



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

### **Expression Of Interest.**

**Reference No:** 2024-05-058

**Assignment Name:** Engagement of Experts under Framework Contracts – for Communication and Media Support to International IDEA offices in Nigeria.

**Project Name:** Rule of Law and Anti-Corruption Programme (RoLAC) Phase II.

**Deadline for Submissions:** *Expression of Interest must be submitted on or before 23:59 (CET), 31st August 2024. Late submissions will not be considered for evaluation.*

**Address for Submissions:** E-mail: [eoisubmission@idea.int](mailto:eoisubmission@idea.int)

This email address is set up with auto-response to acknowledge emails received. In the event that you did not receive an autoreply, please send a text message **prior to the submission deadline** (NO CALLS, CALLS WILL NOT BE ANSWERED) to this number **+46725375735**. In your text message, please provide the following:

- EOI reference no. and title:
- Email address you used for submission
- Date and Time, you sent your submission (e.g. 01 December 2021, **12:30 CET**).
- Please also send the above information before the submission deadline to [eoisubmission@idea.int](mailto:eoisubmission@idea.int);

**Format for Submissions:** Submissions must be submitted by email. Cover letters, CVs and other supporting documents must be submitted in separate files and marked accordingly. The following text should be put in the subject field of the email:

**EOI Reference No: 2024-05-058;** Do not open before 23:59 (CET), 31<sup>st</sup> August 2024.

**Email Address for Clarifications:** E-mail: [EOI@idea.int](mailto:EOI@idea.int)

Clarifications may be requested via e-mail no later than **15th of August 2024** at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/>. 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.

## **Section 1 General Information.**

- 1.1 International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization with 35 members states hailing from different continents around the world. International IDEA is currently managing the second phase of the “Rule of Law, Access to Justice and Anti-Corruption (RoLAC II) Programme” in Nigeria.
- 1.2 International IDEA intends to procure Communication and Media support services for all locations of the RoLAC Programme in Nigeria. These services include media buying services, event management, film and drama production, animation, videography and photography. The current locations are Abuja, Lagos, Edo, Abia, Adamawa, Anambra, Plateau and Kano. Kindly note these locations may increase as International IDEA may take on new projects in Nigeria.
- 1.3 International IDEA invites qualified consultants/consultancy firms to submit an Expression of Interest in providing consultancy services for one or more of the Lots outlined in the attached Terms of Reference (TOR).

## **Section 2. Preparation of CVs**

- 2.1 Language: the CVs shall be written in English and must be submitted in electronic format by e-mail.
- 2.2 The CVs should provide information on the qualifications of the applicant, his/her general track record and previous specific experience in similar assignments.

Interested consultants/consultancy firms are required to submit the following documents:

- a) A covering letter or supporting statement (max 3 pages), introducing you/your organization, outlining your motivation and clearly indicating which thematic area(s) or Lot(s) outlined in the TOR you are interested in.
- b) A copy of your most recent CV which clearly outlines how your details match the requirements and including the names and contact details of two references. Please use the CV template enclosed to this notice for EOI.
- c) Declaration of Honour form: Please note that the attached Declaration of Honour Form should be submitted as a separate file together with the proposal. All sections must be ticked YES or NO. Please note that in Section 3, in the absence of conflict of interest, this section should be marked Yes to confirm the absence of a conflict.

## **Section 3 Submission of CVs and Supporting statement.**

- 3.1 CV and supporting statement should be submitted in electronic format by e-mail. The documents must be submitted in separate files and marked accordingly.
- 3.2 The documents can be sent as a **PDF-file or a Word-file**. Please specify and submit each essential technical requirement listed under **Section 2.2 (a-b) and Section 2.2 (c)** as a separate and duly marked file. All large files should be submitted in separate emails, duly labelled (email 1 of 2 etc., as relevant).

## **Section 4 Evaluation of CVs and supporting statement.**

**The CVs will be evaluated and scored against the following criteria with respective corresponding points:**

- i. General qualifications and skills as provided in the terms of reference (25 points).
- ii. Specific experience relevant to the assignment as provided in the terms of reference (25 points).
- iii. Two letters of recommendation from International Organisations, embassies, or Government organisations where you have provided similar services. This should be in line with the **LOT** applied for. (30 points).
- iv. Qualifications and experience of the key staff proposed to perform the assignment; In line with the above, kindly provide evidence of such qualification and experience of key staff. Enclose any applicable certifications to showcase professional experience in the field of the assignment (20 points).

**The maximum final score is 100 points.**

4.1 The consultant/company is required to have scored a minimum of 70 points from criteria 4.1 (i to iv) above to be selected in the pool of consultants eligible for Framework agreements with International IDEA.

4.2 A shortlist of consultants/consultancy firms will be established from the submissions received. Note only consultants/consultancy firms which are deemed to meet the requirements as outlined under each of the thematic areas/Lots in the TOR will be considered for the shortlist **and only shortlisted consultants will be contacted** regarding the next steps.

In line with the above the shortlisted consultant CVs will be included in the database of consultants for International IDEA. Only these consultant CVs will be eligible to respond to a detailed Terms of Reference for an assignment for the purpose of indicating their willingness and ability to complete the assignment and to provide a proposal to International IDEA based on their expertise.

Please see our <https://www.idea.int/privacy-policy>; to understand how we treat your personal data. You will be retained on the roster for a period of 2 years, and International IDEA reserves the right to extend the validity period of the roster. If your details change at any stage during the period of validity, or if you wish to be removed at any stage you should send an email to [consultants.roster@idea.int](mailto:consultants.roster@idea.int).

## **Section 5. Final Considerations.**

5.1 International IDEA will not be bound to select any of the [consultants/companies/organisations].

5.2 The following documents are enclosed with this EOI Cover Page:

- i. Terms of reference.
- ii. Annex A General Terms.
- iii. Declaration of Honour Form.

iv. CV templates for Individual Consultants/Organisations.

5.3 Complaints regarding any aspect of the EOI process should be addressed in writing to both the Internal Auditor and the Executive Director at International IDEA.

The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int);