



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

RESPONSES TO QUESTIONS

EOI 2026-06-094

Assignment Name: *Roster of Individual Consultants for International IDEA's Ukraine Democracy-Assistance Portfolio*

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:

The EOI identifies “language proficiency in English and Ukrainian” as one of the criteria for inclusion in the roster. Is working proficiency in Ukrainian a mandatory eligibility requirement, meaning that an applicant without it would be excluded? Or will language proficiency be assessed according to the thematic area selected and the requirements of each individual assignment?

I have professional proficiency in English, fluent Russian, native Hungarian and working proficiency in Turkish, in addition to several other regional languages. Against this background, could you please confirm:

- whether an applicant without working proficiency in Ukrainian remains eligible for inclusion in the roster; and
- whether substantial professional experience in Ukraine, combined with other relevant language skills, may be considered for thematic areas and assignments for which Ukrainian is not indispensable?

Response:

Working proficiency in Ukrainian is not a mandatory eligibility requirement for inclusion in the roster. Applicants are requested to indicate their language proficiency as part of their application. Language skills will be considered together with the applicant's qualifications, professional experience, and the requirements of the relevant thematic area.

The language requirements for future assignments will be defined in the specific Terms of Reference (ToR) for each assignment. While some assignments may require working proficiency in Ukrainian, others may not. Therefore, applicants with substantial professional experience in Ukraine and other relevant language skills may be considered for assignments where Ukrainian is not an essential requirement.

2. Question:

Bank information requested in roster questionnaire

For the purposes of completing the roster questionnaire, applicants are requested to provide their bank details at this early stage of the process.

Could you please clarify whether this information is necessary at this point in the application process?

Response

The requested bank information is collected for administrative purposes and to facilitate future contracting should an applicant be selected for a specific assignment. Providing this information as part of the application does not imply any commitment by International IDEA to award a contract or engage the applicant. Inclusion in the roster does not guarantee future assignments, and any engagement will be subject to the requirements of the specific Terms of Reference (ToR) and International IDEA's procurement procedures.

3. Question:

The EOI refers to Annex A (Roster Questionnaire) and Annex B (Declaration of Honour), but I cannot find them on the procurement page. Where can I download these documents?

Response:

The application documents, including Annex A – Roster Questionnaire and Annex B – Declaration of Honour, are available on the International IDEA Procurement and Tenders webpage for this EOI. Please access the documents using the following link:

<https://www.idea.int/procurement-and-tenders>

Then navigate to **EOI 2026-06-094 – Roster of Individual Consultants for International IDEA's Ukraine Democracy-Assistance Portfolio** to download the relevant application documents.

4. Question:

Is this position locally based, and does it require in-person attendance?

Response:

This EOI is intended to establish a roster of individual consultants for International IDEA's Ukraine Democracy-Assistance Portfolio. It is not for a specific position.

The location and working arrangements (remote, in-person, or hybrid) will depend on the requirements of each individual assignment and will be specified in the relevant Terms of Reference (ToR).

5. Question:

If in-person attendance is required, do you offer visa sponsorship? I am a Ukrainian citizen and would need to adjust my status accordingly.

Response:

Visa or work authorization requirements, where applicable, will be addressed on a case-by-case basis depending on the specific assignment, its location, and the applicable legal and administrative requirements. Any such arrangements will be communicated in the relevant Terms of Reference (ToR) or during the contracting process, where applicable.

6. Question:

Can you provide examples of the types of assignments that may be offered through the roster?

Response:

The roster is intended to support International IDEA's Ukraine Democracy-Assistance Portfolio across the thematic areas identified in the EOI. Specific assignments will depend on programme needs and will be defined through individual Terms of Reference (ToR) issued when consultancy

services are required.

7. Question:

Will assignments be carried out on-site in Ukraine or remotely from the consultant's home country?

Response:

The location of each assignment will depend on the specific requirements of the relevant Terms of Reference (ToR). Assignments may be conducted remotely, on-site, or through a combination of both, depending on the nature of the work.

8. Question:

Will assignments be remunerated, or are they expected to be undertaken on a pro bono basis?

Response:

Assignments awarded through the roster will be contracted in accordance with International IDEA's procurement procedures. Where a consultant is selected for a specific assignment, the applicable contractual terms, including remuneration, will be set out in the relevant contract.

9. Question:

What is the typical duration and workload of assignments?

Response:

There is no standard duration or workload. These will vary depending on the requirements of each individual assignment and will be specified in the relevant Terms of Reference (ToR).

10. Question:

Regarding Annex A – Roster Questionnaire and the Declaration of Honour, do these documents need to be printed and signed by hand, or would a digital signature in the PDF be sufficient?

Response:

Applicants may submit either a handwritten signature (on a scanned copy), a digital signature, or an electronic signature. All signed versions will be accepted, provided that the documents are duly completed and signed.

11. Question:

The announcement states that the proposed daily rate should be aligned with International IDEA's policies. Could you please advise on the applicable daily rate range for consultants?

Response:

Applicants are requested to propose their daily rate based on their qualifications, experience, and the services they expect to provide.

The daily rate provided in the application is intended for roster registration purposes and may be discussed, where appropriate, during the contracting process for a specific assignment. International IDEA does not publish standard daily rate ranges as part of this EOI.