INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL

ASSISTANCE

RESPONSES TO QUESTIONS

Tender Reference No: **2026-09-100**

Project Name: Rule of Law and Anti-Corruption Programme Phase II (RoLAC II)

Assignment Name: Training and Capacity Building on the Operational Protocol for Managing Inmates with Mental Illness in Nigeria

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:** In regard to the above project, XYZ Foundation intends to submit our tender documents as team. Should the individual applicants include their affiliation to us? How best can we achieve this?

   Response: A firm or organisation may submit a proposal as a team, identifying the consultant proposed for each position. Each proposed consultant should indicate their affiliation or relationship with the Foundation in their CV and proposal, describing it accurately.

   You may submit one consolidated Technical Proposal, provided it addresses the requirements for each position separately and includes the relevant qualifications, experience, approach, availability and workplan for each named consultant. Please submit a separate Financial Proposal (Annex C) for each consultant, completed and signed by that consultant. The Technical and Financial Proposals must be submitted as separate files, and no price information should appear in the Technical Proposal.

   Please identify the Foundation as the submitting entity and proposed contracting party, if applicable. Each consultant should be nominated for only one position. The proposals will be evaluated separately by position.

2. **Question:** May a legal entity submit one consolidated proposal for the three positions, with named consultants, and act as the contracting entity? If so, should one Technical Proposal (Annex B) be submitted for the whole team or one per consultant, and should each consultant complete and sign a separate Financial Proposal (Annex C)?

Response: Yes. A legal entity may submit one consolidated proposal for the three positions, provided it identifies the consultant proposed for each position and addresses the requirements for each role separately. One Technical Proposal (Annex B) may be submitted for the team, but it should clearly set out the relevant experience, approach, workplan and allocation of days for each named consultant and position. Each consultant should complete and sign a separate Financial Proposal (Annex C). The legal entity may act as the contracting entity, subject to International IDEA's contracting requirements. An individual applicant applying independently may apply for only one position.

3. **Question:** As positions are evaluated separately, could International IDEA select consultants from different proposals? If one consultant in a consolidated proposal scores below the 70-point threshold, does this affect the evaluation of the other positions?

   Response: Yes. Technical proposals will be evaluated separately for each position, and International IDEA may select consultants from different proposals. Each position must meet the minimum technical threshold of 70 points to proceed to financial evaluation. A consultant's score for one position will not affect the evaluation of the other positions.

4. **Question:** Is there a page limit for the Technical Proposal (Annex B)? May work samples and evidence of comparable assignments be submitted as separate annexes?

   Response: There is no page limit specified in the Tender Notice or ToR. Applicants are encouraged to keep their proposals concise and focused on the requirements for the position. Work samples and evidence of comparable assignments may be submitted as clearly labelled supporting annexes.

5. **Question:** Annex C asks for all figures in naira, while section 4.3 of the Tender Notice refers to converting prices into the currency of evaluation. May consultants based outside Nigeria quote and be paid in EUR or USD? If not, which exchange rate should be used?

   Response: Applicants should quote their financial proposals in naira, as required by Annex C. The evaluation currency is also naira. Where a price requires conversion for evaluation, International IDEA will use its monthly exchange rate, as stated in the Tender Notice. The tender documents do not specify payment in EUR or USD; the contract will set out the payment arrangements.

6. **Question:** Annex C includes "Maximum daily rate" and "Maximum fee" columns. Is there a maximum daily rate or fee for each position, and should applicants complete these columns?

   Response: International IDEA has not specified a maximum fee or daily-rate ceiling. Applicants should complete the relevant fields in Annex C with their proposed daily rate and total fee for the position, taking into account the scope of work and the maximum consultancy days: 30 days for the Lead Consultant, 20 days for Support Consultant 1 and 17 days for Support Consultant 2. Financial proposals will be evaluated as part of the final selection process.

7. **Question:** Which incidental expenses are permitted under Annex C, for example visa fees, travel and medical insurance, or in-country ground transport?

   Response: The professional fee should include taxes, communications, stationery, preparation time and other professional incidental costs. International IDEA will arrange and pay directly for official flights and accommodation, in line with the ToR. Per diem may be claimed in accordance with the stated rates and applicable travel procedures. Other travel-related costs should be included in Annex C only where they are not covered directly by International IDEA and have been approved

8. **Question:** Are the consultants expected to deliver all trainings for the 940 participants directly, or will NCoS trainers from the training of trainers deliver part of them with consultant support? What number of sessions per state, participants per session and training duration does International IDEA expect?

   Response: The consultants are expected to deliver the C1 capacity-building activities for at least 940 participants across the eight focal locations. In addition, the assignment includes a two-day C2 workshop for at least 40 Mental Health Review Board members or representatives. The overall target is therefore 980 participants. The Training-of-Trainer's session is also part of the assignment.

   At this stage, International IDEA expects an average of two C1 training days per focal location. The number of sessions and participants per session will be agreed with NCoS and the selected consultants when the implementation schedule is finalised.

9. **Question:** Phase 2 (14 December – 18 January) includes the holiday period. Have training dates already been agreed with NCoS? Could you also confirm that the Phase 2 end date is 18 January 2027, and whether the final report is due on 5 February 2027 or by 28 February 2027?

   Response: Training dates have not yet been agreed with NCoS. They will be set in consultation with NCoS and the selected consultants. Phase 2 is expected to end on 18 January 2027, and the final report is due on 5 February 2027, as stated in the ToR's deliverables table

10. **Question:** Will International IDEA cover venues, participant transport and allowances, printing of manuals and interpretation into local languages?

    Response: Yes. International IDEA will cover the costs of venues, participant transport and allowances, printing of manuals, and interpretation into local languages where necessary

11. **Question:** Which consultants are expected to travel to which of the eight focal locations? Are travel days billable as consultancy days? For a consultant based outside Nigeria, will International IDEA support visa arrangements?

    Response: The Lead Consultant and Support Consultants will coordinate their travel

arrangements based on their respective roles, the consultancy days available to each of them and the requirements of the assignment. Travel days are not billable as consultancy days. International IDEA will cover official travel costs, including flights, hotel accommodation, airport transfers and in-country transport, and will provide applicable per diem in accordance with its travel procedures. International IDEA can also support visa processing for a consultant based outside Nigeria.

12. **Question:** What security arrangements and insurance coverage does International IDEA provide for consultants travelling to the focal locations?

    Response: International IDEA will arrange approved travel and related logistics in accordance with its travel and security procedures. Security assessments and advisories will be considered when planning travel, and the relevant state teams will coordinate movement for official engagements. Travel insurance will be provided in accordance with International IDEA's applicable policy.

13. **Question:** Could the existing RoLAC and NCoS training materials referred to in the ToR be shared before submission, to assess how much needs to be developed rather than refined?

    Response: The existing RoLAC/NCoS training materials are not currently available to share with applicants. The consultants should prepare their proposals based on the ToR and the Operational Protocol. Any additional relevant materials that become available will be shared with the selected consultants during the assignment.

14. **Question:** In Annex G, should each consultant's days be split between Component 1 and Component 2?

    Response: Yes. Each consultant should indicate in Annex G how their proposed consultancy days are allocated between C1 and C2, based on the responsibilities for their position. Time and work must be recorded separately by component, and the same work must not be claimed or billed twice.

15. **Question:** For admission screening with GHQ-12 and PHQ-9, which cadres are authorised to administer them, and is a version already in use by NCoS?

    Response: At present, no specific NCoS cadre has been identified as authorised to administer the GHQ-12 and PHQ-9, and we are not aware of a version currently in use by NCoS. The selected consultants will work with NCoS and relevant health professionals to clarify appropriate roles, tools and referral arrangements. The instruments are for screening purposes and should not be treated as a substitute for clinical diagnosis

16. **Question:** Should case studies be fictional, or based on anonymised real case files? Is any ethical clearance expected for the pre- and post-training assessments, which we understand concern training participants only,

    Response: Case studies may be fictional or based on anonymised real case files. Fictional or composite cases are encouraged where they can achieve the learning objective. Any

use of actual case-file information must comply with the ToR's confidentiality and data-protection requirements, including the necessary authorisation and consent, and must not identify the individual concerned.

The ToR does not specify a separate ethical-clearance process for routine pre- and post-training assessments of participants. These assessments should be limited to evaluating the training, handled confidentially and reported in anonymised or aggregated form. Any additional approval requirements will be confirmed with International IDEA and NCoS before data are collected.