



**Management  
System**

**Tender Notice and Request for Proposals  
TE-02 (FM-PR-01)**

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**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

Tender Reference No: 258-20/32

Assignment Name: International IDEA Databases Research, Analysis, Development and Visualization

Project Name: Global Knowledge Products, Electoral Processes

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), 28 October 2020. Late submissions will not be considered for evaluation.

**Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)

**Format for Submissions:** Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly.  
**Price should not be mentioned in the Technical Proposal.**


**The following text should be put in the subject field of the email:**

Tender No. 258-20/32. Technical and Financial Proposals – Do not open before 23:59 (CET), 28 October 2020.

**Email Address for Clarifications:** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. Therefore, tenderers are advised to check the website regularly during the process.

**Note:** there are two different email addresses as outlined above, one to be used for Submission of your final proposal and the second one to be used for clarifications and other related correspondence.

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## REQUEST FOR PROPOSALS


### 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, 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 The Institute now invites proposals from qualified consultants (firms, organizations, individuals) for International IDEA Databases Research, Analysis, Development and Visualization . The services include a detailed description of the assignment provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 Tentative timeframe: It is anticipated that the services will commence on 1 January 2021 and they will have to be completed before 31 December 2025.

### Section 2 Preparation of Proposals

#### Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Estimated input: approximately 2000 hours per year for all Service Orders under a Framework Contract Agreement.
- 2.3 Required experience: Please see the Terms of Reference
- 2.4 The proposal should provide the following information:
  - (i) A CV of the consultant, including
  - (ii) an outline of recent experience on assignments of a similar nature;
  - (iii) the proposed methodology and work plan for performing the assignments under this

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Framework Contract, along with any comments or suggestions on the Terms of Reference;

***Financial Proposal***

(iv) The price broken down in fee (showing unit rates and input) and incidental expenses likely to incur.

2.5 Completed Declaration of Honour Form (Please declare Yes/No as provided)

**Section 3 Submission of Proposals**

3.1 Proposals should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. The full details on how to submit proposals is under Tender Notice at the beginning of this document.

3.2 Proposals must remain valid for at least 60 days following the deadline for their submission stated under the Tender Notice. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

**Section 4 Evaluation of Proposals**

**Technical Evaluation:**

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

- (i) Specific experience in relevant sectors (maximum 20 points);
- (ii) Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 30 points);
- (iii) Qualifications and experience of the key staff proposed to perform the assignment (maximum 30 points);
- (iv) Interview with the proposed teams (maximum 20 points).

The maximum technical score (T) is 100 points.

Only proposals with 60 points and above will be considered for financial evaluation.

**Financial Evaluation:**

4.2. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.



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- 4.3. The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price (**E**). **The exchange rate is the International IDEA monthly exchange rate.**
- 4.4 The currency used for evaluation is EURO.
- 4.5 The financial scores (F) will be computed as follows:

The lowest evaluation price proposal ( $E_m$ ) will be given a financial score ( $F_m$ ) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

$$F = 100 \times E_m/E, \quad \text{where: } E_m \text{ is the lowest evaluation price, and}$$

$E$  is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

- 4.6 The final consolidated scores (S) will be computed by applying the formula:

$$S = t \times T + f \times F, \quad \text{where: } t \text{ is the weight given to the technical score}$$

$f$  is the weight given to the financial score

- 4.7 The weights given to the technical and financial scores are:

$$t = 60\%]$$
$$f = 40\%]$$

- 4.8 The consultant ranked highest will be invited to negotiate the contract and if negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail; the second ranked consultant will be invited to negotiations.
- 4.9 International IDEA reserves the right during the negotiation stage to vary at the time of award of contract, the quantity of services and/or goods, or scope of work by up to a maximum of twenty-five per cent (25%) of the original TOR. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.
- 4.10 International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future work related to this initial assignment. This will depend on satisfactory delivery of the tender assignment.

**Section 5 Final Considerations**

- 5.1. International IDEA will not be bound to select any of the proposals.
- 5.2 The following documents are enclosed with this Request for Proposals:



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- (i) Terms of Reference
  - (ii) Other relevant documents Overview page of International IDEA's Databases  
<https://www.idea.int/data-tools>
- 5.3 Further information on the Institute may be found on our website <http://www.idea.int/> .
- 5.4 We would appreciate your informing us by e-mail (contact details above):
- (a) Upon your receipt of this Request for Proposals, whether you intend to submit a proposal;
- 5.5 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.
- Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and the Director Executive Division (ED) at the Institute. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int).