subcontractor shall comply with all applicable legal, licensing, permitting and regulatory requirements relevant to the Services it will perform.

Key experts may be provided by proposed subcontractors, provided that this is clearly identified in the proposal and their availability for the assignment is demonstrated. The Bidder shall remain fully responsible for the performance of the Contract, including the performance, acts and omissions of its subcontractors and any key experts provided them.

Relevant Experience

- The Bidder must demonstrate successful completion of at least three (3) software development projects of comparable scope, size, and complexity within the last five (5) years preceding the commencement of this procurement procedure. Where a referenced project is subject to confidentiality, security or classification restrictions that prevent the Bidder from providing the evidence listed below, the Bidder may provide alternative verifiable evidence sufficient to demonstrate the nature, scope, complexity and successful completion of the assignment. International IDEA reserves the right to request additional information and/or undertake appropriate verification of such experience.
- At least one (1) of the referenced projects must have been delivered for a public sector entity. Projects implemented for public sector entities in Ukraine or abroad, including international organizations and donor-funded projects, as well as comparable large-scale, high-security information systems delivered for the private sector (e.g. banking, telecommunications, or critical infrastructure), shall be considered.
- Compliance with this requirement shall be demonstrated by providing, for each referenced project, one or more of the following:
 - o a copy of the relevant contract;
 - o a client reference letter;
 - o an acceptance certificate (or equivalent evidence of successful completion); or
 - o a reference to a publicly available procurement record (e.g. Prozorro).
- In the case of a consortium or joint venture, the above qualification requirements may be satisfied cumulatively by the consortium members. The experience of declared subcontractors may also be taken into account, provided that the respective subcontractor will perform the relevant part of the Services.

Advantage Criteria

- Experience in developing or modernizing electoral/election-related information systems, or other comparable large-scale, mission-critical public-sector information systems.
- Experience integrating information systems with Ukrainian state registries and interoperability platforms (e.g. Trembita, State Voter Register, Unified State Register).
- Demonstrated experience in developing or modernizing high-availability and/or mission critical information systems designed to operate under peak-load and/or unstable connectivity conditions.

Capacity Statement

- The Bidder must demonstrate sufficient financial, technical, and managerial capacity, as well as the necessary facilities and organizational resources, to successfully perform the Services under this procurement.
- The Bidder's aggregate turnover for the last three (3) completed financial years shall not be less than UAH 50,000,000, supported by appropriate financial documentation.

B. Personnel Qualifications and Expertise

The Bidder shall propose a qualified multidisciplinary project team with demonstrated experience in software architecture, business analysis, software engineering, quality assurance, cybersecurity, system integration, and project management.

The proposed team should include at a minimum, the following key roles:

- Project Manager;
- Solution / Software Architect;
- Business Analyst;
- Lead Software Developer;
- Quality Assurance Lead;

The Bidder shall additionally demonstrate access to the specialist expertise required for the performance of the Services, including, where applicable, cybersecurity, DevOps/infrastructure, Linux systems engineering, system integration/API development, data architecture, UX/UI and technical documentation.

The proposed key experts shall meet the following minimum qualification requirements:

Key Expert:	Minimum Qualification and Experience:
Project Manager	At least seven (7) years of relevant professional experience, including at least three (3) years of experience managing software development or implementation of projects of comparable scope and complexity.
Solution / Software Architect	At least seven (7) years of relevant professional experience, including at least three (3) years in solution and/or software architecture for complex information systems.
Business Analyst	At least five (5) years of relevant professional experience, including demonstrated experience in business and requirements analysis for complex information systems.
Lead Software Developer	At least seven (7) years of relevant professional experience, including demonstrated experience in the design and development of complex information systems.
Quality Assurance Lead	At least five (5) years of relevant professional experience, including demonstrated experience in software quality assurance and testing of complex information systems.

One expert may fulfil more than one role, provided that the Bidder demonstrates that the expert possesses the qualifications and relevant experience required for each respective role, has sufficient availability to perform the assigned responsibilities, and that the combination of roles does not adversely affect the performance or quality of the Services.

The Bidder shall provide CVs for the proposed key experts demonstrating their qualifications and experience relevant to the Services.

The Project Manager, Business Analyst and any other experts responsible for conducting meetings, workshops, training sessions or regular communication with the CEC shall be proficient in Ukrainian to a level sufficient to perform their respective responsibilities. The Bidder shall ensure the availability of relevant personnel for on-site activities in Kyiv when required for the performance of the Services.

C. Software Development, Warranty and Knowledge Transfer

The Bidder shall provide warranty support for a period of **twelve (12) months** following the Final Acceptance of the software.

Warranty support shall include:

- correction of defects identified during the warranty period;
- technical consultations regarding operation and maintenance of the developed software;
- support during deployment into the production environment;
- assistance with knowledge transfer to the Central Election Commission.

The Bidder shall deliver all source code, technical documentation, deployment documentation, configuration files, test artefacts and other project deliverables in editable and reusable formats in accordance with the Terms of Reference.

D. Intellectual Property and Software Licensing

Unless otherwise specified in the Contract, all source code, configurations, documentation, test artefacts and other deliverables developed specifically under this assignment shall be made available to the Central Election Commission with sufficient rights for their unrestricted operation, maintenance, modification and further development, including by the CEC or a contractor engaged by the CEC.

The Bidder shall provide, as part of its proposal, a complete inventory of all software, technology and intellectual property components proposed for use in or delivery as part of the solution. The inventory shall include, as applicable, operating systems, Bidder-developed components, vendor-provided components, third-party proprietary software, open-source software, libraries, frameworks, tools and other software dependencies.

For each component, the Bidder shall clearly identify:

- the component and its intended use within the solution;
- the owner and/or intellectual property rights holder;
- whether the component is Bidder-developed, vendor-provided, third-party proprietary or open-source;
- the applicable licence type and licensing terms;
- the intellectual property and usage rights to be granted or made available to the CEC;
- any restrictions, dependencies or other conditions that may affect the CEC's ability to operate, maintain, modify, support or further develop the solution independently or through another contractor.

The Bidder shall explicitly identify all licences, subscriptions, maintenance arrangements, support services or other components subject to expiration, renewal or recurring fees. For each such item, the proposal shall clearly state the initial licence or subscription period, duration or expiry conditions, renewal requirements, and all applicable recurring or renewal costs, as well as any functional, operational, maintenance or support limitations that would arise if the relevant licence, subscription or service is not renewed.

All licensing, subscription, renewal, maintenance, support and other recurring costs necessary for the continued operation and use of the proposed solution shall be fully disclosed in the proposal. No

such costs or dependencies may be omitted or subsequently presented as unforeseen requirements or additional costs to International IDEA or the CEC.

2.3 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) Technical proposal (including the implementation plan and methodology, a proposed high-level technical and architectural approach to the solution, including the technology stack, key system components and their interactions, integration approach, ARM/offline-first approach, and compliance with the architectural principles and requirements set out in Annex 2.3 - Official CEC Technical Requirements).
- (iii) The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
- (iv) CVs for the Team Leader / Project Manager and other proposed professional staff, including information on their previous experience in similar assignments;
- (v) A completed and signed declaration of honour form
- (vi) The Bidder must provide the name and contact details of a client reference for each project submitted. International IDEA reserves the right to contact the references provided and/or complete a Service Provider Evaluation as part of the verification process.

2.4 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.

Financial Proposal

- 2.5 The price should be broken down in fee (showing unit rates and input) and any incidental expenses likely to be incurred. The Bidder must act in accordance with the applicable tax laws and regulations of Ukraine as it relates to providing services to the customer/client. The Bidder shall be responsible for their own tax obligations in accordance with Ukrainian legislation. The prices shall be provided with and without VAT. VAT exemption may be requested where applicable in accordance with Ukrainian legislation, in particular the Order of the Cabinet of Ministers of Ukraine No. 153 “On the creation of a unified system for attracting, using and monitoring international technical assistance” and applicable provisions of the Tax Code of Ukraine. The assessment of the financial proposal will be based on the applicable price indicated in the Bidder’s proposal, considering the relevant tax treatment for the specific project/assignment.

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 and clearly marked and labelled as "Technical Proposal" and "Financial Proposal" in accordance with Annex 2.4. Full details on submission procedures are provided in the Tender Notice at the beginning of this document. Please submit each requirement listed above as a separate document, clearly labelled according to the corresponding section number and title. Large files should be compressed in ZIP format or submitted through separate emails, duly labelled (e.g., email 1 of 2, email 2 of 2, as applicable).

- 3.2 Proposals must remain valid for at least 120 days following the deadline for their submission stated under the Tender Notice. In the event of unforeseen delays, International IDEA will continue to treat proposals as valid, unless the proposal explicitly specifies a different validity period after the 120 days. During this period, bidders are expected to ensure that the professional staff proposed for the assignment remain available.

Section 4 Evaluation of Proposals

Technical Evaluation:

Only proposals that satisfy all Mandatory Qualification Requirements set out in Section 2.2 shall proceed to the technical evaluation.

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

Criteria	Evidence Required	Scoring Guide
1. Implementation Plan and Methodology	Technical proposal demonstrating understanding of the assignment, proposed methodology for preparation of the Detailed Technical Specification (Stage 1), software development approach (Stage 2), quality assurance, testing, documentation, knowledge transfer and warranty support. • Understanding of the assignment and Stage 1 methodology – 10 • Proposed Stage 2 software development methodology and delivery approach – 10 • Personnel Qualifications, Relevant Experience and Availability – 10 (Assessment will consider the extent to which the qualifications and relevant experience of the proposed key experts exceed the minimum requirements, their demonstrated experience in assignments of comparable scope and complexity, the appropriateness of the proposed team composition and allocation of responsibilities, and the availability of key personnel for the relevant stages of the assignment) • Testing, documentation, knowledge transfer and warranty support – 10 • Risk management and quality assurance – 10 • Delivery schedule and milestones – 10	60 points
2. Technical Solution and Architecture	Description of the proposed solution architecture, technology stack, system integration approach and compliance with the architectural Principles and requirements set out in Annex 2.3 - Official CEC Technical Requirements. • High-level architecture – 8 • Technology stack – 8 • ARM / Offline-first approach – 8 • Integration approach – 8 • Compliance with Technical Requirements – 8	40 points

Proposals must achieve a minimum overall technical score of 70 points out of 100 to progress to the financial evaluation. In addition, proposals must achieve at least 36 points out of 60 under Criterion 1 (Implementation Plan and Methodology) and at least 24 points out of 40 under Criterion 2 (Technical Solution and Architecture). Failure to meet any of these minimum thresholds will result in the proposal not progressing 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 (Em) will be given a financial score (Fm) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

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

Consolidated Technical and Financial Score:

- 4.6 The final consolidated scores (S) will be computed by applying the formula:
$$S = t \times T + f \times F, \text{ where: } \begin{array}{l} t \text{ is the weight given to the technical score} \\ f \text{ is the weight given to the financial score} \end{array}$$
- 4.7 The weights given to the technical and financial scores are:
$$t = 60\%$$
$$f = 40\%$$
- 4.8 The bidder ranked highest will be invited to negotiate the contract. If negotiations are successful, the selected bidder will be awarded the contract. Should the negotiations fail, the second-ranked bidder 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 CEC EIAS Phase I

- Annex 2.2 Software Development Services CEC EIAS Phase I
- Annex 2.3 Official CEC Technical Requirements (UA)
- Annex 2.4 Documentation provided by Bidder
- Annex A3 Declaration of Honour
- General Terms and Conditions [General Terms Conditions](#)

5.3 Further information on International IDEA may be found on our website:
<http://www.idea.int/>

5.4 Both 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