



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

REQUEST FOR PROPOSALS

Project Name: IKNOW Politics

**Assignment Name: International Knowledge Network of Women in Politics (IKNOW Politics)
Evaluation**

Tender No. 258-16/87

Tender Notice: The closing date for receiving proposals is on or before 11th September 2016, 23:59 (CET)

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 International Knowledge Network of Women in Politics (IKNOW Politics) www.iknowpolitics.org¹ was established in 2007 to advance women's equitable participation and representation in politics. The IKNOW Politics platform is an online knowledge hub/space on women in politics from across global regions, which facilitates access to key resources and capacity building materials on women's political participation and representation, exchange of knowledge and experiences around issues of common interest and news/events on women's political participation globally in four languages- Arabic, English, French and Spanish.
- 1.3 International IDEA, in the context of the Institute's 2012-2017 Strategy which is coming to an end is commissioning the evaluation of the IKNOW Politics project. IKNOW Politics has been selected for the evaluation to assess its overall performance levels, assess the usefulness of the content of the platform for the different users and achievements of the set objectives. The results of the evaluation will contribute towards informing the IKNOW

¹ At the time of its establishment IKNOW Politics was a joint project of the Inter-Parliamentary Union (IPU), International Institute for Democracy and Electoral Assistance (IDEA), the National Democratic Institute (NDI), the United Nations Development Programme (UNDP) and the United Nations Entity for Gender Equality and Women's Empowerment (UN Women). Current partners include IPU, International IDEA, UNDP and UN Women.

Politics partners' strategic direction and future planning for the IKNOW Politics project. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.

- 1.4 **Tentative timeframe:** It is anticipated that the assignment will take approximately 7 weeks commencing 3rd October, 2016 and to be completed by 18th November 2016

Estimated budget: 10 000 – 15 000 Euro (*ten to fifteen thousand Euro*)

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: 40 working days

- 2.3 Required qualifications and experience: the candidate should have prior documented experience in managing and conducting evaluations and knowledge and or work experience on women's political empowerment programmes (see section 5 of ToR)

- 2.4 **The technical proposal** should provide the following information:

- (i) A CV of the consultant(s), including information on their previous experience in similar assignments and verifiable references;
- (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (iii) The full name and contact details (including email address and telephone number) of two references;
- (iv) **Financial proposal:** The financial proposal should indicate the number of days proposed, the daily rate of the consultant(s) and any other incidental expenses likely to be incurred. The proposal should be in Euros.

Section 3 Submission of Proposals

- 3.1 Proposals should be submitted in electronic format by e-mail to tendersubmissions@idea.int

- 3.2 Proposals must be submitted on or **before 11th September 2016, 23:59 (CET)**. Late proposals will not be considered for evaluation. **Technical and Financial Proposals must be sent in separate files.** Proposals being submitted by email should put the following text in the subject field: **Tender No. 258-16/87 (Technical & Financial) – Do not open before 23:59 (CET) 11th September 2016**

- 3.3 Proposals must remain valid for at least 60 days following the deadline for their submission stated in paragraph 3.2.

Section 4 Evaluation of Proposals

- 4.1 The technical proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:
- (i) Specific experience in managing or conducting evaluations, including online or social platforms, or evaluations of a similar scope, preferably for international organisations and/or NGOs (maximum 40 points);
 - (ii) Knowledge and or work experience on women's political empowerment programme (maximum 10 points)
 - (iii) Adequacy of the proposed methodology, in responding to the Terms of Reference (maximum 50 points);

The maximum technical score (T) is 100 points.

- 4.2 The financial proposals will be checked and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input.
- 4.3 If not stated in Euros, the financial proposal will be converted to the currency of evaluation to obtain the evaluation price.
- 4.4 The currency used for evaluation is the Euro (EUR).
- 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:

$$t = 75\%$$

$$f = 25\%$$

- 4.8 After completing the evaluation of the proposals, International IDEA reserves the right to call for interview a short list of the highest-ranking candidate(s) via video-conferencing. The consultant(s) securing the highest final score will then be invited to negotiate the contract and if negotiations are successful the selected consultant(s) will be awarded the contract. Should the negotiations fail, the second ranked consultant(s) will be invited to negotiations.
- 4.9 International IDEA reserves the right to vary at the time of award of contract the scope of work by up a maximum of twenty five per cent (25%) of the original Terms of Reference, 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 Terms of Reference is enclosed with this Request for Proposals:
- 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, 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 via tender.complaints@idea.int.