

Response EOI - RLAC ROSTER 2026-09-099

1. Eligibility of companies, legal entities and consulting teams

Consolidated question: Can a company, consulting firm, legal entity, partnership or group of consultants apply to the Roster, or is the process limited to individual consultants?

Response: The EOI allows applications from individual consultants and firms. A legal entity may therefore submit an application, subject to the same deadline and the applicable EOI requirements. Inclusion in the Roster does not guarantee a future assignment or contract.

2. How a legal entity should complete the online form

Consolidated question: If a legal entity is eligible, should the online form be completed with the company's details or with the details of its legal representative or lead consultant?

Response: the legal entity should identify the company as the applicant and provide the contact information of its authorized legal representative or designated focal point. Where the form requests information that is specific to an individual professional, the firm should provide the information of the lead consultant proposed for the relevant thematic area.

3. Supporting documents for firms or teams

Consolidated question: Should a firm submit a corporate profile and the CVs of its proposed professionals, or should each professional submit an individual application? How should a group of consultants submit its CVs, motivation letter and Declaration of Honour?

Response: A firm should submit a concise corporate profile, a motivation letter explaining its interest and relevant capabilities, and the CV of the lead consultant together with the CVs of any other professionals proposed for the selected thematic areas. Independent professionals who wish to be considered in their personal capacity should submit individual applications. A group without a separate legal personality should have each consultant apply individually.

4. Declaration of Honour for a legal entity

Consolidated question: Should a company complete the section of the Declaration of Honour applicable to legal entities and have it signed by its legal representative?

Response: Yes. A legal entity should complete the sections applicable to legal entities and the document should be signed by an authorized representative. The signatory should have authority to make the declarations on behalf of the applicant.

5. Location and format of the Declaration of Honour

Consolidated question: Where can applicants obtain the Declaration of Honour? Is it the same as the online application form? Is it available in Spanish and in an editable Word format?

Response: The online application form and the Declaration of Honour are separate requirements. The Declaration of Honour was published as Annex A to the EOI and is available in English only. Applicants must complete and sign the Declaration of Honour and submit it by email together with the other required supporting documents.

6. ID or passport number in the Declaration of Honour

Consolidated question: Is an individual applicant required to provide an ID or passport number at the application stage, or may this information be provided later?

Response: Providing an ID or passport number is not mandatory at this stage of the EOI process. Applicants may leave this field blank when submitting the Declaration of Honour.

7. Interpretation of specific Declaration of Honour clauses

Consolidated question: For an individual consultant, how should points 6(a), 7(b), 7(c) and 10(a) be completed, particularly where the EOI does not state a separate financial threshold, the applicant is a natural person, and future assignment-specific criteria are not yet defined?

Response: the Declaration should be completed in relation to the eligibility and selection requirements applicable to this EOI and to the applicant's legal status. Applicants should not assess themselves against undefined criteria for future assignments. Where a clause is applicable to natural persons, the applicant should provide the required YES/NO declaration; "N/A" should be used only where the form expressly permits it or the form instruction states that the clause does not apply. All answers must be accurate and supported if verification is requested.

8. Amending a submitted online form

Consolidated question: Can an applicant reopen or amend a submitted form to add thematic areas or correct information?

Response: Applicants may apply to multiple thematic areas in one submission. If the form cannot be edited after submission, the applicant may submit a new complete response before the deadline for submission and should clearly indicate that the later submission replaces the earlier one. International IDEA should assess only the final complete submission identified by the applicant.

9. Daily rate: reference range and basis

Consolidated question: Does International IDEA have an indicative scale, range or policy for daily rates? Should the proposed rate be gross or net, should it include taxes, and should travel and per diem be excluded and budgeted separately?

Response: A daily rate or financial proposal is not required as part of this EOI. Where applicants do not wish to indicate a reference daily rate in the online application form, they may enter "0" in the corresponding field. If a consultant is considered for a specific assignment, International IDEA may invite the consultant to confirm availability and submit a financial proposal. At that stage, the applicable request/Terms of Reference will specify how the financial proposal should be presented, including the applicable currency, treatment of taxes, travel and subsistence costs, and any other relevant financial conditions.

10. Meaning of a working day

Consolidated question: How many hours constitute one daily consultancy rate, and does it correspond to a day of effective work?

Response: The daily rate requested in the online application form is for reference purposes only. For any future specific assignment, the applicable Terms of Reference or contract will define the expected working arrangements, including the number of hours that constitute a working day.

11. Eligibility of particular professional backgrounds

Consolidated question: Can applicants with backgrounds such as Social Work, social management, territorial coordination, economics, strategic planning or organizational development apply?

Response: Yes. Eligibility is not determined by the title of a degree alone. Applications will be assessed against the published criteria, including relevant professional experience in the selected thematic area(s), academic qualifications or relevant certifications, regional experience, and mandatory professional proficiency in Spanish. Applicants should select only the thematic areas that match their demonstrated qualifications and experience.

12. Scope of Administration and Operations

Consolidated question: Does the Administration and Operations area include strategic planning and execution, organizational development, process design and implementation support, or is it limited to routine administrative and operational functions?

Response: Applicants should select this area only where their experience aligns with the competencies and subtopics listed in the online form. Strategic planning, organizational development, process design and implementation support may be relevant where they directly support administration or operations. However, inclusion will depend on the experience demonstrated against the selected subtopics, and future assignments will have their own specific terms of reference.

13. Location and working modality of future assignments

Consolidated question: Will assignments generally be remote, or must consultants be based in a specific location such as Washington, D.C., Stockholm or an International IDEA office?

Response: Inclusion in the Roster does not establish a fixed duty station or working modality. The location, remote or in-person arrangements, travel requirements and availability expectations will be defined separately for each assignment. Applicants are not required to relocate solely to apply to the Roster unless a specific assignment later includes such a requirement.

14. Reminder regarding incomplete applications

Consolidated question: May the team send individual reminder emails to people who completed the online form but have not yet emailed all required supporting documents?

Response: Individual reminders will not be sent. Applicants are responsible for ensuring that they complete the online form and submit all required supporting documents by email before the deadline.