



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

REQUEST FOR PROPOSALS

Project Name: International IDEA's State of Democracy Signature Publication
Assignment Name: Expert Support - Design of digital and printed publication
(Registration Number 258-16/81)

Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 29 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.
- The Institute now invites proposals from qualified consultants (firms, organizations, individuals) for Expert Support - Design of digital and printed version of International IDEA's Global State of Democracy Signature Publication (working title).
- 1.2 The services include designing the printed and online versions of the Signature Publication, particularly focusing on visualization solutions, graphic design and lay-out, including infographics linked to the Global State of Democracy Index. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 Tentative time-frame: It is anticipated that the services will commence **on 1 October 2016** and will have to be completed by 31 March 2018. This timeline can be subject to change.

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 The technical proposal should provide the following information:
- (i) A brief description of the company / organization as well as an outline and samples of recent assignments of a similar nature;
 - (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;

- (iii) The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
- (iv) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;

2.3 The financial proposal should provide the following information in Euros (€):

- (v) The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur. Budget proposed must refer to the different elements described in the ToR.

Section 3 Submission of Proposals

- 3.1 Proposals should be submitted in electronic format by email. Technical and Financial Proposals must be submitted in separate files if by email and marked accordingly. Price should not be mentioned in the Technical Proposal.
- 3.2 The email address for submission of the proposals is: tendersubmissions@idea.int. Proposals should have the following text in the subject field: Tender No. 258-16/81– Do not open until **13 September 2016, 23:59hrs**.
- 3.3 Proposals must be submitted on or before 23:59hrs (CET) **13 September 2016**. Late proposals will not be considered for evaluation.
- 3.4 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:
 - (i) Specific experience in relevant sectors (maximum 20 points);
 - (ii) Quality and adequacy of the proposed methodology and work plan in responding to the ToR (maximum 30 points);
 - (iii) Qualifications and experience of the key staff proposed to perform the assignment (maximum 30 points);
 - (iv) Interview with the proposed teams (maximum 20 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) based on a short list of the highest-ranking applicants. 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 tendering companies 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 converted to the currency of evaluation to obtain the evaluation price (E).
- 4.4 The currency used for evaluation is in **Euros (€)**.
- 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 is the evaluation price of the proposal under consideration.

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

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

f is the weight given to the financial score

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

$$t = 80\%$$

$$f = 20\%$$

- 4.8 The consultant securing the highest final score 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 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
- 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/>. Therefore tenderers are advised to check the website regularly during the process.
- 5.5 We would appreciate your informing us by email (contact details above):
 - (a) Upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal;
 - (b) When submitting the proposal, the date and mode of shipment, if other than via email.
- 5.6 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.