**RESPONSE TO QUESTIONS REGARDING EOI 258-20/37**

Assignment Name: ***Engagement of Senior Expert Consultants – Electoral Processes Programme, International IDEA***

**Based on questions received, the information below is provided for clarification regarding**

**The EOI referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:**

Could you please clarify, which of the responses (YES or NO) should be used to indicate the ABSENCE of any conflict of interest with respect to the questions below.

|  |
| --- |
| **(1)**    **declares that the above-mentioned person has no unresolved conflict of interest that may cause the impartiality the process of awarding the contract to be questioned, except as disclosed** |
| **Selection criteria** | YES | NO |
| (a)    no person involved in the preparation of the bid is or was a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid | [ ]  | [ ]  |
| (b)    no person involved in the preparation of the bid is a family member of a Staff Member or Member of the Board of Advisers at International IDEA in the six months preceding the submission of the bid | [ ]  | [ ]  |
| (c)    No Staff Member or Member of the Board of Advisers at International IDEA has a material financial interest in the bidder  | [ ]  | [ ]  |

**Response:**

For this part in Declaration of Honour Form, it should be yes if there is absence of conflict of interest.

1. **Question:**

As it is open only to individual consultants, I was wondering if the individual consultants could regroup (for example two consultants) and send their proposal together?

If that would be allowed, are there any additional criteria or rules that need to be followed? Would that be a common practice for this type of Tender, or is it anyway preferred that the individual consultant submit his/her proposal alone?

**Response:**

Per EOI Notice, this is open only to individual consultants, so the application should be from the individual consultant.

1. **Question:**

I did complete the declaration form.  Do I need to resubmit?

**Response:**

Please check the addendum issued on how to accomplish the Declaration of Honour Form. No need to resubmit the form if you accomplish it correctly, if not, then send the revised form to EOI submission email.

1. **Question:**

**(in reference to the new addendum)**

I would like to know if I can send again my information, I have to correct it.

Also, I would like to know if I have to send the financial proposal or it is enough the information - daily fee.

**Response:**

Yes, you can. Please submit it to the EOI submission email. If you need to change something in relation to the addendum issued you can always resubmit your proposals (before the deadline date for submission). Resubmit it at the top of the latest submission email you have submitted.

There are 5 requirements per EOI instruction. So, letter d. below is already the financial proposal. Please submit: **Daily fee inclusive of VAT or sales tax.  The consultant shall be responsible for his or her own tax obligations as per the laws of the respective country.**

1. A cover letter (maximum one page) outlining motivation for consideration as a Framework Contract consultant;
2. A current CV demonstrating how experience meets the requirements of the ToR, including the names and contact details of two references;
3. A brief overview of references, publications, projects demonstrating relevant experience. Simple bullet points are sufficient;
4. A separate page outlining daily fee rate in euros.
5. Completed Declaration of Honour Form (Annex D2.1) (Please declare Yes or No as provided)