



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

REQUEST FOR PROPOSALS

Tender No. 258-17/17

Tender Notice: The closing date for receiving proposals is on or before 6 March 2017, 23:59 (CET)

Project Name: Support to Parliamentary Institutions and Processes in Bhutan

Assignment Name: Drafting Parliamentary Oversight Manual for the Parliament of Bhutan

Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 30 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, 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 The Institute now invites proposals from qualified consultants for the “*Drafting of a Parliamentary Oversight Manual for the Parliament of Bhutan*”. The services include
 - a) *Drafting of Parliamentary Oversight Manual which will be used by the Parliament of Bhutan by both houses to increase their oversight functions.*
 - b) *Establish a standard procedure for executing parliamentary oversight function and*
 - c) *Identification of Parliamentary oversight tools/approaches.*

The International Consultant as team leader will work with a Bhutanese national consultant, in collaboration and guidance of the Parliament of Bhutan and IDEA. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.

- 1.3 Tentative timeframe: It is anticipated that the services will commence in late March and they will have to be completed before *31 May 2017*.

Section 2 Preparation of Proposals

2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.

2.2 Estimated input: *25 billable days required to complete the assignment.*

2.3 Required experience:

The consultant (s) must have:

- A Masters degree in public finance, macro-economics, public administration, law, political science, institutional/organisational development or related field or equivalent work experience;
- A Minimum of 15 years in international working experience in the workings of legislatures, and specific experience in representative institutions;
- Sound knowledge of norms and standards/benchmarks for democratic legislatures and experience of working with legislature, parliamentary budget committees, legislative support services and the administration of parliaments;
- Extensive knowledge and experience with public consultation tools and process and public hearings;
- Proven experience in the area of writing/drafting Parliamentary Oversight Manuals and/or substantive experience on legislative oversight, extensive knowledge of budget cycles, the work of parliamentary budget committees, parliamentary legislation and oversight processes, and the work of members of parliament is an advantage;
- Professional proficiency in English and excellent English writing skills is required;

2.4 The Technical proposal should provide the following information:

- (i) A brief description of the individual, company or organization, on how they meet the “Required Experience” and an outline of recent experience on assignments of a similar nature;
- (ii) Curriculum Vitae of the individual who will be involved in the assignment, including information on his/her previous experience in similar assignments;
- (iii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (iv) The full name and contact details (including email address and telephone number) of two references.

2.5 Financial Proposal:

The financial proposal should indicate the number of days proposed, the daily rate of the consultant and total fees. The proposal should be in Euros. Please note that any potential expenses (travel, accommodation etc.) associated with this assignment will be funded by International IDEA and agreed at the time of signing a contract.

Section 3 Submission of Proposals

3.1 Proposals should be submitted in electronic format by e-mail to tendersubmissions@idea.int . Financial and Technical proposals must be submitted in separate files. The proposed fee should not be mentioned in the Technical Proposal.

Proposals must be submitted on or before ***Monday, 6 March 2017 at 23:59 (CET)***. Late proposals will not be considered for evaluation. Proposals being submitted by email should put the following text in the subject field: **Tender No. 258-17/17 (Technical and Financial) – Do not open before 23:59 (CET) 6 March 2017.**

3.2 Proposals 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 keep available the professional staff proposed for the assignment.

Section 4 Evaluation of Proposals

4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights: *[insert evaluation criteria and maximum corresponding score. The followings may serve as an example:*

- (i) Specific experience in relevant sectors (maximum 30 points);*
- (ii) Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 40 points);*
- (iii) Qualifications and experience of the consultant proposed to perform the assignment (maximum 30 points);*

After completing the evaluation of the proposals (excluding interviews), International IDEA reserves the right to call for interview (in-person or via video conferencing) a short list of the highest-ranking consultants. A final decision will then be made at the end of this process. However, International IDEA reserves the right not to select any of the tenders if the proposals and/or the interviews prove unsatisfactory.

The maximum technical score (T) is 100 points.

4.2. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.

4.3. The corrected prices will then be calculated to obtain the evaluation price (E).

4.4 The currency used for evaluation is: *Euro*

4.5 The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (E_m) will be given a financial score (F_m) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

$$F = 100 \times E_m/E, \quad \text{where: } E_m \text{ is the lowest evaluation price, and} \\ E \text{ is the evaluation price of the proposal under consideration.}$$

4.6 The final scores (S) will be computed by applying the formula:

$S = t \times T + f \times F$, where: t is the weight given to the technical score
 f is the weight given to the financial score

4.7 The weights given to the technical and financial scores are:

$t = 70\%$

$f = 30\%$

4.8 The consultant ranked highest at the end of the process will be invited to negotiate the contract and if negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail; the second ranked consultant will be invited to negotiations.

4.9 International IDEA reserves the right to vary at the time of award of contract, the quantity of services and/or goods, or scope of work by up to a maximum of twenty five per cent (25%) of the original TOR, without any change in the unit fee price or other terms and conditions

Section 5 Final Considerations

5.1. International IDEA will not be bound to select any of the proposals.

5.2 The following documents are enclosed with this Request for Proposals:

Terms of Reference

Tender Notice

5.3 Further information on the Institute can be found on our website <http://www.idea.int/> .

5.4 Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at: tender@idea.int. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/about-us/procurement-and-tenders>. Therefore bidders are advised to check the website regularly during the process.

5.5 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and Director of Corporate Services of the Institute. The address is tender.complaints@idea.int.