



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL

ASSISTANCE *RESPONSES TO QUESTIONS*

TENDER 2026-06-093

Assignment Name: Procurement of Services for Communications Support to the Central Election Commission of 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:

Would a Ukrainian individual entrepreneur/FOP, legally registered and having a registered business address in Ukraine, satisfy the requirement that the bidder be “registered and based in Ukraine”?

Response:

Yes. An individual entrepreneur (FOP) legally registered under the laws of Ukraine and having a registered business address in Ukraine is eligible to participate, provided all eligibility requirements set out in the Request for Proposals are met, including the ability to deliver the required services and produce materials in Ukrainian.

2. Question:

Is it permissible for one proposed expert to cover more than one expert profile, for example Senior Strategic Communications Expert/Team Lead, Communications Expert and Copywriter/Editor, provided that the expert demonstrates the relevant qualifications and availability?

Response:

Yes. The same individual may fulfil more than one expert profile, provided the bidder clearly demonstrates that the proposed expert possesses the qualifications and experience required for each role and has sufficient availability to perform the assigned responsibilities. International IDEA will assess the adequacy of the proposed team as part of the technical evaluation.

3. Question:

May an individual entrepreneur submit a proposal with a team of contracted experts or subcontractors? If so, what documentation or letters of commitment are required at the proposal stage?

Response:

Yes. An individual entrepreneur may submit a proposal supported by a team of experts. At the proposal stage, bidders should submit the documentation requested in the Request for Proposals, including the list of key personnel and their CVs. No additional letters of commitment are required under the tender documentation. At the same time the Procurement Procedures require that any subcontracting during contract implementation be approved in writing by the Project Manager.

4. Question:

Is the "Other Experts — please specify" line in Annex 2.2 mandatory, or may it be marked as not applicable?

Response:

The "Other experts — please specify" line is optional. As stated in Annex 2.2, bidders must complete the minimum set of expert profiles listed for the Lot. Additional expert profiles may be proposed where relevant but are not mandatory. If no additional experts are proposed, the field may be marked "Not Applicable" or left blank.

5. Question:

What is the expected duration of the Framework Agreement, and will the daily rates remain fixed throughout the entire period or be subject to indexation?

Response:

The Framework Agreement will be established for a maximum period of five (5) years, in line with International IDEA's procurement policy. Regarding daily rates: the rates submitted in the bidder's financial proposal will form Annex [X] to the Framework Agreement and will apply as the baseline. At the same time, rates may be subject to indexation; the approach will be decided during the negotiations with the selected bidder(s).

6. Question:

Although no volume is guaranteed, could International IDEA provide an indicative expected annual volume or likely number of Service Orders for Lot 1?

Response:

No further estimate can be provided. As stated in the tender documents, this is a framework contract with no guaranteed volume of work. Service Orders will be issued based on programme needs, and the indicative days included in Annex 2.2 are used solely for evaluation purposes and do not represent expected volumes.

7. Question:

How will individual Service Orders be allocated among the multiple suppliers selected for the same Lot: cascade ranking, rotation, mini-competition, availability, or another mechanism?

Response:

The allocation methodology for individual Service Orders is not prescribed in the tender documents. Service Orders will be issued in accordance with International IDEA's operational requirements and the terms of the Framework Agreement. Allocation will take into account factors such as each supplier's availability, proposed timelines, and subject-matter fit for the specific assignment. Some assignments may involve coordination between more than one supplier.

8. Question:

What level of on-site presence in Kyiv should bidders anticipate? Should local travel, accommodation and related costs be included in the daily rates?

Response:

The level of on-site presence will depend on the requirements of each individual Service Order. As indicated in the Terms of Reference, the provider should be able to work on-site or in close coordination with International IDEA's Kyiv office, as required. The tender documents do not prescribe separate reimbursement arrangements for local travel or related costs.

9. Question

What rapid-response or mobilisation times are likely to be required under Lot 1?

Response:

Response times will be specified in each individual Service Order, depending on the nature and urgency of the assignment.

10. Question

The RFP indicates an estimated commencement in August 2026. Could you please confirm the expected award date and anticipated timing of the first Service Orders?

Response:

International IDEA currently anticipates commencing the Framework Agreement in August 2026, as indicated in the Request for Proposals. The exact contract award date and the timing of the first Service Orders will depend on the completion of the evaluation and contracting process and cannot be confirmed at this stage.