



## **INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

### **TENDER NOTICE**

Tender Reference No: 2021-06-004

Assignment Name: *Design and Implementation of a Study on Parliamentary Financial Oversight of the Security Sector in Newly Democratized Countries*

Project Name: SHWEBO - Support Hluttaw Work for Excellence in Budget Oversight

**Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), 19 July 2021. 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. 2021-06-004 Technical and Financial Proposals – Do not open before 23:59 (CET), 19 July 2021.

**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.

## 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 international, regional and national level, cooperating with a range of organizations.
- 1.2 International IDEA now invites proposals from qualified consultants (firms, organizations, individuals) for Design and Implementation of a Study on Parliamentary Financial Oversight of the Security Sector in Newly Democratized Countries. The services include the provision of technical advice and assistance in preparing and conducting a scoping study on parliamentary financial oversight of the security sector. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.3 For firms/organizations, the proposal should provide several individual consultant candidates for the assignment and submit the documents mentioned in this tender notice (2.3 & financial proposal). Please note, that in those cases, should the proposal be selected, International IDEA shall contract the firm/organization and not the individual consultant. This instruction also applies for groups of consultants forming a partnership, the proposal should provide several individual consultant candidates for the assignment. A partnership should be a registered legal entity and, in those cases, International IDEA will be contracting the legal entity and not the consultants, should the proposal be selected.
- 1.3 Tentative timeframe: It is anticipated that the services will commence on *2 August 2021* and they will have to be completed before *31 December 2021*.

### 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 Required experience: The consultant must be a well-established policy research organization with minimum five years of relevant experience.
- 2.3 The proposal should provide the following information:
  - (i) A brief description of the company / organization and an outline of recent experience on assignments of a similar nature;
  - (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
  - (iii) The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
  - (iv) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;

(v) A completed and signed declaration of honour form (Annex D2.1).

Please declare Yes or No as provided. Please note of the following:

(a) In this section, please leave this section blank if you are a natural person (not a legal person/firm/org.)

SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract )	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>

(b) In Section 3, in the absence of conflict of interest, please mark this section Yes.

### Financial Proposal

- 2.4 List the fee rate and any other reimbursable expenses, including VAT, sales tax or any applicable taxes.
- 2.5 The bidder/consultant shall be responsible for his or her own tax obligations as per the laws of the respective country.
- 2.6 The assessment of financial offer will be based on the price mentioned in 2.4

### **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) *Experience in undertaking similar behavioural economic research (maximum 30 points);*
- The bidder has a few relevant research experiences in the area as required in TOR = 10 points*
- The bidder has several relevant research experiences in the area as required in TOR = 20 points*
- The bidder has extensive research experiences in the area as required in TOR = 30 points*
- (ii) *Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 30 points);*
- The bidder offers a simple technical methodology and work plan in line with in TOR = 10 points*
- The bidder offers a technical methodology and work plan based on their own analysis of key tasks and timeline in TOR = 20 points*
- The bidder offers a credible technical methodology and work plan based on their own analysis of key tasks and timeline in TOR and their experiences in similar assignments = 30 points*
- (iii) *Qualifications and experience of the key staff proposed to perform the assignment (maximum 40 points).*
- The bidder offers a team of professionals with some experience in similar assignments = 10 points*
- The bidder offers a team of professionals with some experience in similar assignments and expertise in parliamentary oversight of the security sector in general = 20 points*
- The bidder offers a team of professionals with extensive experience in similar assignments and strong expertise in parliamentary oversight of the security sector in general = 30 points*
- The bidder offers a team of professionals with extensive experience in similar assignments and strong expertise in parliamentary oversight of the security sector, especially financial oversight = 40 points*

The maximum technical score (T) is 100 points. The minimum technical score required to pass technical evaluation is: 80 points. Only the technical proposals that pass the minimum technical score will be evaluated further.

#### **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.
- 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 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:

$$F = 100 \times E_m/E, \text{ where: } \begin{array}{l} E_m \text{ is the lowest evaluation price, and} \\ E \text{ is the evaluation price of the proposal under consideration.} \end{array}$$

#### **Consolidated Technical and Financial Score:**

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

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

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

$$t = 70\%$$

$$f = 30\%$$

- 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:

Terms of Reference

Annex D2.1 Declaration of Honour Form

- 5.3 Further information on International IDEA may be found on our website <http://www.idea.int/>
- 5.4 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 Executive Director at International IDEA. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int)