



## INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

### REQUEST FOR CURRICULUM VITAE (CV)

*Project Name:*            *Technical Support to Sierra Leonean Institutions*

*Assignment Name:*    *Senior Electoral Advisor*

#### **Section 1        General Information**

- 1.1    The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 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, International 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    International IDEA is planning to participate to the EU funded international tender entitled “**Technical assistance in Sierra Leone in the areas of civil service reform, parliament and the electoral cycle**”. The main objective is to provide technical assistance to Sierra Leonean institutions, notably the National Electoral Commission, the Parliament of Sierra Leone and the government civil service.
- 1.3    The Institute now seeks to recruit a consultant to the position of Senior Electoral Advisor, who will lead the implementation of International IDEA projects and activities in support of the electoral process in Sierra Leone. The recruitment of this consultant is subject to International IDEA and its consortium partners’ successful service contract award as well as approval by the appropriate EU Contracting Authority (EU Delegate in Sierra Leone).
- 1.4    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.
- 1.5    Tentative timeframe: it is anticipated that the services will be for a thirty-six month period starting on/about April 2018.
- 1.6    Language: the official language for the contract, reports and any other documents in relation to the assignment is English.

#### **Section 2.        Preparation of CVs**

- 2.1    Language: the CVs shall be written in English.
- 2.2    General professional experience:
  - A minimum of eight years of relevant professional experience related to electoral affairs in developing countries including a minimum of 5 years’ experience in the development and implementation of electoral cycle support programmes including

capacity development in electoral management functions, such as support to electoral reforms, strategic and operational planning, management of operations of electoral bodies, institutional development, engagement with civil society, media and political parties;

- Proven experience in capacity building in state institutions;
- Experience of working in Anglophone African countries will be considered an advantage with experience working in the West African sub-region preferred;
- Experience in the provision of policy advice and technical assistance to the election management body for institutional development;
- Experience in collaboration with a variety of stakeholders (civil society, media, political parties), and in donor coordination;
- Good familiarity with gender issues related to electoral affairs;
- International experience in electoral affairs and exposure to best international electoral practices;
- Knowledge of EU policies and programmes in the area of democratization and governance is an advantage; and
- Proven experience with legislative development within election management bodies.

2.3 Qualifications and skills:

- University degree at Masters' level in social and/or political science, international relations, public administration, law or related discipline;
- Excellent inter-personal and communication skills (written and oral);
- Excellent report writing skills;
- Ability to work under pressure and to meet deadlines;
- Excellent written and oral English language.

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.

### Section 3 Submission of CV

3.1 CV, a cover letter and three references should be submitted in electronic format by e-mail.

3.2 CV **must be submitted in the EuropeAid format** available for download [here](#).

3.3 The address for submission of the CV, cover letter and three references is:

Attn: International IDEA – Africa and West Asia Programme  
Subject: EIO No. Ref. 258-17/139 – Senior Electoral Advisor  
E-mail: EOI@idea.int

3.3 CV, cover letter and three references must be submitted 17<sup>th</sup> December 2017 at 23:59 local time (Addis Ababa, Ethiopia). All CVs will be evaluated after the submission deadline. Late CVs will not be considered for evaluation. When submitting CVs by email please state the following in the Subject Field of the email: EOI No Ref. 258-17/139– Senior Electoral Advisor.

3.4 CVs must remain valid for at least 60 days following the deadline for their submission stated in paragraph 3.3. During this period, the consultants are expected to be available for the assignment.

## **Section 4 Evaluation of CVs**

4.1 The CVs will be evaluated and scored against the following criteria with respective corresponding weights:

- (i) *General qualifications and skills (maximum score 100; weight 30%);*
- (ii) *General professional experience (maximum score 100; weight 70%);*

The maximum final score is 100 points.

## **Section 5. Awarding of the Contract**

5.1 International IDEA will draw up a short-list of qualified candidates to invite to the interview phase of the process. Based on the interview, the candidate determined most appropriate may be invited to contract negotiations, pending the award of funding.

## **Section 6 Final Considerations**

6.1 International IDEA will not be bound to select any of the candidates.

6.2 The following documents are enclosed with this Request for CVs:

- Terms of Reference
- Expression of Interest Notice

6.3 Further information on International IDEA can be found on our website <http://www.idea.int/>.