



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**NOTICE – Reference No. 258-17/138  
EXPRESSION OF INTEREST (EOI)**

***To Provide Consultancy Services for the roles of Programme Coordinator and  
Finance and Administrative Coordinator (local positions)***

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 has been awarded an EU grant to implement a programme entitled “**Upholding Citizens’ Constitutional Rights for Democratic Consolidation in Fiji**”. The expected outcome of the Programme is to enhance capacity of civil society organisations to increase citizen’s understanding of their constitutional rights and to facilitate engagement with state bodies and elected representatives. In order to implement the programme International IDEA requires the consultancy services of two full time consultants to carry out the following roles:

- 1) Programme Coordinator – Fiji (Fiji National)
- 2) Finance and Administrative Coordinator (Fiji National)

In line with this opportunity, the Institute now invites qualified (individual) consultants to submit an Expression of Interest in providing consultancy services for one or other of the above assignments.

Consultants should submit the following documents:

- (i) a copy of their most recent CV.
- (ii) a motivation letter outlining your reasons for expressing an interest in the assignment.

A detailed description of each assignment including the requirements and evaluation criteria is provided in the Terms of Reference (TOR). All related documents can be found on the International IDEA website at: <http://www.idea.int/about-us/procurement-and-tenders>

A shortlist of consultants will be established from the submissions received. Note only consultants which meet the requirements as outlined in the TOR will be considered for the shortlist. Only shortlisted consultants will be contacted regarding the next steps.

Interested consultants may request clarifications at [EOI@idea.int](mailto:EOI@idea.int) up to seven days in advance of the closing date.

The submissions must be sent by e-mail to [EOI@idea.int](mailto:EOI@idea.int). Submissions should state the following text in the subject field: **EOI No. Ref. 258-17/138**

The closing date for receiving submissions is **24 November 2017 at 23:59 (CET)**. Late submissions will not be considered.