



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL

ASSISTANCE *RESPONSES TO QUESTIONS*

Tender Reference No: 2026-04-089

Project Name: U-VOTE

Assignment Name: Procurement of Services for Methodological Support, Scenario Development, and Multimedia Production for Online Training for the CEC and other Voter Education initiatives (Ukraine)

Based on questions received, the information below is provided for clarification regarding the tender referenced above. Please note that if new questions are received, they will be added to this document.

General

1. Question:

We are considering submitting a proposal as a joint venture or consortium between two organizations. Could you please confirm whether proposals submitted by two or more entities acting as co-providers are accepted, and if so, whether there are any specific formal requirements for structuring or documenting such a joint submission?

Response:

Yes, proposals may be submitted by a consortium. In such cases, each participating organization in consortium must provide its legal registration documents separately. All required proposal documents may be submitted jointly on behalf of the consortium.

2. Question:

Language Requirements for Deliverables (Lots 1 and 2) The Request for Proposals indicates that the official language for the proposal, contract, reports and documents is English and Ukrainian. Could you please clarify whether the technical deliverables for Lot 1 (Methodological Review) and Lot 2 (Scenario Development) are required to be submitted in Ukrainian, or whether English is sufficient for these specific outputs?

Response:

All deliverables concerning the core content, methodology, and scenarios must be produced and submitted in Ukrainian. Ukrainian is the primary language required for these project outputs.

3. Question:

What is the approximate amount of theoretical content that already exists?

Response

The theoretical content does not yet exist and will be developed specifically for each training

course. This process will commence once the training delivery provider is selected, who will then work in close collaboration with methodology experts and national electoral law specialists.

4. Question:

Are there any preliminary expectations or recommendations regarding the total duration of the course(s)?

Response:

The total duration and specific requirements will vary for each individual course. For the purpose of the financial proposal, bidders are requested to structure their pricing by providing unit rates per video module (with a standard duration of up to 10 minutes).

5. Question:

The Terms of Reference (Annex 2.1 and Annex 2.2) state, under the expert profile, that "fluency in Ukrainian is required". Could you please clarify the following:

Whether this requirement may be met at the level of the proposing organisation or team — for example, where the bidder proposes one or more Ukrainian-fluent experts for the language- and content-critical tasks, alongside an international methodological / instructional-design lead.

Response:

The primary language for all communication with the Central Election Commission (CEC) of Ukraine, as well as for all developed materials and content, is Ukrainian. Consequently, it is mandatory for the proposed team to include experts who are fluent in Ukrainian to successfully execute these tasks.

6. Question:

Whether deliverables may be produced in English and then professionally translated and localized into Ukrainian, or whether all review and scenario work must be carried out directly in Ukrainian by the proposed expert(s).

Response:

All core substantive work, including the methodological review and scenario development, must be conducted directly in Ukrainian. Formal project management deliverables and working documents (such as progress reports) must be submitted in both English and Ukrainian.

7. Question:

Lot 1 – Methodological Review.

What is the expected number of modules?

Response:

The exact number of modules will vary depending on the specific course. Detailed requirements and scope for each individual course will be defined and finalized separately in each Service Order.

8. Question:

Lot 1 – Methodological Review.

What is the approximate volume of content per module (number of pages / word count)?

Response:

The volume of content will be determined on a course-by-course basis. Detailed specifications regarding the scope and structure will be provided to the selected provider separately in each Service Order.

9. Question:

Lot 2 – Scenario Development

What is the expected number of videos per module?

Response:

The number and duration of videos will depend on the specific requirements of each course. For the financial proposal, bidders are requested to provide unit prices per video (with a standard duration of up to 10 minutes).

10. Question:

Lot 3 – Multimedia Production

Is professional voiceover recording expected (voice actor), or is AI-generated voiceover acceptable?

Response:

High-quality, professional AI-generated voiceover is acceptable.

11. Question:

Technical Requirements

Is SCORM packaging required? If so, which version (SCORM 1.2 / 2004 / xAPI)?

Response

No, SCORM packaging is not required. As per the Terms of Reference, the final deliverables must be provided as individual multimedia and graphic files (including videos in MP4 format and standalone graphic assets) suitable for direct integration and placement onto the existing "CEC: prosvita" online platform.

12. Question:

What are the primary institutional outcomes International IDEA and the CEC expect this training course to achieve beyond content transfer?

Response

Beyond producing content, the assignment to develop and deliver voter education and electoral training; to establish a sustainable, reusable multimedia training resources hosted on the "CEC: prosvita" platform; and to enhance electoral knowledge/ knowledge of CEC staffers among the target audiences in support of transparent, inclusive, and resilient electoral processes in Ukraine.

13. Question:

How defined are the learning objectives, target audiences, and module structure at this stage?

Response

The learning objectives, target audiences, and module structure will be finalized for each course in the corresponding Service Order, in collaboration with the methodology experts and national electoral law specialists.

14. Question:

What level of content readiness should we assume at the start of Lot 1: a) structured content drafts; b) comprehensive SME notes, slide decks, reference materials, or c) multiple source documents requiring consolidation, gap analysis, and additional SME briefing? What is the volume of materials?

Response

None of options (a), (b), or (c) apply in the sense of pre-existing training drafts. The content does not yet exist and will be developed from the outset together with the SMEs. Source reference materials (e.g. electoral legislation and CEC regulations) may be made available, but there is no structured training content to consolidate, and no fixed volume can be specified at this stage. Scope per course will be defined in the Service Order.

15. Question:

Who will provide subject-matter expertise during the project and what level of SME availability should we assume for briefing, content validation, and review cycles?

Response

Subject-matter expertise will be provided by the IDEA national experts, national electoral law specialists, and CEC counterparts, who will be available for briefing, content validation, and review. Specific availability arrangements will be set out in each Service Order.

16. Question:

For Lot 2, What level of content transformation should we assume: substantial reworking and rewriting of the provided content, or primarily restructuring, instructional sequencing, and editorial polishing of already validated materials?

Response

Because content is developed during the project rather than supplied pre-validated, bidders should assume substantial development of instructional scenarios from the validated content in collaboration with experts and CEC rather than only restructuring or editorial polishing. The precise level will depend on the course and will be defined in the Service Order.

17. Question:

Can you confirm the a) expected number of modules, b) approximate length per module, and c) total expected videos duration?

Response

These vary by course and are defined in each Service Order; videos have a standard duration of up to 10 minutes. A total duration cannot be specified at this stage, which is why pricing is requested also on a per-unit (per-video) basis.

18. Question:

Please describe in more detail your expectations regarding the “50 designed items per module.” What role should these items play in the learning experience? Also, what level of graphic complexity should we assume: does this number refer mainly to full diagrams, infographics, and custom illustrations, or does it also include smaller/reusable assets such as icons, headers, visual callouts, templates, and layout elements? Can you send some examples?

Response

The designed items refer to the full set of visual/graphic assets that support each module's learning experience — including infographics, diagrams, and custom illustrations, as well as smaller reusable elements such as icons, headers, visual callouts, templates, and layout elements. Their role is to visualize concepts and structure the learning flow. At this stage we don't have precise examples but you can use CEC Prosvita as a reference:

- <https://www.coe.int/uk/web/kyiv/-/series-of-infographics-cec-prosvita-local-elections-in-ukraine-in-simple-terms>
https://www.youtube.com/channel/UCEai_E8zETI0o74kcFuib2g
- <https://www.cvkpro.com>

19. Question:

Can you provide examples of already approved modules, detailed scenarios, storyboards, or other relevant materials that reflect the expected level of detail, structure, and quality for Lot 2 deliverables?

Response

As the content does not yet exist, there are no approved modules or scenarios from this assignment to share at this stage. Reference formats, templates, or structural examples may be provided together with each Service Order. You can use this as a reference –

- https://www.youtube.com/channel/UCEai_E8zETI0o74kcFuib2g
- <https://www.cvkpro.com>

20. Question:

How should components be implemented technically: built natively within the CEC Prosvita platform or delivered as SCORM/xAPI packages? If SCORM, would you like to consider creating interactive elements instead of “50 designed items per module.”?

Response

SCORM/xAPI packaging is not required. Deliverables are to be provided as individual multimedia and graphic files (videos in MP4 format and standalone graphic assets) suitable for direct integration onto the existing "CEC: prosvita" platform. The proposal is noted and may be considered per Service Order, also you can additionally add it in financial proposal, but please, also provide the price for 50 designed items per module to make the process of assesment of proposals equal and transparent.

21. Question:

What review and approval process should we assume for each deliverable, including the number of reviewers, number of review rounds, languages of review, and expected turnaround time?

Response:

Deliverables are reviewed by International IDEA together with the relevant CEC counterparts. Substantive content is reviewed ONLY in Ukrainian; formal project-management documents (reports, invoices, etc) are reviewed in both English and Ukrainian. Bidders may assume a defined number of review rounds per deliverable (e.g. up to two),

with turnaround times specified in each Service Order.

22. Question:

Please send the link for the video reference as the current one doesn't work on our end.

Response:

https://www.youtube.com/channel/UCEai_E8zETI0o74kcFuib2g

23. Question:

Lot 1 (Methodological Review): To provide an accurate lump-sum proposal, could you please provide a reference regarding the volume of existing materials that will require review? Specifically, any information on the number of modules or the approximate page count/length of the current training content would be invaluable.

Response:

The theoretical/training content does not currently exist; it will be developed specifically for each training course during implementation, in collaboration with the methodology experts and national electoral law specialists. There is therefore no pre-existing body of content with a fixed number of modules or page count that can be provided as a review reference. The number of modules and the volume of content for each course will be defined in the respective Service Orders. For this reason, bidders are requested to structure pricing on a unit basis (per module) rather than as a single lump sum.

24. Question:

Lot 2 (Scenario Development): To accurately calculate the per-module unit price requested in the financial matrix, could you clarify the expected scope of the materials for which scenarios must be written?. Knowing the anticipated complexity or average length of the final instructional scenarios per module would help us align our financial proposal with your requirements.

Response:

Scenario development is priced per video, on the basis of a standard video duration of up to 10 minutes. The length and complexity of instructional scenarios will vary by course and will be specified in each Service Order. For the financial proposal, bidders should provide a unit price per video module reflecting their standard approach to a 10-minute instructional video scenario.