**TENDER NOTICE – Reference No. 258-20/37**

**EXPRESSION OF INTEREST (EOI)**

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

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.

International IDEA’s work is organised at global, regional and country level. The Institute’s headquarters (HQ) is in Stockholm, Sweden with regional and country offices in the following locations: Chile, Bolivia, Panama, Paraguay, Peru, Ethiopia, Kenya, Tunisia, Mozambique, Sudan, Australia, Nepal, Myanmar and The Netherlands. It has representative offices in Brussels and New York, and implements activities in several 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. The main expertise required is in the thematic and cross-cutting areas.

In addition to the Electoral Processes (EP) Team, the Unit has identified the need to engage additional expertise on the basis of Framework Contract agreements. Accordingly, International IDEA invites qualified technical experts to submit an Expression of Interest (EOI) to provide consultancy services for the attached Terms of Reference (TOR). Full details of the services and the requirements are provided in the TOR which is available at:  <https://www.idea.int/about-us/procurement-and-tenders>

Please note, this tender is open only to individual consultants. Not consulting firms.

Interested consultants are required to submit the following documents in their proposal:

1. A cover letter (maximum one page) outlining motivation for consideration as a Framework Contract consultant;
2. A current CV demonstrating how experience meets the requirements of the ToR, including the names and contact details of two references;
3. A brief overview of references, publications, projects demonstrating relevant experience. Simple bullet points are sufficient;
4. A separate page outlining daily fee rate in euros.
5. Completed Declaration of Honour Form (Annex D2.1) (Please declare Yes or No as provided)

**NOTE: Please have these in separate files.**

Please note, for any assignment requiring travel: International IDEA will under most circumstances cover a return economy class ticket, accommodation and a daily substance allowance based on International IDEA internal rates, which will be included in the budget of any Framework Contract agreement.

Submitted proposals will be evaluated against a weighting of technical and financial criteria.

Technical criteria will constitute 70% of the evaluation and the financial criteria will constitute 30%.

1. **Technical criteria will be evaluated against the following points:**
2. experience developing global election-specific publications and strategic documents (40 points) (*1-5 years: 15 points; 6-10 years: 30 points; more than 15 years: 40 points)*;
3. experience working in the field of elections (35 points)*(1-5 years: 10 points; 6-10 years: 20 points; more than 10 years: 35 points)*;
4. experience and competence in the formulation and management of project activities (25 points) *(1-5 years: 5 points; 6-10 years: 15 points; more than 15 years: 25 points)*.

 Please note, only proposals with 70 points (technical criteria) and above will be considered for financial evaluation.

1. **Financial criteria will be evaluated as follows:**
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;
3. The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price (E). The exchange rate is the International IDEA monthly exchange rate;
4. The currency used for evaluation is euro;
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 x Em/E, where:   Em is the lowest evaluation price, and

E is the evaluation price of the proposal under consideration.

Consolidated Technical and Financial Score:

The final consolidated scores (S) will be computed by applying the formula:

S = t x T + f x F,                       where:           t is the weight given to the technical score

f is the weight given to the financial score

The weights given to the technical and financial scores are:

t = 70%]

f = 30%]

The consultant ranked highest will be invited to negotiate the contract and if negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail; the second ranked consultant will be invited to negotiations.

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.

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.

 International IDEA will not be bound to select any of the proposals.

A shortlist of consultants will be established from the submissions received. Please note, only consultants that are deemed to meet the requirements as outlined in the TOR will be considered for the shortlist and **only shortlisted consultants will be contacted** regarding the next stage of engagement. The number of Framework Contracts available will be limited according to the needs of the Electoral Processes Unit.

Clarification questions may be requested via email to: [EOI@idea.int](mailto:EOI@idea.int). The deadline to send requests for clarification is **17 February 2021.**

The submissions must be sent by e-mail to: [eoisubmission@idea.int](mailto:eoisubmission@idea.int)

**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.

The closing date for receiving submissions is **2 March 2021 at 23:59 (CET).** Late submissions will not be considered. Submissions must state the following text in the subject field:

**EOI No 258-20/37– Do not open before 23:59 (CET) 2 March 2021.**