**RESPONSE TO QUESTIONS REGARDING EOI 258-20/31**

**Assignment Name:** Engagement of Senior and Junior Analysis and Indices Consultants under

Framework Contracts – Democracy Assessment (DA)

**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:**

My current query is relevant to EOR No. 258, Engagement of Senior and Junior Analysis and Indices Consultants under Framework Contracts – Democracy Assessment (DA):

*We* have in-house staff that may be interested in working as consultants as Senior/Junior Analysts for this Framework Contract, and do so though *us*. Would IDEA therefore be interested in collaborating with or sub-contracting to partner consultancies for the purposes of this Framework contract?

**Response:**

For firms/organizations**, the proposal should provide one or several individual consultant candidates for each profile** and submit the documents (a to d) per EOI Notice document. Please note, should your proposal be selected, International IDEA shall contract the firm/organization and not the individual consultant.

This instruction also applies for groups of consultants forming a partnership, **the proposal should provide one or several individual consultant candidates for each profile**. A partnership should be a **registered legal entity** and International IDEA will be contracting the legal entity and not the consultants should your proposal be selected.

1. **Question:**

I understand that the aim of the call is to develop a pool of consultants to work short-term and part-time based on needs.  Do you expect that for each particular project there would be a request regarding who in the pool is interested?

**Response:**

Depending on the need of the specific project and of the particular assignment in question, the consultants from the pool with the most suited qualifications for the assignment will be approached to check for their interest and availability in participating in the assignment. If the consultant is not available for the assignment, others with suitable qualifications will be approached. A service order with specific tasks and specific number of days will be issued by consultant for each assignment, in agreement with the selected framework consultant.

1. **Question:**

Will consultants be involved in developing research questions and designs or simply be given set questions and designs?

**Response:**

It will depend on the specific assignment. Each assignment will be different in nature. In some cases, the research questions and designs will be provided by International IDEA, in others, the framework consultant will be expected to develop them. The framework consultants will be approached with a ToR for each potential assignment and the consultant can choose to express interest in participating in the particular assignment or not. Since there will be a number of projects, saying no to participating in one assignment will not preclude the consultant from participating in another one later on, depending on their interest and availability.

1. **Question:**

Do you have an estimate of the amount of time consultants will be asked to work weekly, monthly, or annually?

**Response:**

It will depend on the specific assignment, for which TOR will be developed. See responses above.

1. **Question:**

Are there certain times of the year when consultants are most needed?

**Response:**

No particular time, it will depend on the assignments.

1. **Question:**

Is there an end date to the contract?

**Response:**

The framework contract has a maximum period of five (5) years and during this time, International IDEA can approach the consultants selected as framework consultants without going through a competitive tender.

1. **Question:**

Will the consultant's work be acknowledged if it is published in the GSoD Report?

**Response:**

Yes, all contributions are acknowledged in the acknowledgements section of the [report](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.idea.int%2Fpublications%2Fcatalogue%2Fglobal-state-of-democracy-2019&data=02%7C01%7CA.Millones%40idea.int%7Cdb000cbe8b84481ff27208d86c4e637f%7C40f2f3b3295a4dc3b356e57f3a7d4759%7C0%7C0%7C637378431224139716&sdata=KoezjeAaKZuItugov0uVpwVj4hMKBq7oNGCVZAUj2Ho%3D&reserved=0). In some cases, contributions will also be published as specific papers and in those cases, the authors of the papers will be named.

1. **Question**: Does holding a consultant position preclude the possibility of working with other IDEA teams on other projects?

**Response:**

The contract is between IDEA and consultant and not between consultants and the specific team/project within IDEA.  For this specific EOI activity a Framework Contract (FC) will be created between IDEA and consultant for the assignments/activities under this project. This specific FC cannot be used to worked with other team or projects, *but the consultant can still join tender or EOI invites from other projects and if ever you will be selected, the other unit/project will raise another contract- so long as within the last 12 months the total contract(for all contracts) value does not exceed 10,000 EUR.*

1. **Question:** What is the average rate a consultant works per day on an assignment just to help guide?

**Response:**

Since this is a call for proposals, please provide your competitive rates based on what you can offer in ref. to the TORs provided.