



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

RESPONSE TO QUESTIONS REGARDING TENDER 2025-10-074

Assignment Name: *Political Economy, Outcomes and Risk Analysis of the National & Inclusive Dialogue and Reform Process in Mozambique*

Based on questions received, the information below is provided for clarification regarding The tender referenced above. Please note if new questions are received, they will be added to this document.

- 1. Question:** Section 2.3 (i) of Annex D.11 Tender Notice requests a brief description of the company/organization. Does this mean that only companies and organizations can submit proposals? Can Teams submit proposals and if so, Would International IDEA consider issuing individual consulting contracts for each consultant of the team?

Response: The tender is open to both companies and teams of individual consultants. Therefore, teams of individuals may also submit proposals. In such cases, the combined CVs of the team members will serve as the equivalent of a company profile. Should a team of individual consultants be awarded the contract, International IDEA will issue a single team contract to be co-signed by all team members. Payment modalities may be structured such that each invoice submitted to International IDEA specifies both the total invoice amount and the corresponding individual amounts payable to each team member, based on their respective levels of effort in the invoiced task.

- 2. Question:** Annex B Terms of Reference Section 9 Proposal Submission indicates the financial proposal should detail international travel costs and that local costs (accommodation and per diem) in Maputo will be covered directly by International IDEA. In the case the Team Leader envisions travel to central or northern Mozambique for interviews, how should in-country travel costs outside of Maputo be budgeted?

Response: According to the Terms of Reference, there is no provision for in-country travel outside Maputo. Therefore, all fieldwork is to be conducted within Maputo city. However, International IDEA encourages the use of Information and Communication Technologies (ICTs) to engage with relevant stakeholders located in other regions of the country.

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- 3. Question:** We meet all the requirements in terms of experience in the country, fluency in Portuguese, experience in political economy analysis, reform processes and dialogue, including in Africa and Mozambique.
However, none of us are Mozambique nationals, and I see the Tors highlight "preferably a Mozambican national". We are Mexican and Portuguese, with significant Mozambique experience, would this be ok?

Response: The Terms of Reference specify that at least one member of the proposed team must have strong experience in Mozambique, and that it is *preferable* (though not mandatory) for this person to be a Mozambican national. Accordingly, teams composed of non-Mozambican experts with substantial and well-demonstrated professional experience in Mozambique will be considered eligible.
The indication that the inclusion of a Mozambican national is *preferable* reflects the value placed on national expertise and contextual understanding. While eligibility is not contingent upon nationality, proposals that include team members with such national expertise may be viewed more favourably during the technical evaluation, to the extent that this enhances the team's demonstrated contextual knowledge, stakeholder access, and capacity to deliver on the assignment objectives.

- 4. Question:** we kindly request clarification and guidance regarding local transport, accommodation and other related incidental costs for national experts.
We understand, the following are covered directly by IDEA and should not be included in our financial proposal: International travel; Accommodation; Per diem, Local transport (e.g., taxis, airport transfers) in Maputo Visa fees, if applicable, for **non-Maputo/Mozambique based international experts**; what is not clear is in the case of national experts local transport and/or accommodation and per-diem costs in case one or more national experts are based outside of Maputo, and/or require local transport even if in Maputo.

Response: The cost of local ground transportation to and from meetings in Maputo by any team member (whether resident or non-resident in Maputo) during the fieldwork phase of the assignment will be accepted as reimbursable, provided such expenses are duly supported by appropriate documentation.
Should the national expert(s) be based in Mozambique but outside Maputo, International IDEA will cover directly the related travel costs (domestic airfare to and from Maputo, accommodation in Maputo, and per diem in Maputo) for the duration of the fieldwork phase of the assignment.
National experts based outside Maputo are expected to carry out most of their work from their place of residence, except during the fieldwork period in Maputo.



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5. Question: We are an organization planning to apply to both Tender 2025-10-074 (Political Economy, Outcomes and Risk Analysis of the National & Inclusive Dialogue and Reform Process in Mozambique and Tender 2025-10-075 (Options Study on Reforming the Mozambican Election Management). We see strong cost and technical benefits in having at least one joint team member across these two projects. Would this be acceptable to the evaluation panel/be viewed as beneficial or should we keep the team members for each proposal separate?

Response: As the two tenders concern distinct and unrelated assignments, it is permissible for the same individual to be included in proposals submitted for both tenders. Each tender will be evaluated independently and strictly in accordance with its respective published evaluation criteria.

Bidders are reminded that their proposals must clearly demonstrate the availability of sufficient resources and capacity to undertake both assignments in the event that more than one bid is successful. International IDEA will not make any assumptions regarding the availability of shared personnel, and it is the bidder's responsibility to provide assurance in each proposal of their capacity to deliver all contracted work to the required standards.