



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL

ASSISTANCE *RESPONSES TO QUESTIONS*

EOI 2026-06-094

Assignment Name: *Roster of Individual Consultants for International IDEA's Ukraine Democracy-Assistance Portfolio*

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

General

1. Question:

The EOI identifies “language proficiency in English and Ukrainian” as one of the criteria for inclusion in the roster. Is working proficiency in Ukrainian a mandatory eligibility requirement, meaning that an applicant without it would be excluded? Or will language proficiency be assessed according to the thematic area selected and the requirements of each individual assignment?

I have professional proficiency in English, fluent Russian, native Hungarian and working proficiency in Turkish, in addition to several other regional languages. Against this background, could you please confirm:

- whether an applicant without working proficiency in Ukrainian remains eligible for inclusion in the roster; and
- whether substantial professional experience in Ukraine, combined with other relevant language skills, may be considered for thematic areas and assignments for which Ukrainian is not indispensable?

Response:

Working proficiency in Ukrainian is not a mandatory eligibility requirement for inclusion in the roster. Applicants are requested to indicate their language proficiency as part of their application. Language skills will be considered together with the applicant's qualifications, professional experience, and the requirements of the relevant thematic area.

The language requirements for future assignments will be defined in the specific Terms of Reference (ToR) for each assignment. While some assignments may require working proficiency in Ukrainian, others may not. Therefore, applicants with substantial professional experience in Ukraine and other relevant language skills may be considered for assignments where Ukrainian is not an essential requirement.

2. Question:

Bank information requested in roster questionnaire

For the purposes of completing the roster questionnaire, applicants are requested to provide their bank details at this early stage of the process.

Could you please clarify whether this information is necessary at this point in the application process?

Response

The requested bank information is collected for administrative purposes and to facilitate future contracting should an applicant be selected for a specific assignment. Providing this information as part of the application does not imply any commitment by International IDEA to award a contract or engage the applicant. Inclusion in the roster does not guarantee future assignments, and any engagement will be subject to the requirements of the specific Terms of Reference (ToR) and International IDEA's procurement procedures.

3. Question:

The EOI refers to Annex A (Roster Questionnaire) and Annex B (Declaration of Honour), but I cannot find them on the procurement page. Where can I download these documents?

Response:

The application documents, including Annex A – Roster Questionnaire and Annex B – Declaration of Honour, are available on the International IDEA Procurement and Tenders webpage for this EOI. Please access the documents using the following link:

<https://www.idea.int/procurement-and-tenders>

Then navigate to **EOI 2026-06-094 – Roster of Individual Consultants for International IDEA's Ukraine Democracy-Assistance Portfolio** to download the relevant application documents.