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INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE TO TENDER NO. 258-20/32

ANNEX B

GENERIC TERMS OF REFERENCE FOR DATABASES TENDER

Engagement of Experts under Framework Contracts
Thematic areas of the work of International IDEA Databases Research, Analysis, Development and Visualization

1. Background and General Information

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization that supports sustainable democracy worldwide. International IDEA's mission is to support sustainable democratic change by providing comparative knowledge, assisting in democratic reform, and influencing policies and politics.

In the fields of elections, constitution-building, political parties, gender in democracy and women's political empowerment, and democracy self-assessments, we undertake our work in three activity areas:


- providing comparative knowledge derived from practical experience on democracy building processes from diverse contexts around the world;
- assisting political actors in reforming democratic institutions and processes, and engaging in political processes when invited to do so; and
- influencing democracy building policies through the provision of our comparative knowledge resources and assistance to political actors.

International IDEA works worldwide. Based in Stockholm, it has offices in Africa, the Asia-Pacific, Europe, and Latin America and the Caribbean. International IDEA is a Permanent Observer to the United Nations.

More information can be found on International IDEA's website: <http://idea.int>

2. Objectives and Thematic Scope

A contractor under the tendered Framework Contract will be mostly assigned tasks within International IDEA's Electoral Processes (EP) impact area. Through this impact area,

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International IDEA will support the integrity of electoral institutions and processes. The focus will be on (a) the quality of the legal and institutional framework for elections; (b) the capacity of electoral authorities to implement their mandate; and (c) inclusive participation in electoral processes. Additional assignments may include work on projects for International IDEA's Democracy Assessment and Political Analysis (DAPA) and the Global State of Democracy Indices.

3. Management and Organization

Successful bidders for this tender will be awarded with a Framework Contract. This will enable International IDEA to engage them through Service Orders (SOs).


The Framework Contract will last for five years, with possibility of extension. Envisioned start of the Framework Contract in 1 January 2021.

Each SO under the Framework Contract will detail specific tasks and timeframes, typically ranging from several weeks to several months, for the contractor to implement assignments in the following phases:

- 1) Prior to any assignment, a designated focal person at the International IDEA and the Contractor will discuss and agree technical details and objectives of the assignment. These will be presented in the Specification, which will accompany any Service Order.
- 2) Both parties will ensure that the process of discussing and agreeing the Specification is efficient.
- 3) It is International IDEA's responsibility to provide the Contractor with any additional information that is deemed necessary for the effective implementation during the assignment.
- 4) During implementation of the assignment, the Contractor will be in regular contact with the designated focal person. These contacts will typically happen once week, occasionally and depending on the assignment's requirements also more frequent.
- 5) If, during the implementation phase, parties realize that there is different understanding of the specified work, they will invest effort to find satisfactory resolution without changing timelines and the budget.
- 6) The IDEA contact point will be in charge of final acceptance of the deliverables.
- 7) Reimbursements will be based on a monthly timesheet report to be submitted as per scheduled assignments and approved by the focal person.

A specialist under this Framework Contract will be managed by International IDEA's Electoral Processes team and may be asked to dedicate a part of his/her time to working with other Global Programme teams.

The governing language for the implementation of this agreement between the parties shall be English.

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4. Scope of Work

Assignments under this Framework contract be implemented remotely facilitated through arrange of online collaboration tools. In rare cases selected assignments may require contractors to be available for travel.

Tasks will vary depending on specific Service Orders, but will typically include the following:

- Developing and maintaining a global election calendar for each calendar year;
- Developing and maintaining a workplan for update of EP databases;
- Updating EP databases following national elections conducted for each calendar year;
- Preparing responses media and user enquires related to EP databases;
- Developing and updating methodological documents (i.e. guidelines for researchers, coding instructions);
- Enhancing databases and data presentation (identifying and reporting bugs, improving front-end texts/design and functionalities; developing online/offline data analysis and visualization tools; overseeing technical aspects related to the databases);
- Promoting International IDEA databases among the target audiences (e.g. developing infographics, visualization and social media posts);
- Providing guidance and support to RAs and interns involved in the update of EP databases; Quality control of the resulting work;
- Supporting HQ and regional offices in the use of existing comparative data in the elections field and also assisting in the collection of primary data (e.g. questionnaire design, field tests and analyses of results);
- Travel and hands-on work to provide targeted comparative information if needed;
- Contributing to consortium building and formal corporations on data collection to sustain resilience of EP databases.
- Exploring partnership opportunities with academia and peer organizations; collaboration with partner institutions in developing elections related data collection methodologies and standards;
- Other tasks delegated by the Electoral Processes Senior Programme Manager or by her delegate.
- Data analysis, updates, coding of datasets, generating graphs and data export for other IDEA databases, especially the Global State of Democracy Indices

5. Essential Requirements:

- Master's degree;
- Minimum of 10 years relevant experience;
- Demonstrated experience in database management;
- Experience with handling IDEA databases and IDEA stakeholders;
- Excellent written and oral command of the English language;
- Demonstrated experience and competence in data analysis.



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6. Evaluation Criteria:

- See Section 4 of the Tender Notice document

7. Miscellaneous

The consultant shall be responsible for his or her own tax obligations as per the laws of the respective country.