



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

REQUEST FOR CURRICULUM VITAE (CV) – EOI 258-17/139

Project Name: *Technical Support to Sierra Leonean Institutions*

Assignment Name: *Senior Electoral Advisor*

Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy world-wide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.
- 1.2 International IDEA is planning to participate to the EU funded international tender entitled **“Technical assistance in Sierra Leone in the areas of civil service reform, parliament and the electoral cycle”**. The main objective is to provide technical assistance to Sierra Leonean institutions, notably the National Electoral Commission, the Parliament of Sierra Leone and the government civil service.
- 1.3 The Institute now seeks to recruit a consultant to the position of Senior Electoral Advisor, who will lead the implementation of International IDEA projects and activities in support of the electoral process in Sierra Leone. The recruitment of this consultant is subject to International IDEA and its consortium partners’ successful service contract award as well as approval by the appropriate EU Contracting Authority (EU Delegate in Sierra Leone).
- 1.4 Detailed description of the assignment is provided in the Terms of Reference attached to this request for CVs. Interested qualified individual consultants are invited to submit their CVs to participate in the selection.
- 1.5 Tentative timeframe: it is anticipated that the services will be for a forty-two month period starting on/about March 2018.
- 1.6 Language: the official language for the contract, reports and any other documents in relation to the assignment is English.

Section 2. Preparation of CVs

- 2.1 Language: the CVs shall be written in English.
- 2.2 General professional experience:
 - At least ten years professional experience in the field of electoral management or international electoral assistance covering a possibly wide range of electoral support areas such as support to electoral reforms, strategic and operational planning,

management of operations of electoral bodies, institutional development, donor coordination, collaboration with domestic observation organisations, civil society, media and political parties;

- Experience working with electoral management bodies in the areas of capacity development, electoral planning & operations, drafting electoral procedures and stakeholder outreach;
- Relevant working knowledge of governments, NGOs and multi-lateral institutions on issues of democracy, elections and governance;
- Demonstrated knowledge and sound judgment of the structure and hierarchy of electoral management bodies;
- Experience mainstreaming gender issues into electoral management practices;
- Knowledge of Sierra Leone's political context is an advantage;
- Knowledge of democracy and political context in West Africa – comparative political experience would be an added advantage;
- Knowledge of EU policies and programmes in the area of democratization and governance is an advantage.

2.3 Qualifications and skills:

- University degree at Masters' level in social and/or political science, international relations, public administration, law or related discipline;
- Excellent inter-personal and communication skills (written and oral);
- Excellent report writing skills;
- Ability to work under pressure and to meet deadlines;
- Excellent written and oral English language.

2.4 The CVs should provide information on the qualifications of the consultant, his/her general track record and previous specific experience in similar assignments.

Section 3 Submission of CV

3.1 CV, a cover letter and contact details of three references should be submitted in electronic format by e-mail.

3.2 **CV must be submitted in the EuropeAid format available as an attachment**

3.3 The email address for submission of the CV and cover letter is:

Subject: EIO No. Ref. 258-17/139 – Senior Electoral Advisor
E-mail: EOI@idea.int

3.3 CV, cover letter and the contact details of three references must be submitted **20th November 2017 at 17h00 local time (Addis Ababa, Ethiopia)**. All CVs will be evaluated after the submission deadline. Late CVs will not be considered for evaluation. When submitting CVs by email please state the following in the Subject Field of the email: **EOI No Ref. 258-17/139– Senior Electoral Advisor**.

Section 4 Evaluation of CVs

4.1 The CVs will be evaluated and scored against the following criteria with respective corresponding weights:

- (i) General qualifications and skills (maximum score 100; weight 30%);*
- (ii) General professional experience (maximum score 100; weight 70%);*

The maximum final score is 100 points.

Section 5. Awarding of the Contract

5.1 International IDEA will draw up a short-list of qualified candidates to invite to the interview phase of the process. Based on the interview, the candidate determined most appropriate may be invited to contract negotiations, pending the award of funding.

Section 6 Final Considerations

6.1 International IDEA will not be bound to select any of the candidates.

6.2 The following documents are enclosed with this Request for CVs:

- Terms of Reference
- Expression of Interest Notice
- EuropeAid Template for CV

6.3 Further information on International IDEA can be found on our website <http://www.idea.int/>.