



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

EOI/Call for Papers/Pre-qualification

Reference No: **Expression of Interest (EOI)**

Reference No. 2024-02/050

Assignment Name: Upgrade and Development of the Electoral Risk
Management Tool (ERMTTool) Software

Project Name: PR10649

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), on **04 April 2024**. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: 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. 20 March 2024, **12:30 CET**)

Format for Submissions: Proposals must be submitted by email.

Email Address for Clarifications: E-mail: EOI@idea.int

Clarifications may be requested via e-mail no later than **25 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 of the Project

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995. The Institute advances, promotes and protects sustainable democracy worldwide in consideration of human rights commitments through policy-relevant knowledge, capacity development, advocacy, and the convening of dialogues.

In 2013, International IDEA launched the Electoral Risk Management Tool (ERMTTool), a software application developed to empower those who have immediate responsibility or specific interest to ensure that elections are peaceful and credible. ERMTTool software integrates three modules, namely:

- Learning module (editable digital library that describes 36 electoral risk factors)
- Analytical module (GIS and Risk and Action Register)
- Action module (editable digital library describes around 100 action points throughout the electoral cycle)

The ERMTTool consists of a .NET Windows desktop application for the frontend and a MS SQL Server Express database server for the backend, MS Entity framework, ThinkGeo (MapSuite for Desktop applications), and is designed to work standalone on individual computers or in an intranet.

For more information, see:

- [designated ERMTTool's webpage](#)
- [a video tutorial](#)
- Examples of experiences from [Kenya](#), [Bosnia and Herzegovina](#), and [North Macedonia](#)

The ERMTTool was last updated in 2016. International IDEA is now considering a software update entailing:

1. Upgrading key components of the existing ERMTTool (Mapping engine, .NET Framework) to improve longevity, user experiences and compatibility.
2. Development of an online version of the ERMTTool.
3. Development of new functionalities.

The update may entail some or all of the options listed above, or additional ones.

The Institute now invites service providers (that may include individuals or organizations) with relevant qualifications and who are experienced in software development to express an interest in providing services related to the upgrade and development of the ERMTTool.

To understand the potential scope of work, please see the ERMTTool's source codes and system documentation that is available on [GitHub](#).

Section 2. Requirements

2.1 Cover Letter (max 3 pages) that:

- introduces you/your organization,
- provides links to web spaces where detailed information about your work can be found, and
- describes similar projects implemented by you.

- 2.2 A letter, of a maximum of five pages, outlining possible approaches for International IDEA to ensure:
- a. The next version of the ERMTool can be used by diverse stakeholders, including for example, organizations with strict cyber security policies (because they are dealing with sensitive data) and organizations that may wish to allow public access to it.
 - b. Ownership, use, or transfer of user rights by International IDEA to third parties - including sharing source codes - will not have financial implications for International IDEA or end users (for example, situations whereby the Institute or end users must pay annual software licence fees to ensure the right of use or that the application functions).
 - c. Longevity and compatibility with other tools.
 - d. The cost-effectiveness, in terms of timing, sequencing and cost of deliverables.
- 2.3 Financial Offer or Rate: the list of fees/rates and cost of reimbursable expenses should be tax inclusive. International IDEA is not tax-exempt and does not have a VAT number. The Bidder must act in accordance with their country's tax laws as it relates to providing services to customers.
- 2.4 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 4. Final Considerations

- 4.1 International IDEA will not be bound to select any of the [consultants/companies/organisations].
- 4.2 The following documents are enclosed with this EOI Cover Page:
- Annex A Contract General Terms and Conditions
 - Declaration of Honour Form
- 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