



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TENDER NOTICE

Tender Reference No: 258-18/102

Assignment Name: *Engagement of an Executive Search and Recruitment Agency to select a new Secretary-General*

Deadline for Submissions: Proposals must be submitted on or before 23:59 (CET), 2 December 2018. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: 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. 258-18/102 Technical and Financial Proposals –
Do not open before 23:59 (CET), 2 December 2018.

Email Address for Clarifications: E-mail: 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 at: <https://www.idea.int/about-us/procurement-and-tenders>. 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 organisation 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) *to assist in the recruitment and selection of a new Secretary-General. The services include: the identification of suitable candidates worldwide for the position of Secretary General with all the required competencies and experience; the testing of candidates; and general assistance in the selection until a final applicant is appointed by the Council of International IDEA.* A detailed description of the assignment is provided in the Terms of Reference (Annex A) attached to this Request for Proposals. A job description for the position of Secretary-General (Annex B) is also attached for reference.
- 1.3 Tentative timeframe: It is anticipated that the services will commence in January 2019 and they will have to be completed before *March 31st 2019, (including interviews by a panel of representatives from the Steering Committee and Member States and the final decision by the Council).*

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: A proven and documented track record of search missions of a comparable nature in intergovernmental and international organisations.
- 2.3 The proposal should provide the following information:

Technical Proposal

- (i) A brief description of the company / consultant and an outline of recent experience on assignments of a similar nature. This description should include such information as: size; number of staff; numbers and types of clients; age of company; location; geographical network and scope of operations
- (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (iii) A description of relevant experience of working on similar assignments;
- (iv) The list of the proposed staff by title and name, 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;
- (v) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments;
- (vi) Names and contact details (including email addresses and telephone numbers) of up to three clients as references.

Financial Proposal

- (vii) The price broken down by fee (showing unit rates and input) and any incidental expenses likely to be incurred Note the price should be quoted in Euro;
- (viii) Please indicate if VAT will need to be charged and indicate the percentage.

Section 3 Submission of Proposals

- 3.1 Proposals must 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) *A capacity to operate globally and conduct a truly global search;(maximum 10 points)*
 - (ii) *A track record of executive search for comparable leadership positions in intergovernmental or non-profit organizations: (maximum 10 points)*
 - (iii) *A dedicated practice, or individual consultants, specialized in searches for executive posts in the national and international public sector; (maximum 10 points)*
 - (iv) *A capacity to work within set deadline as the selection process will involve political stakeholders with precise agenda constraints; (maximum 5 points)*
 - (v) *A lead consultant, with at least 5 years of executive search experience, who can be the focal point for the Steering Committee of the Institute and senior executives directly involved in the recruitment process. It is expected that this consultant will be available for the duration of the process; (maximum 5 points)*
 - (vi) *A capacity to conduct thorough assessment and reference checking, in particular as regards leadership skills and management style of the incumbents. (maximum 15 points)*
 - (vii) *Specific experience in relevant sectors (maximum 5 points);*
 - (viii) *Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 10 points);*
 - (ix) *Qualifications and experience of the key staff proposed to perform the assignment (maximum 10 points);*
 - (x) *Interview with the proposed lead consultant (maximum 20 points) for the selected short list of consultants.*

The maximum technical score (T) is 100 points. Note, in the first phase of the evaluation the proposals will be evaluated based on criteria (i) to (ix) above and combined with the financial evaluation as outlined below. This combined score will provide the ranking to determine those proposals to be shortlisted for the interview stage. The score resulting from the interview according to (x) will be added to the first phase combined score to give the final evaluation result.

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:

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

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:

$$t = 70\%$$

$$f = 30\%$$

- 4.8 The company/consultant ranked highest will be invited to negotiate the contract and if negotiations are successful the selected company/consultant will be awarded the contract. Should the negotiations fail; the second ranked 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:

Annex A: Terms of Reference

Annex B: Job Description of the Secretary-General

Further information on the Institute may be found on our website <http://www.idea.int/> .

5.3 We would appreciate your informing us by e-mail (contact details above) upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal.

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 Director Executive Division (ED) at the Institute. The address is tender.complaints@idea.int.