

**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

**Tender Reference No:** 2024-05-057

**Assignment Name:** Anti-Corruption Institutions and System Strengthening Support Consultancy Services

**Project Name:** Rule of Law and Anti-Corruption Programme II

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

**Address for Submissions:**E-mail: tendersubmissions@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 deadline for submission (NO CALLS, CALLS WILL NOT BE ANSWERED) to this +4672537573 in your text message, please provide the following:

* Tender reference no. and title
* Email address you used for submission.
* Date and Time, you sent your submission (e.g., 01 December 2021, **12:30 GMT**)
* **Please also send the above information to** **tender@idea.int** **prior to the deadline for submission.**

**Format for Submissions**:Proposals must be submitted by email. **Technical and Financial proposals must be submitted in separate files and marked accordingly**. **Price should not be mentioned in the Technical Proposal. The following text should be put in the subject field of the email:**

Tender Reference No: 2024-05-057

Technical and Financial Proposals – Do not open before 23:59 (CET), **31st July 2024***.*

***Email Address for Clarifications*:** E-mail: tender@idea.int

Clarifications may be requested via e-mail no later than **15th of July 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.

**REQUEST FOR PROPOSALS**

**Section 1 General Information**

* 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 the international, regional, and national level, cooperating with a range of organizations.
	2. International IDEA now seeks to engage the services of Two (2) consultants or a consulting firm able to deploy at least two (2) qualified consultants, working under a pre-agreed Memorandum of Understanding (MOU). The assignment is entitled: Anti-Corruption Institutions and System Strengthening Support Consultancy Services to be delivered across all its project locations i.e., Federal Capital Territory (FCT), Kano, Anambra, Adamawa, Edo, and Lagos states, as provided in the Terms of Reference attached to this tender notice. Interested qualified individual consultants or firms are hereby invited to submit their CVs and proposals to participate in the selection.
	3. Tentative duration for this assignment: It is anticipated that the services will commence by August **2024** and be completed by **May 31st, 2027**.

**Section 2 Preparation of Proposals.**

* 1. **Language:** The official language for the proposal, contract, reports, and any other documents in relation to the assignment is **English**.
	2. **Mandatory requirements:** **Only Service providers that meet the legal requirements of operating in Nigeria may apply.**

A proposal shall be submitted by interested tenderers, and should provide the following information:

1. Experience and qualification for Lead and Associate consultant as provided under **section 6.2 (I-XVI)** of the terms of reference.
2. Evidence of registration with the Nigerian Cooperate Affairs Commission (CAC)
3. Tax clearance certificate, TIN and VAT certificate as applicable.
4. At least two (2) client references **(letter of reference)** for similar projects performed for international organisations or government institutions in the anti-corruption or law enforcement sector. Contact name, title, email address, telephone number will be required on the letterhead paper of referees.
5. A completed and signed declaration of honour form (Annex A3) should be submitted with all proposals. 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.
6. Evidence of qualifications and certifications in Anti-Corruption Studies, Development Studies, Business Administration, Project Management, Monitoring and Evaluation or other related fields.
7. The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference.
	1. **Financial Proposal:** Please indicate the consultancy fee rate per day in your financial proposal. Kindly note that fees should be all inclusive of VAT where applicable or any other indirect taxes. International IDEA is not tax exempt and does not have a VAT number.
	2. The Bidder must act in accordance with their country’s tax laws as it relates to providing services to non-resident organizations. The Bidder shall be responsible for his or her own tax obligations as per the laws of the respective country.
	3. The assessment of financial offer will be based on the total overall costs you will put in this bid; except for travel and accommodation which will be handled by IDEA according to policy.

**Section 3- Submission of CVs/Proposals.**

* 1. Proposals should be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly. The full details on how to submit proposals **is under Tender Notice at the beginning of this document**.
	2. The Technical Proposal, Suppliers’ response for Lead and Associate consultants can be sent as **a PDF-file or a Word-file**. Please specify and submit each essential technical requirement listed under **Section 2.2 (i to vii) in the technical proposal; and Section 2.3** 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).
	3. Proposals must remain valid for at least 90 days following the deadline for their submission stated under the Tender Notice. During this period, the consultants are expected to keep available the professional staff proposed for the assignment. In the event there should be any (unexpected) delays, International IDEA will treat proposals as valid until the tender process and evaluation of proposals has been completed.

**Section 4 Evaluation of Proposals**

4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding points (marks):

1. Practical knowledge and understanding of the anti-corruption, transparency, and accountability ecosystem in Nigeria. Provide specific examples of the issues impeding effective and efficient fight against endemic corruption, and how these can be addressed. **Kindly demonstrate knowledge as it relates to sections 1,2, 3 and 5 of the TOR** **(25 points)**.
2. Demonstrable experience of working with MDAs, ACAs, and LEAs, supporting the review of their systems and processes, and establishing new frameworks, where necessary, for improved performance. This should include hands-on experience in the development of strategies, establishing the implementing structures, designing of the operational and reporting tools, delivery of capacity building on NACS implementation and the implementation frameworks at national and sub-national levels, undertaking assessment of the implementation process and reporting on all of these **Kindly give examples of such work as it applies to** **sections 2, 3, and 5 of the TOR** **(25 points)**.
3. Evidential experience in research, writing evidence-based activity and impact reports, case studies and stories of change for programmes and projects that strengthen systems and frameworks of ACAs and the implementation of national and sub-national anti-corruption strategies. **Examples should apply to sections 2, 3, and 5 of the TOR** **(25 points).**
4. Adequacy, relevance, and clarity of the methodology for delivering the assignment for system support strengthening of anti-corruption institutions. **(15 points)**
5. Qualifications and experience in Anti-Corruption Studies, Development Studies, Business Administration, Project Management, Monitoring and Evaluation, social sciences, or humanities, of the consultants proposed to perform the assignment; **10 points**. In line with the above, kindly provide evidence of such qualification and experience. Enclose any applicable certifications.

**The maximum technical score (T) is 100 points**.

**A candidate must have a minimum passing technical score of 75 points to be considered for the financial evaluation.**

**Financial Evaluation:**

* 1. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.
	2. The currency used for evaluation is Naira.
	3. The financial scores (F) will be computed as follows:

The lowest evaluation price proposal (Em) will be given a financial score (Fm) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

F = 100 x Em/E, where: Em is the lowest evaluation price, and

E is the evaluation price of the proposal under consideration.

**Consolidated Technical and Financial Score:**

* 1. The final consolidated scores (S) will be computed by applying the formula:

S = t x T + f x F, where: t is the weight given to the technical score

f is the weight given to the financial score

* 1. The weights given to the technical and financial scores are:

t = *70%* f = *30%*

* 1. The consultant ranked highest will be invited to negotiate the contract and if negotiations are successful the selected consultant will be awarded the contract. Should the negotiations fail; the second ranked consultant will be invited to negotiations.
	2. International IDEA reserves the right during the negotiation stage to vary at the time of award of contract, the quantity of services and/or goods, or scope of work by up to a maximum of twenty-five per cent (25%) of the original TOR. This negotiation will not permit any changes to unit fee rates or other terms and conditions outlined in the tender proposal.
	3. International IDEA reserves the right to directly award a follow up contract to the contractor selected for the tender to carry out potential future work related to this initial assignment. This will depend on satisfactory delivery of the tender assignment.

The consultant/company ranked highest will be invited to negotiate the contract. If negotiations are successful, the contract will be awarded. If unsuccessful, negotiations will proceed with next ranked consultant/company.

**Section 5 Final Considerations**

5.1. International IDEA will not be bound to select any of the proposals.

* 1. The following documents are enclosed with this Request for Proposals:
1. Terms of Reference.
2. Annex A.3 Declaration on honour on exclusion criteria and selection criteria for tenders.
3. Annex A General Terms.
4. appendix 1 – Log frame targets
5. appendix 2 - Quarterly Progress Review (QPR) Template
6. appendix 3 - End of Activity Report Template
7. appendix 4 - Quarterly Narrative Reporting Template\_C3
8. Suppliers’ response for Lead and Associate Consultant.
	1. Further information on International IDEA may be found on our website <http://www.idea.int/>
	2. Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspect of the tender 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