



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 258-18/5

Assignment Name: *Programme Officer*

Project Name: *IDEA/AUC Joint Activity Plan (JAP)*

Deadline for Submissions: CVs and Cover letters must be submitted on or before 23:59 (CET), **15th April 2018**. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: tendersubmissions@idea.int

Format for Submissions: CV and Cover letter must be submitted by email.

The following text should be put in the subject field of the email:

Tender No. **258-18/5**

– Do not open before 23:59 (CET), **15th April 2018**

Email Address for Clarifications: E-mail: tender@idea.int

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore, tenderers are advised to check the website regularly during the process.

Note: there are two different email addresses as outlined above, one to be used for Submission of your CV and Cover letter and the second one to be used for clarifications and other related correspondence.

REQUEST FOR CVs/COVER LETTER

Section 1 General Information

- 1.1 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.
- 1.2 The Institute now invites CVs and Cover letter from qualified individual consultants for the assignment named Programme Officer. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for CVs.
- 1.3 Tentative timeframe: It is anticipated that the services will commence from the beginning of April 2018 and will initially be for one year with possible extension.
- 1.4 Estimated input: *The work will be undertaken on a full-time consultancy basis.*
- 1.5 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English. French is an asset.

Section 2 Preparation of CVs/Cover Letter

- 2.1 Language: CVs and Cover Letter shall be written in English:
- 2.2 Required Education and Experience:
 - *Advanced university degree (Master's degree or equivalent) in Political Science, International Relations, Social Sciences, Law, Human Rights Public Administration, or a related field;*
 - *A minimum of six years of progressively responsible experience in political affairs, diplomacy, conflict resolution, or related field;*
 - *Extensive experience in political outreach, facilitation, analysis, advice, reporting and working in the areas of early warning, conflict prevention and mediation is required.*
- 2.3 CVs and Cover letter of the applicant should provide information on the qualifications of the consultant, his/her general track record and previous specific experience in similar assignments.
- 2.4 The names and contact details of at least two previous employer/client references should be provided.

Section 3 Evaluation of CVs

- 3.1 The CVs will be evaluated and scored against the following technical criteria with respective corresponding weights:
 - (i) *General qualifications, skills and experience (maximum 30 points);*
 - (ii) *Specific qualifications and experience relevant to the assignment (maximum 30 points);*
 - (iii) *Specific professional experience in the field of the assignment (maximum 40 points)*

The maximum final score (T) is 100 points.

Following the technical evaluation International IDEA reserves the right to shortlist a number of consultants for interview.

3.2 The consultant(s) ranked highest will be invited to negotiate the contract. If negotiations are successful, the selected consultant(s) will be awarded the contract.

Section 4 Final Considerations

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

4.2 The following documents are enclosed with this Request for CVs/Cover Letter:

- Terms of Reference

4.3 Further information on the Institute may be found on our website <http://www.idea.int/> .

4.4 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

4.5 Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and Director of Corporate Services of the Institute. The address is tender.complaints@idea.int.