

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

*ANNEX B*

*to the Contract no. 2022-12-024*

*Terms of Reference*

**Cleaning Services**

1. **Background:**

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. **Context**

International IDEA has its Africa and West Asia Regional Office in Addis Ababa Ethiopia where it houses several local and international staff.

The organization wishes to engage an external party to carry out the following services:

* Cleaning services at the office premises in Addis Ababa, Ethiopia.

1. **Scope of Work**

International IDEA is seeking a Company that provides cleaning services to provide the following specific services:

1. Cleaning services

* Assign four cleaners per day, 5 days a week.
* Replacement of cleaner(s) if the assigned cleaner(s) is unable to be at work based on the schedule of the cleaner’s placement.
* Assignment of a supervisor to control day to day activities along with the International IDEA focal person.

1. Obligations

* The contractor has an obligation to ensure that duties are carried out professionally, efficiently, and honestly and shall therefore be responsible for any loss or damage occasioned by the assigned staff while on duty.
* The cleaners assigned by the contractor are deemed to be its own employees and International IDEA bears no responsibility with regards to the administration, employment dismissal, salary/bonus, settlement of severance or service compensation entitlements and insurance coverage.
* The contractor has the responsibility to ensure that the cleaners are properly dressed in their personal appearance and should ensure that they wear uniform or dress professionally while on duty.

1. **Timing and Work Plan**

The Company providing cleaning services should provide the mentioned services throughout the assignment as specified by International IDEA in the contract.

1. **Qualifications**
2. Demonstrated experience in providing cleaning services, with a good reputation.
3. The contractor must have passed the Ethiopian government assessment in 2020.
4. The following are the requirements for the personnel to be placed as cleaners with International IDEA:

* The cleaners need to conduct themselves professionally and courteously.
* The cleaners need to be fit and healthy, both physically and mentally.
* The cleaners should have no criminal records of any kind.

***Please note that International IDEA intends to enter into a Framework Contract for a minimum of one year with possibility of extension.***