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***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE RESPONSES TO QUESTIONS***

***EOI NOTICE No:2024-08-063***

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

Assignment Name: EOI Notice for Individual Consultants/Organisations RoLAC 2 Nigeria.

**Based on questions received, the information below is provided for clarification regarding the EOI notice referenced above. Please note if new questions are received, they will be added to this document.**

1. **Question:** We would like to clarify if the requested CVs but must be the CVs of in-house personnel, or if we can submit CVs of consultants we regularly work with. We also have ongoing projects in the technical fields mentioned in the EOI, for which we are currently contracting consultants. Can we present their CVs as we currently have a contractual relationship with them?

**Response:** – Kindly note that CVs of in-house personnel, i.e. the Organisation applying is acceptable. However, you may also inform Consultants you regularly work with to send in their CVs, they would be applying in their own capacity, as a separate entity from your Organisation.

Kindly note that all applicants interested in this call must have the Legal capacity to work in Nigeria.

1. **Question**: Can someone apply as a member of a firm, and in addition, apply as an individual?

**Response:** Kindly note that where a firm expresses Interest, it may do so by sending the CVs of in- house personnel for more than one Component of the programme, you must submit separate CVs to address each Component. CVs which combine more than one Component will not be evaluated.

A consultant who is a member of an applying firm may also send their CV but cannot apply under the same category with the applying firm under any of the components.

1. **Question**: Can individuals who have applied separately to be listed also team up together to apply for a bid?

**Response:** Individual consultants that have applied separately for a particular component cannot come together as a firm and apply for the same component. Kindly note that a firm expresses interest by sending the CVs of their members. In this regard the CVs will be the same.

Kindly note that when individuals come together to apply as a team, that team must meet the legal requirement to operate in Nigeria, i.e. Partnership, consultancy firm etc. The employment / consultancy services records required is that implemented by the consultancy firm and not individuals.

1. **Question:** I am about to prepare and submit my Expression of Interest as a Consultant in the RoLAC Phase II. However, I need clarification as to whether I am the one to sign the Declaration on Honour Form. If I am not the one to sign it, who should sign it, please?

**Response:** The person/entity that submits the expression of interest is required to sign the Declaration on Honour form.