



INTER PARES | Parliaments in Partnership
EU Global Project to Strengthen the Capacity of Parliaments

INTER PARES | Parliaments in Partnership
Office of International IDEA to the EU
Avenue des Arts 41, 1040 Bruxelles



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 258-20/21

Assignment Name: Consultancy Services – Manager AGORA Portal

Project Name: **INTER PARES | Parliaments in Partnership: *EU Global Project to Strengthen the Capacity of Parliaments***

Deadline for Submissions: CVs, Letter of Motivation and Financial Proposal must be submitted on or before 23:59 (CET), **17th May 2020**. Late submissions will not be considered for evaluation.

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

Format for Submissions: Submissions in electronic format by email.

The following text should be put in the subject field of the email: Tender No. **258-20/21**; Do not open before 23:59 (CET), **17th May 2020**

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 final Submission of your CV, Motivation Letter and Financial Proposal and the second one to be used for clarifications and other related correspondence.

REQUEST FOR CVs and MOTIVATION 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 33 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. International IDEA and the European Commission's Directorate-General for International Cooperation and Development (DG DEVCO), have entered into an agreement to implement a new EU-funded global project entitled "INTER PARES| Parliaments in Partnership - *EU Global Project to Strengthen the Capacity of Parliaments*". INTER PARES aims to strengthen representative and inclusive democracy through support for the effective functioning of parliaments in partner countries, by enhancing their legislative, oversight, representative, budgetary and administrative functions. It focuses both on elected Members of Parliament (MPs), particularly in their capacity as members of parliamentary committees and on the staff of parliaments' secretariats. One of the outputs of the INTER PARES Project is the development of e-learning tools on specific themes and publication of action-related knowledge products through the [AGORA Portal](#).
- 1.2 The INTER PARES project now seeks to engage an individual consultant for the assignment entitled: Consultancy Services – Manager AGORA Portal. It is a part time role and remotely based.
- 1.3 Detailed description of the assignment is provided in the Terms of Reference attached to this request. 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 May/June 2020 and they will initially be until the end of December 2020 with possible extension until December 2021.
- 1.5 Estimates input; *The work will be undertaken on a part-time consultancy basis (two and a half days per week).*

Section 2 Preparation of the Submission

- 2.1 Language: The official language for the CVs, motivation letter, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Required qualifications and experience: As outlined in the attached Terms of Reference;
- 2.3 The Motivation Letter should describe the consultant's background in international development and knowledge management and outline his/her skills and relevant experiences
- 2.4 The CVs should provide information on the qualifications of the consultant, his/her general track record and previous specific experience in similar assignments;
- 2.5 The names and contact details of at least three professional references should be provided.

Financial Proposal

- 2.6 The submission should include a financial proposal indicating the daily fee rate and any incidental expenses likely to be incurred. Note the rates should be quoted in Euro;

Please indicate if VAT will need to be charged and indicate the percentage.

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 (20 points);*
- (ii) *Specific qualifications and experience relevant to the assignment (30 points);*
- (iii) *Fee rate; (25 points)*
- (iv) *Written Test and Interview; (25 points).*

The maximum final score is 100 points.

Following the evaluation related to points (i) to (iii) above, International IDEA will shortlist a number of consultants to take a written test and an interview.

- 3.2 At the end of the evaluation process, 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 and Motivation 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.