



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 258-19/21

Assignment Name: Knowledge Management Expert
Department of Political Affairs, African Union

Project Name: Support to the AU on Structural Preventive Diplomacy and Political Analysis

Deadline for Submissions: CVs and Cover letters must be submitted on or before 23:59 (CET), **21st July 2019**. 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. **258-19/21**; Do not open before 23:59 (CET), **21st July 2019**

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 CURRICULUM VITAE(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 32 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 seeks to engage an individual consultant for the project entitled: *Knowledge Management Expert, Department of Political Affairs, African Union* through which it works with the African Union Commission with the support of the United Kingdom Foreign & Commonwealth Office (UKFCO). The individual being sought will fill a Consultancy of a Knowledge Management Expert in the secretariat of the African Governance Architecture (AGA). The Knowledge Management Expert shall maintain responsibility for AGA knowledge generation, management, and sharing that ensures the know-how, information, and experience is shared internally and externally with partners, and all other stakeholders.
- 1.3 Detailed description of the assignment is provided in the Terms of Reference attached to this request for CVs. Interested qualified individual consultants are invited to submit their CVs to participate in the selection.
- 1.4 Tentative timeframe: It is anticipated that the services will commence in August/September 2019 and they will initially be for one year with possible extension.
- 1.5 Estimates input; *The work will be undertaken on a full-time consultancy basis (8 hours/day)*

Section 2 Preparation of CVs/Cover letter

- 2.1 Language: The official language for the CVs, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Required experience: Master's degree in knowledge management, political science, human rights, development studies or related social sciences field, Minimum of five years of experience in knowledge-related positions or relevant experience; Excellent command of written and spoken English essential. Knowledge of any other African Union official languages is an added advantage; Understanding of and experience applying communications and knowledge management and communication concepts, tools, and approaches; Knowledge of technical and programmatic AGA cluster and AU Continental development and governance issues;
- 2.3 The CVs 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 criteria with respective corresponding weights:
 - (i) *General qualifications and skills (maximum score 30 points);*
 - (ii) *Specific qualifications relevant to the assignment (maximum score 30 points);*

(iii) Specific professional experience in the field of the assignment (maximum score 40 points);

The maximum final score is 100 points.

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

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 Executive Division of the Institute. The address is tender.complaints@idea.int.