



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

NOTICE – Reference No. 258-19/25 EXPRESSION OF INTEREST (EOI)

Engagement of Experts under Framework Contracts – Support to implementation of INTER PARES | Parliaments in Partnership: *EU Global Project to Strengthen the Capacity of Parliaments*

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 and the European Commission's **Directorate-General for International Cooperation and Development (DG DEVCO)**, have entered into an agreement to implement the *INTER PARES Parliaments in Partnership, EU Global Project to Strengthen the Capacity of Parliaments* (INTER PARES). INTER PARES aims to strengthen representative and inclusive democracy through support for the effective functioning of parliaments in partner countries, by enhancing their legislative, oversight, representative, budgetary and administrative functions. It focuses both on elected Members of Parliament (MPs), particularly in their capacity as members of parliamentary committees and on the staff of parliaments' secretariats.

In addition to the core Project Team, the Institute has identified the need to engage additional expertise on the basis of consultancy agreements. Accordingly, the Institute now invites qualified technical experts to submit an Expression of Interest in providing consultancy services for one or more of the thematic areas outlined in the attached Terms of Reference (TOR). Full details of the typical services and the requirements are provided in the TOR which is available at: <https://www.idea.int/about-us/procurement-and-tenders>

Interested consultants are required to submit the following documents:

- a) A covering letter outlining your motivation and clearly indicating which thematic area(s) outlined in the TOR you are interested in;
- b) A copy of your most recent CV which clearly outlines how your details match the requirements and including the names and contact details of two references;

- c) A separate page outlining your daily fee rate(s) in euros and any other incidental reimbursable expenses you may typically incur;

A shortlist of consultants will be established from the submissions received. Note only consultants which are deemed to meet the requirements as outlined under each of the thematic areas in the TOR will be considered for the shortlist and only shortlisted consultants will be contacted regarding the next steps. Note also due to the Christmas holiday period there may be a delay in contacting shortlisted consultants. The number of framework contracts available will be limited according to the needs of the thematic area in question.

Clarification questions may be requested via email to: EOI@idea.int

The submissions **must** be sent by e-mail to: EOI@idea.int.

The closing date for receiving submissions is **18 December 2019 at 23:59 (CET)**. Late submissions will not be considered. Submissions must state the following text in the subject field:
EOI No. 258-19/25 – Do not open before 23:59 (CET) 18 December 2019