**TERMS OF REFERENCE**

**Expression of Interest (EOI)** **Reference No. 258-20/37**

**Engagement of Senior Expert Consultants – Electoral Processes, International IDEA**

1. **General Information**

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops knowledge products and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

The Institute’s work is organized at global, regional and country level. The organization’s headquarters (HQ) is based in Stockholm, Sweden with regional and country offices in the following locations: Chile, Bolivia, Paraguay, Peru, Ethiopia, Kenya, Tunisia, Mozambique, Sudan, Australia, Nepal, Myanmar and The Netherlands. It has representative offices in Brussels and New York and it also implements activities in a number of other countries in cooperation with locally based partners.

The work of International IDEA is focused around four main thematic areas of expertise: constitutional building processes; electoral processes; political participation and representation; and democracy assessment. International IDEA’s staff is comprised of programme, technical and operational support experts. In addition, the Institute regularly engages external experts to supplement/complement its staff in carrying out specific programme activities.

1. **Background**

The Institute seeks to engage several qualified (individual) experts under framework contract agreements to support the provision of its electoral processes work programme.

 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. Selection as a Framework Contract consultant does not constitute the guarantee of a contract, rather inclusion on a roster of experts to be called upon as and when required. Successful bidders for this tender will be awarded with a Framework Contract. This will enable International IDEA to engage them through Service Orders (SOs).The envisioned start date of the Framework Contract in 10 March 2021.

1. **Scope of Work**

The experts will be required to provide a range of key services in relation to the Electoral Processes thematic work of the Institute. The types of assignments and the selection requirements are outlined below. Note these will depend on the specific needs of the programme and so may differ across the themes.

Each SO under the Framework Contract will detail specific tasks and timeframes, typically ranging from several weeks to several months, for the contractor to implement assignments in the following phases:

International IDEA has engaged in electoral processes since the foundation of the Institute in 1995. The Electoral Processes Unit has produced numerous publications; normative guidance; and practitioners’ tools. These global knowledge products have been used by democratic stakeholders worldwide to advocate and create conditions conducive to democracy, build capacity and fulfil their electoral mandates. Furthermore, the Electoral Processes Unit has forged substantive relationships with national stakeholders and peer electoral assistance providers, through which global initiatives such as the ACE Electoral Network and the BRIDGE Project have been developed and sustained. In a number of transitional contexts, the Electoral Processes Unit provides support to electoral management bodies and civil society organizations. Typical assignments for experts contracted to work with the Electoral Processes Unit would involve the following type of activities:

Copyright of all deliverables shall be transferred to International IDEA as per Annex A \_General terms (Article 16: Intellectual Property *International IDEA Materials*). The Contractor will be acknowledged in publications but not necessarily on technical assistance contributions.

1. **Typical Assignments:**
* Provide expert technical and strategic advice for the development and implementation of the Electoral Processes Unit outputs (policy- and practice-orientated);
* Assume the role of lead or expert contributor to thematic knowledge resources;
* Review drafts and provide feedback on various outputs/knowledge products produced by the Electoral Processes Unit;
* Conduct research, provide analysis and draft written documents;
* Plan, facilitate and participate in Electoral Processes Unit events.

Assignments under this Framework Contract will be implemented remotely, facilitated through online collaboration tools. On rare occasions selected assignments may require contractors to be available to travel.

1. **Essential Requirements:**
* Minimum of a post-graduate university degree in political science, law, international relations, public administration or other related discipline with at least fifteen (15) years’ relevant professional experience;
* Demonstrated experience developing seminal publications and strategic documents (policy- and/or practice-orientated) in the field of elections; demonstrated capacity to conduct innovative research and analysis;
* Demonstrated experience and competence in the conceptualization, formulation and management of project activities;
* Familiarity with International IDEA’s knowledge products and style guidelines;
* Experience working with International Organizations;
* Excellent written and oral command of the English language.
1. **Evaluation Criteria:**
* Please refer to criteria in the Tender Notice document.
1. **Deliverables and Reporting**

The Head of the Electoral Processes Team will agree specific assignments with the Contractor which will be formalized in a Service Order. Specific deliverables and reporting will be agreed for the specific assignment. Deliverables and reporting will be specified in the Terms of Reference (TOR) for the specific assignment. Please note that a framework contract does not guarantee a specific number of service orders/assignments.

**8. Management and Organization**

Assignments will be managed by the Head of the Electoral Processes team or her delegate. Consultants will be home-based and will liaise on a regular basis with the Electoral Processes team members.