



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE

EOI Reference 258-17/148

Engagement of Experts under Framework Contracts - Thematic areas of the work of International IDEA

1. General Information

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. It has 30 Member States which are all democracies and provide both political and financial support to the work of the Institute. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops knowledge products and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

The Institute's work is organized at global, regional and country level. The organization's headquarters (HQ) are based in Stockholm, Sweden and it has regional and country offices in the following locations: Chile, Bolivia, Paraguay, Peru, Haiti, Ethiopia, Kenya, Tunisia, Australia, Nepal, Myanmar and The Netherlands. It has representative offices in Brussels and New York and it also implements activities in a number of other countries in cooperation with locally based partners.

The work of International IDEA is focused around four main thematic areas of expertise which are: constitutional building processes; electoral processes; political participation and representation; and democracy assessment, analysis and advice. It also addresses the cross cutting themes of gender, diversity and conflict and security throughout its programmes.

International IDEA currently employs a staff of 166 of which 82 are based in Stockholm and the remainder in its field offices. The staff is comprised of programme, technical and operational support experts. In addition the Institute regularly engages external experts to supplement/complement its staff in carrying out specific programme activities. The main expertise required is in the thematic and cross cutting areas.

The Institute now wishes to engage a number of qualified experts under framework contract agreements. It is envisaged that such contracts would initially be for a duration of one year with the possibility of extending for further periods up to a maximum of five years.

2. Scope of Work

The Experts will be required to provide a range of key services in relation to one or more of the main thematic work areas of the Institute. The types of assignments and the selection

requirements are outlined below under three of the thematic areas. Note these will depend on the specific needs of the individual programme and so may differ across the themes.

A. Constitutional Building Processes (CBP)

International IDEA began supporting constitutional reform processes in 2004. Based on this initial work the Institute recognized the growing importance of constitutional reform in the wider process of democracy building. In 2006 International IDEA became the first organization to establish a specialized unit to focus exclusively on constitutional processes. Over the last ten years the CBP unit has become a global think-tank leader and provider of technical expertise in the field of constitutional building. Typical assignments for experts contracted to work with the CBP Programme would involve the following type of activities:

Typical Assignments:

- provision of technical advice to national stakeholders engaged in constitution building processes
- provision of advice and feedback in the development of the CBP Programme and its outputs;
- regular input into the conceptualization and planning of CBP programming;
- carrying out research and analysis (as required);
- provides advice on best practices and current trends in the field of constitutional building;
- participates or facilitates at CBP events;
- provides mentoring and advice for the CBP Programme staff.

Essential Requirements:

- PhD in Constitutional law, Comparative Politics, Political Theory or related field;
- Minimum of twenty (20) years of relevant experience in a wide range of country contexts;
- Demonstrated experience in providing technical assistance to political leaders engaged in constitution building;
- Recognized as a global expert in the field of comparative constitutional design and/or constitution building processes
- Excellent written and oral command of the English language;
- Demonstrated existing network in the field of constitution building.
- Registered as a member of ConstitutionNet (www.constitutionnet.org)

Evaluation Criteria:

- Demonstrated level of scholarship and professional experience in providing technical assistance
- Experience of working with International Organizations
- Flexibility in terms of availability
- Fee rate

B. Electoral Processes

International IDEA's engagement in electoral processes dates back to the foundation of the Institute in 1995. Over the years the Electoral Processes' team have produced numerous: publications; normative guidance pieces; and practitioners' tools. These productions have been used by democratic stakeholders worldwide to advocate and create conditions conducive to democracy, build capacity and fulfill their electoral mandates. Furthermore the Electoral Processes team has forged substantive relationships with national stakeholders and peer electoral assistance providers through which global initiatives such as the ACE Electoral Network and the BRIDGE Project have been developed and sustained. In a number of transitional contexts the Electoral Processes Programme provides support to electoral management bodies and civil society organizations. Typical assignments for experts contracted to work with the Electoral Processes Programme would involve the following type of activities:

Typical Assignments:

- provision of technical and strategic advice in the development and implementation of the Electoral Processes Programme and its outputs;
- assuming the role of lead or expert contributor to thematic knowledge resources;
- review of drafts and provision of feedback on various outputs/knowledge products produced by the Electoral Processes programme;
- carrying out research and analysis (as required);
- plan, facilitate and participate in EP events;

Essential Requirements:

- Advanced university degree in political science, law, international relations, public administration or other related discipline;
- Minimum of twenty years of relevant experience in working in the area of electoral processes internationally;
- Be an accredited member of the ACE Practitioners Network;
- Demonstrated experience in development of publications and strategic documents; Demonstrated capacity to conduct state-of-art research;
- Excellent written and oral command of the English language;
- Demonstrated experience and competence in conceptualization, formulation and management of project activities.

Evaluation Criteria:

- Demonstrated level of qualifications and professional experience
- Experience of working with International Organizations
- ICT experience in the field of elections.
- Flexibility in terms of availability
- Language skills
- Fee rate

C. Political Parties, Participation and Representation

International IDEA has been working in the area of political participation and representation for over fifteen years. The Political Participation and Representation Programme supports parliaments and political parties, focusing on party law and finance, women political participation, political party organization, political party dialogue and effective party assistance. The programme also supports new forms of citizen engagement in public decision making.

Typical Assignments:

- provision of technical and strategic advice in the development and implementation of the Political Participation and Representation Programme and its outputs;
- on-the-job assistance, remotely or through embedding or on-site support to partner organizations.
- assuming role of lead or expert contributor to thematic knowledge resources;
- review of drafts and provision of feedback on various outputs/knowledge products produced by the programme;
- carries out research and analysis (as required);
- plan, facilitate and participate in PPRP events including working meetings, seminars and/or conferences;

Essential Requirements:

- University degree in political science, law, international relations, public administration or other related discipline;
- Minimum of eight (8) years of relevant experience working with political parties, parliaments, civil society organizations, electoral management bodies or political finance oversight agencies, preferably in positions of leadership. Alternatively, minimum of ten years of relevant international experience working for democracy strengthening organizations in support of political parties, parliaments, civil society organizations, electoral management bodies or political finance oversight agencies.
- Demonstrated experience in development of publications and strategic documents; Demonstrated capacity to conduct state-of-art research;
- Excellent written and oral command of the English language at minimum;
- Demonstrated experience and competence in conceptualization, formulation and management of project activities.
- Availability to travel.

Evaluation Criteria:

- Demonstrated level of qualifications and professional experience
- Experience of working in international settings; multicultural sensitivity.
- Experience working on issues of digital innovation in political participation, women and youth participation are considered assets.
- Flexibility in terms of availability
- Language skills in either Spanish, Arabic, French, or Russian.

- Fee rate

3. Deliverables and Reporting

The Head of the relevant Programme will agree specific assignments with the Contractor which will be formalized in a Service Order. Deliverables and reporting will be specified in the Terms of Reference (TOR) for the specific assignment.

4. Management and Organization

Assignments will be managed by the Head of the relevant Programme or by his/her delegate.