



## **INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

### **REQUEST FOR PROPOSALS (Tender ref. no.: 258/16-96)**

Project Name: State of Democracy Assessments

Assignment Name: Evaluation of State of Democracy Assessments

#### **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.
- 1.2 The Institute now invites proposals from qualified consultants (firms, organizations, individuals) for an Evaluation of the State of Democracy Assessment. The services include the analysis of the relevance, effectiveness, efficiency, impact and sustainability of the International IDEA's State of (Local) Democracy assessment approach and corresponding tools. 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 on 1<sup>st</sup> December 2016 and they will have to be completed before 15 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: The consultancy will be undertaken for an estimated 60-70 working days in a period of 4.5 months.
- 2.3 Required experience: The Evaluation Consultant is required to have the following qualifications, competencies and experience;
  - Masters degree or higher in social or political science, law, international relations or a related field;
  - Demonstrated experience in conducting evaluations of global, complex projects and programs of a similar scope, preferably for international organisations and/or NGOs



- Knowledge of and significant experience in assessing projects in the area of democratic governance and development
- Excellent oral and writing skills in English
- Excellent communication and interpersonal skills
- Proficiency in both qualitative and quantitative evaluation methods and analysis;
- Experience of working in a global multicultural setting respecting gender equality and diversity.
- Cultural sensitivity and ability to work in a multi-cultural environment.
- Ability to travel during the period of the assignment

2.4 The proposal should provide the following information:

- (i) CV and letter of motivation, including information on previous experience in similar assignments;
- (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (iii) The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur.

### **Section 3 Submission of Proposals**

3.1 Proposals should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. Price should not be mentioned in the Technical Proposal.

3.2 The address for submission of the proposals is:

International IDEA  
Strömsborg, S-103 34  
Stockholm, Sweden  
Attn: Tenders (Tender Reference No. 258/16-96)  
E-mail: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int).

3.3 Proposals must be submitted on or before **28 Oct 2016 23:59**. Late proposals will not be considered for evaluation. Proposals being submitted by email should put the following text in the subject field: Tender No. **258/16-96** – Do not open until **28 Oct 2016 23:59**.

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:



- a. *Specific experience in conducting evaluations of global, complex projects and programmes of a similar scope, preferably for international organizations (maximum 30 points);*
- b. *Significant expertise in assessing projects in the area of democratic governance and development (maximum 20 points);*
- c. *Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 30 points);*
- d. *Interview with the selected candidate (maximum 20 points).*

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: 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:

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

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

$$t = 70\% \\ f = 30\%$$

- 4.8. 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.
- 4.9. 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.



- 4.10 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  
Other relevant information sources: [www.idea.int/sod-assessments/](http://www.idea.int/sod-assessments/)
- 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](mailto: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 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](mailto:tender.complaints@idea.int).