



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### **EXPRESSION OF INTEREST (EOI) – Reference No. 258-18/40**

*Project Name:*                *Support to Electoral Reforms in Macedonia (Inception Phase and Main Phase 1 (2018-2021, with a view to extension until 2023))*

*Assignments Name:*    National Senior Programme Officer  
                                 National Associate Programme Officer  
                                 National Administrative and Finance Assistant

*Funding Agreement:*    *Contingent upon the award of tender for donor project funds*

#### **Section 1        General Information**

1.1     The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 30 member states across all continents, which aims to support sustainable democracy world-wide. At the interface between research, technical assistance and advocacy, International 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 national and international organizations. International IDEA focuses on three impact areas: electoral processes; constitution-building processes; and political participation and representation.

1.2     International IDEA is planning to apply to the SDC funded tender entitled “*Support to Electoral Reforms in Macedonia (Inception Phase and Main Phase 1 (2018-2023))*”. The programme aims at supporting democratic and credible election processes that facilitate political participation and social integration by enabling voters to freely select their representatives and hold them accountable.

1.3     If successful in the tender funding application, the Institute will need to engage:

- National Senior Programme Officer
- National Associate Programme Officer
- National Administrative and Finance Assistant
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The project team will be based in Skopje. As a preliminary step in preparation for this event the Institute would like to invite qualified individuals to express their interest in being considered for this position.

1.4     A detailed description for each assignment is provided in the Terms of Reference attached to this request for CVs. Interested and qualified individuals are invited to submit their CVs to participate in the selection.

- 1.5 Tentative timeframe: it is anticipated that the services will be divided into two phases:
- Inception phase (1 September 2018 – 30 June 2019): part-time, home based, with frequent travel to Macedonia.
  - Implementation phase (1 July 2019 – 1 July 2021): full-time, based in Skopje, with a view to extension until June 2023.

## **Section 2. Preparation of CVs**

- 2.1 Language: the CVs shall be written in English.
- 2.2 The CVs should provide information on the qualifications of the applicant, his/her general track record and previous specific experience in similar assignments.

## **Section 3 Submission of CV**

- 3.1 CVs should be submitted by e-mail to EOI@idea.int and must be received by 22 April 2018. Interested applicants may request clarifications at EOI@idea.int.
- 3.2 The closing date for receiving submissions is **22 April 2018 at 23:59 (CET)**. Late submissions will not be considered. Submissions should state the following text in the subject field: [Title of the position] - Support to Electoral Reforms in Macedonia.