



Management System

**Contract for Provision of Services - Terms of Reference
(Services of Technical or intellectual nature)**

(TE-03 FM-PR-01)

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INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

EOI REFERENCE NO: 258-17/110

TERMS OF REFERENCE

Outline of the Terms of Reference

1. Background

International IDEA's Constitution Building Programme is developing a dataset on constitution-building processes in fragile and conflict-affected settings. The dataset will provide users with systematic information about constitution-building processes in fragile and conflict-affected states from 2001 to today. An example of searchable information would be: how a constitution was adopted, the duration of the process; the regional location of the country etc. It is envisaged that the dataset will build on another dataset developed by Professor Jennifer Widner from Princeton University (Jennifer Widner (2004) "Constitution Writing & Conflict Resolution Dataset Parts 1 and 2," accessed at <http://www.princeton.edu/~pcwcr/> on 12 July 2017).

This dataset will have an online interface with (1) a back-end for the coders to input the case-study data, and (2) a front-end for the end user to be able to find specific countries/processes depending on a given set of search criteria.

2. Objectives of the Assignment

The objective of the assignment is to develop a searchable online database of constitution building processes in fragile and conflict-affected settings (the Dataset). Both a data entry back-end and a user-friendly front-end of this database needs to be created.

A key challenge of this assignment will be the creation of a system that allows user-friendly and intuitive handling, search and display of around 200 properties assigned to each process in the Dataset.



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Ideally the solution will be developed as a customization of an already existing system rather than being entirely built from scratch. Wherever possible, the potential contractor shall provide screenshots, references to or descriptions of any such existing systems.

3. Scope of Work

The solution is envisaged to be divided in two versions. Version 1 will cover basic, mandatory features. Version 2 will also cover additional (and sometimes optional) features, whose implementation will depend on resource availability for this project.

Version 1 (basic, mandatory features)

Establishing an online database and web interface:

- The database will contain around 90 constitution-building processes
- Each constitution-building process will be tagged with around 200 properties/questions
- The questions will be organized into two types: *core* and *stage*
- *Core* questions refer to general characteristics of the process (e.g. time period, geographic location) which are further divided into 2 groups (country identification and context)
- *Stage* questions break down the process for each country into 8 stages, and ask a series of questions relating to each stage (e.g. how was the constitution drafted and adopted)
- Questions can be of different types such as: yes/no, multiple-choice, numeric values, text values, etc.
- The system will be used by three different types of users: administrators/research coordinators, researchers and end users
- End users can search the database through a user-friendly interface that allows for intuitive filtering of the constitution-building processes
- The search interface should be simple and at first only provide a few basic options, such as:
 1. Country (list of countries) (multiple choice)
 2. Region (preset list of countries/regions) (multiple choice)
 3. Colonial heritage (preset list of countries) (multiple choice)
 4. Date: FROM/TO
 5. Type of event (list) (multiple choice)
 6. Type of transition (list) (multiple choice)
 7. Political system 10 years before adoption (list) (multiple choice)
 8. Territorial arrangement (list) (multiple choice)



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9. Related peace agreement (list of peace agreements) (multiple choice)
10. Constitution-building stage (list) (multiple choice)
11. Specific constitutional-design issues (list) (multiple choice)

- Search results will be displayed and retrieved in two formats:
 - Format 1: detailed tables (downloadable in Excel format) containing all properties of each constitution-building process
 - Format 2: an overview in HTML/web page format, where each constitution-building process that responds to the search questions will appear on a list. Each case will have all stages shown, collapsed. The user can then expand each stage to view the data within.
- On the results page, additional filter options should be made available to the user in a side-panel to further narrow down the search results
- Researchers can edit existing and create new constitution-building processes
- Administrators/Research coordinators can create user accounts, add/remove and edit the questions for tagging constitution-building processes. Restrictions or warnings should be put in place to prevent changes which would incur data loss
- Researchers and administrators must log in with user names and passwords.
- The search interface for end users will be accessible without any login requirement
- The database will either be integrated into, or look very similar to the existing constitutionnet.org website running on Drupal 8 or will be a standalone system with very similar look and feel hosted on a subdomain of constitutionnet.org
- Importing data from another already-existing Excel dataset currently being used for coding.

Version 2 (Version 1 plus additional and/or optional features):

Development of an advanced backend system:

- Allowing for double data entry, highlighting any discrepancies in a single case to research coordinators
- The back end must also support a 'Q&A'/online discussion feature. The Q&A feature allows discussions, questions and answers, between the researchers and the administrator to be attached to individual data categories, intended to clarify their use for researchers entering data. All discussions will be preserved for future reference by other researchers.



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- A review functionality for the admin user to review the coding and publish a final version

4. Timing and Work Plan

The assignment will last for a maximum of 6 months between November 2017 and April 2018.

The assignment will start with a workshop at International IDEA's office in The Hague between the consultants and the International IDEA team. This workshop will clarify requirements, hosting requirements, deliveries etc.

The project is envisaged to be implemented in three phases:

Phase 1: workshop and inception report, delivery by 15 December 2017

Phase 2: Version 1, basic functionality, delivery by 28 February 2018

Phase 3: Version 2, advanced functionality, delivery by 30 April 2018

5. Technology preferences

Most of International IDEA's online resources are either built on Drupal or Linux/Apache/MySQL/PHP technologies. For ease of hosting and future maintenance IDEA will strongly prefer solutions based on these technologies.

Alternative technologies would only be considered in case they lead to greatly reduced development efforts.

The envisaged system is expected to have a similar look and feel to IDEA's Drupal 8-based constitutionnet.org website. It can optionally even be integrated into the constitutionnet.org website itself.

6. Deliverables and Reporting Requirements

The selected contractor will be in contact with the contact point at International IDEA on a regular basis and as required to work towards satisfactory deliverables.

At the end of the assignment the contractor will support International IDEA in installation and configuration of the fully functioning solution in International IDEA's hosting environment and provide all custom source codes, and documentation of the system. Copyright for the overall system and all custom code will be with International IDEA.

International IDEA strongly prefers contract based on deliverables for this assignment.



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7. Management and Organisation

- 1) During the assignment, the designated contact point at International IDEA will be available to provide feedback to any questions the selected contractor may have.
- 2) The contact point will also be in charge of final acceptance of the deliverables
- 3) It is International IDEA's responsibility to provide the Contractor with all the required information regarding the required system that is deemed necessary for the effective implementation of the assignment. This includes, but is not limited to, its strategic vision, envisage use, and target audiences.

8. Monitoring and Evaluation

- 1) The Contractor's deliverables must be approved by the Senior Programme Manager of the Constitution Building Programme or his designated representative, based on its conformity to the steps and timeline defined herein.
- 2) The governing language for the implementation of this agreement between the parties shall be English.

9. Miscellaneous

- 1) The Contractor shall be responsible for their own tax obligations as per the laws of their respective country.