



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

Expression Of Interest (EOI)

Reference No: **2024-07-061**

Deadline for Submissions: Expressions of Interest must be submitted on or before **23:59 (CET), 30 August 2024**. Late submissions will not be considered for evaluation.

Address for Submissions: E-mail: 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 deadline for submission** (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**

Format for Submissions: Proposals must be submitted by email.

EOI No. (*insert reference No.*) Individual Consultants – Do not open before 23:59 (CET), **30 August 2024**.

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

Clarifications may be requested via e-mail no later than **15 August 2024** at the above email address. Note a response to a request for clarifications will be issued on our website <http://www.idea.int/>. Therefore, please 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 expression of interest and the second one to be used for clarifications and other related correspondence.

Section 1. Background

International IDEA is an intergovernmental organization (IGO) with an explicit mandate to support sustainable democracy worldwide. As an IGO with a worldwide presence, International IDEA fills a key niche. Through its 'think-and-do' approach, the Institute aspires to be associated with the credibility, excellence, relevance, agility and integrity of its work.

International IDEA's diverse membership of democracies from all over the world reinforces its legitimacy. The Institute's statutes require Member States to demonstrate their commitment to the rule of law, human rights, the principles of democratic pluralism and to strengthening democracy. It seeks to enhance Member State engagement to fully capitalize on its IGO status, while extending its membership base in all regions and expanding the diversity of democratic experiences.

The Institute is the only IGO dedicated solely to supporting democracy worldwide; it has permanent United Nations (UN) Observer status. Combined with its ability to convene multilateral institutions, national actors, democracy defenders and civil society organizations (CSOs), International IDEA plays a unique role in harnessing collective global action to champion, defend and advance democracy. Through its strategic partnerships with the UN and regional organizations, International IDEA also has a catalytic role in advocacy to enhance the effectiveness of international democracy support.

International IDEA's 'think-and-do' approach is underpinned by continuous learning; it is an *impartial global knowledge provider* on democracy that offers *country- and region-specific capacity development and advisory support*. The Institute bridges the gap between academic research and on-the-ground project implementation, while systematically ensuring that both benefit from continuous learning. It *assesses and shares best-fit options, convenes policy dialogues, and strengthens countries' capacities to negotiate and implement democratic reform*. While other organizations may also focus on these functions, few, if any, consistently combine them in a reinforcing cycle of global knowledge production and practical tools designed to build the capacity of democratic actors and use convening power and *policy influence to advocate* for a democracy-building perspective in multilateral policy fora. International IDEA considers democracy essential for promoting and guaranteeing human rights, and believes that participation in political life, including government, is part of human rights, proclaimed and guaranteed by international treaties and declarations, as well as the Institute's Statutes.

More details can be found on our website.

We now seek expressions of interest from qualified individuals to add to a roster of consultants from which we may call off services as required. Inclusion in the roster is not a guarantee that you will be contracted for any work. Each piece of work will have terms of reference drafted which will include expected deliverables and an anticipated timeframe for delivery. If your skills match the requirements you will then be requested to confirm your availability and provide a quotation for the work required. Several consultants may be approached to provide quotations for each piece of work. If agreement is reached a contract will be entered into for that work.

It is expected that consultants will review and, where relevant, cite and incorporate findings from existing International IDEA publications when completing assignments awarded.

Section 2. Requirements

The attached form provides details of the skills sets that we wish to add to the roster. The form is a checklist where you can mark your areas of expertise. These areas of expertise are separated into thematic areas and sub areas where you will be also required to indicate your relevant competency, geographic experience (which may be a region or country, or several countries) and language, where you will need to indicate your fluency.

If you are interested in being part of our roster, **please respond to this expression of interest with the following. Please note if you fail to include these documents (1. to 5. below) as requested, you may not be considered for inclusion in the roster:**

1. A cover letter with your motivation for applying to be part of the roster
2. A copy of your most recent CV in English which clearly outlines how your details match the requirements and including:
 - i) Your experience with relevant dates
 - ii) Your educational qualifications; and
 - iii) The names and contact details of two references.
3. A copy of any relevant qualifications
4. A completed form. (Roster Questionnaire) Please note that the form has 2 parts – one for your areas of expertise, and one for your language skills
5. A Declaration of Honour form: Please note that the attached Declaration of Honour Form should be submitted as a separate file together with your response. 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.

Please note that if you respond to this EOI we will include your CV in a roster that may be accessed by Staff Members for the purposes of determining your suitability to be approached for specific assignments. Please see our [Privacy Policy](#) to understand how we treat your personal data.

You will be retained on the roster for a period of 5 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.

Section 3. Final Considerations

- 3.1 International IDEA will not be bound to select any of the consultants. Consultants will be considered for inclusion in the roster based on a desk review of their CV and motivation, in comparison with their completed roster questionnaire.
- 3.2 The following documents are enclosed with this EOI Cover Page:
 - Contract Terms and Conditions
 - Declaration of Honour Form
 - Roster questionnaire
- 3.3 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