



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX B

TERMS OF REFERENCE

EOI Reference No: 2025-08-072

Assignment Name: Pre-Qualification of Service Providers for Construction and Renovation Works for Nigeria Operations

1. Background

- 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.

2. Objectives

International IDEA Nigeria intends to establish a roster of qualified service providers with expertise on construction and renovation works. This prequalification expression of interest is launched to identify a pool of service providers. The prospective service providers would be evaluated on their technical competence and experience to deliver assignments in the areas of competence listed in the grid below. Only the service providers included in the rosters will receive specific Terms of Reference from International IDEA in support of the aforementioned subject matter.

3. Scope of Work

International IDEA now seeks Service providers to carry out construction and renovation works, as well as other related tasks below in support of Nigeria operations. The scope of work includes, but is not limited to:

Category A: Building construction (new structures)- This includes the following:	Please mark with an X if you have the technical competence to complete this type of work.	Location- (States where services were provided).
1. Building Construction		
Residential buildings (apartments, houses)		
Commercial buildings (offices, malls)		

• Institutional buildings (schools, hospitals)		
• Industrial buildings (factories, warehouses)		
2. Civil Engineering Works		
• Roads and highways		
• Bridges and flyovers		
• Drainage systems		
• Culverts and retaining walls		
• Railways and metro systems		
3. Structural Works		
• Foundations (pile, raft, strip)		
• Concrete and steel structures		
• Load-bearing walls and beams		
• Structural reinforcements		
4. Renovation and Refurbishment		
• Building upgrades and retrofitting		
• Restoration of heritage structures		
• Interior remodelling		
• Facade improvements		
5. Mechanical, Electrical & Plumbing (MEP) Works		
• Electrical wiring and installations		
• Plumbing and sanitary systems		

• Fire safety systems		
6. Infrastructure Development		
• Water supply systems		
• Sewage treatment plants		
• Power distribution networks		
• Telecommunication infrastructure		
7. Landscaping and External Works		
• Paving and walkways		
• Fencing and gates		
• Green spaces and gardens		
• Outdoor lighting		
8. Specialized Construction		
• Prefabricated and modular buildings		
• Smart building systems		
• Energy-efficient and green buildings		
• Solar panel installations		
9. Project Management and Consultancy		
• Site supervision		
• Quantity surveying		
• Health, Safety & Environmental (HSE) compliance		
• Quality assurance and control		

Category B: Renovation works and refurbishment of existing facilities, may include but not restricted to the following:		
1. Structural Renovations		
Reinforcement of foundations, beams, and columns		
Repair of cracks in walls or ceilings		
Replacement of damaged structural elements		
Roof repairs or replacement		
2. Interior Renovations		
Wall painting and plastering		
Ceiling repairs or installation (e.g., POP, suspended ceilings)		
Floor replacement (tiles, wood, vinyl, carpet)		
Partitioning and space reconfiguration		
Door and window replacement or upgrades		
3. Electrical Works		
Rewiring and upgrading electrical systems		
Installation of new lighting fixtures		
Replacement of switchboards and sockets		

Integration of smart systems (e.g., automated lighting)		
4. Plumbing and Sanitary Works		
Replacement of old pipes and fittings		
Installation of new sanitary fixtures (toilets, sinks, showers)		
Water heater installation		
Drainage system repairs		
5. HVAC (Heating, Ventilation, and Air Conditioning)		
Installation or upgrade of air conditioning systems		
Ventilation improvements		
Maintenance or replacement of ductwork		
6. Exterior Renovations		
Painting and façade restoration		
Roof waterproofing		
Gutter and downspout replacement		
Landscaping and paving		
7. Safety and Accessibility Upgrades		
Installation of fire alarms and extinguishers		

Emergency exits and signage		
Ramps and handrails for accessibility		
Security systems (CCTV, access control)		
8. Specialized Renovations		
Soundproofing (for studios, offices)		
Energy efficiency upgrades (solar panels, insulation)		
IT infrastructure upgrades (network cabling, server rooms)		
Renovation of laboratories, clinics, or other specialized spaces		
9. Other (please specify)		

4. Timing

International IDEA will request quotations from the service providers on the roster for specific works. A contract will be entered into for the completion of the specific assignment.

5. Deliverables and Reporting

The specific needs of each assignment will be shared with selected service providers according to their competencies as per the completed grid.

The service provider will report to the representative of International IDEA responsible for the administration of each assignment.

6. Management and Organization

The delivery of this assignment shall be supervised by the Procurement and Operations Officer Nigeria, in conjunction with the programme team with regards to the specific needs of assignments which will be agreed by the service provider and International IDEA.

7. Monitoring and evaluation

The performance of the contractor will be evaluated based on the following KPIs:

- Work performed in compliance with contract terms.
- Timeliness of Work/Deliveries.
- Prompt Handling of Complaints and effective correction of situations and conditions.
- Communication and Accessibility.
- Quality of Work/Service Provided