



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

TERMS OF REFERENCE

EOI Reference 258-20/31

Engagement of Senior and Junior Analysis and Indices Consultants under Framework Contracts – Democracy Assessment (DA)

1. General Information

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. It has 33 Member States which are all democracies and provide both political and financial support to the work of the Institute. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops knowledge products and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.

The work of International IDEA is focused around three main impact areas which are: constitutional building processes; electoral processes; and political participation and representation; and democracy assessment, analysis and advice. It also addresses the cross-cutting themes of gender and inclusion, conflict sensitivity and sustainable development.

International IDEA also contributes to the democracy debate through analysis of democratic trends at the regional and global levels and country level democracy assessment through its Global State of Democracy (GSoD) Initiative. This includes the biennial GSoD Report, the GSoD Indices (www.idea.int/gsood.indices), the GSoD In Focus briefings and since July 2020, the COVID-19 Global Monitor on Democracy and Human Rights. The latter tracks the democracy impacts of measures implemented to curb COVID-19. The Democracy Assessment (DA) unit which is part of the Global Programme of International IDEA is responsible for the implementation of the GSoD initiative.

The workload of the DA unit has grown exponentially over the last years, due to the high demand for its knowledge products and data. To address this increasing demand, the DA team now needs to build a pool of consultants who can provide flexible support to the team for specific tasks related to the core mandate of DA. Specific assignments will be short-term and part-time, and based on the Programme needs. This call for proposals is aimed to build that pool/roster of consultants.

2. Scope of Work

The Consultants will be required to provide analysis and indices services in support of the work of the DA Unit. There are two categories of consultants required as follows:

- A) – Senior Analysis and Indices Consultants
- B) - Junior Analysis and Indices Consultants

The types of assignments and the selection requirements are outlined below under the two categories.

A. Senior Analysis and Indices Consultants

Typical assignments for experts contracted to work at a senior level with the Programme would involve the following type of activities:

Typical Assignments:

- Conduct descriptive statistical analysis as well as more complex multivariate regression analysis.
- Conduct and draft regional or thematic democracy analysis as inputs for the GSoD Report based on mixed methods research.

Requirements:

Education and Experience

- Master's degree in Law, Social Sciences, International Relations, Statistics or Political Science is essential. A PhD is considered an asset.
- Minimum ten years of professional experience, preferably in the research field, in an academic institution or a think tank.
- Democracy expert with global and/or regional expertise and a publication track record (academic or policy research).
- Demonstrated experience with statistical analysis.
- Ideally experience with mixed methods research (quantitative and qualitative analysis).
- Working knowledge of at least one statistical software programme such as Stata, SPSS or R is essential.
- Familiarity with the GSoD Indices would be an asset.

Evaluation Criteria (maximum 100 points):

- Educational Qualifications (max 10 points)
- Professional work experience (max 10 points)
- Demonstrated experience in the area of academic and/or Policy Research (max 10 points)
- Demonstrated experience with Statistical Analysis (max 20 points)
- Demonstrated experience with mixed methods research (quantitative and qualitative)- (max 10 points)
- Working knowledge of statistical software programmes (max 15 points)

- Submitted examples of graph samples and coded datasets (max 10 points)
- Test exercise (max 10 points) *
- Fee Rate (5 points)

*Note test exercise will be given to short listed submissions.

B. Junior Analysis and Indices Consultants

Typical assignments for experts contracted to work at a junior level with the Programme would involve the following type of activities:

- Conduct fact-checking of GSoD Indices data in GSoD In Focus and drafts of the GSoD report and its chapters.
- Generate graphs in Excel and ideally in R, SPSS or STATA, ideally of a publication quality.
- Conduct simple descriptive statistical analysis.
- Conduct coding of datasets as inputs for the updates of the GSoD Indices.
- Help update International IDEA's databases and statistical datasets.
- Developing dashboards such as GDS (not a required skill).

Requirements:

Education and Experience

- University degree in Law, Social Sciences, International Relations, Statistics, Communications or Political Science or completion scheduled for 2021.
- Minimum one year of professional experience, preferably within the context of an international organization, NGO, think tank or research institution working in the field of democracy or human rights, including substantial internship(s);
- Demonstrated knowledge of data collection, coding for statistical datasets and data analysis.
- Working knowledge of Excel is essential.
- Working knowledge of statistical software programmes such as SPSS, STATA or R would be considered an asset;
- Experience generating graphs in any of the above software programmes, ideally of a publishable quality.
- Experience in developing and/or using dashboards such as GDS would be considered an additional asset.
- Familiarity with the GSoD Indices would be an asset.

Evaluation Criteria (maximum 100 points):

- Educational Qualifications (max 10 points)
- Professional work experience (max 10 points)
- Demonstrated experience in the area of data coding, statistical datasets and data analysis (max 10 points)
- Demonstrated experience with analytical software including Excel. (max 20 points)
- Demonstrated experience of producing graphs for publications using statistical software programmes (max 13 points)

- Demonstrated experience in developing and/or using dashboards such as GDS (2 points).
- Familiarity with the GSoD indices (max 10 points)
- Submitted examples of graph samples and coded datasets (max 10 points)
- Test exercise (max 10 points) *
- Fee Rate (max 5 points)

*Note test exercise will be given to short listed submissions.

3. Deliverables and Reporting

The Head of the DA Unit will agree specific assignments with the Framework Consultant(s) which will be formalized in a Service Order. Deliverables and reporting will be specified in the Terms of Reference (TOR) for the specific assignment.

4. Management and Organization

Assignments will be managed by the Head of the DA Unit or by her delegate. Consultants will be home based and will liaise on a regular basis with the DA team members.