



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

RESPONSE TO QUESTIONS REGARDING TENDER 2025-10-075

Assignment Name: *Options Study on Reforming the Mozambican Election Management Structure and its Election Results Management Process - 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:** Clarification is sought over whether the financial proposal should budget for catering for workshops and rental of venues and attendee per diem as part of "incidental expenses"?

Response: Stakeholder consultations are expected to be conducted individually, typically at the respective stakeholder offices. Therefore, we do not anticipate the need for workshop-style meetings or related costs such as venue rental, catering, or participant per diems.

- 2. Question:** Clarification is sought over whether the financial proposal should budget for in-country travel as deemed critical of Provincial and lower-level EMB capacity and needs assessment, also as part of incidental expenses?

Response: We do not foresee the need for consultations outside Maputo city, as the assignment focuses on developing reform options for the EMB architecture rather than assessing or enhancing the capacity of the existing EMB structures.

- 3. Question:** Clarification is sought over whether expert fees are expected to cover the cost of expert living and lodging in-country?

Response: As stated in the RFP, "international travel costs such as international airfares, accommodation and per diems in Maputo, as well as interpretation and translation costs, will be covered directly by International IDEA and should not be included in the cost proposal." The per diem and accommodation provided by International IDEA are intended to cover the costs of living and lodging for experts while in-country. It is not expected that international experts reside in-country for the entire duration of the assignment, but only for the period required to conduct fieldwork.



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- 4. Question:** We would like to understand whether experts will be individually or collectively evaluated? What we're seeking to determine is whether teams proposing four experts might be at an advantage over teams proposing only three experts. Will you score each proposed expert individually, or will the team be scored collectively?

Response: Teams will be evaluated collectively, based on the extent to which their combined expertise, experience, and knowledge—assessed through the individual CVs—meet the RFP requirements. The evaluation will focus on the overall complementarity and adequacy of the proposed team rather than on the number of experts alone.

- 5. Question:** The evaluation rubric for Tender 075 is the same as for Tender 074, is that correct?

Response: Unfortunately, an error was made. An addendum has been issued to rectify this.

- 6. Question:** Should the financial offer budget for transport within Maputo, or will the IDEA project provide in-city transport?

Response: No, the financial proposal should not include transportation costs within Maputo; this will be handled during the contract implementation through either:

- International IDEA reimbursing actual costs incurred and duly supported, or
- International IDEA paying directly for such costs.

- 7. 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.



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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.