



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

REQUEST FOR PROPOSALS

Evaluation of International IDEA's Political Parties Programme

Section 1. General Information

1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with 25 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.

1.2 The Institute now invites proposals from qualified consultants (firms, organizations) for an evaluation of International IDEA's Political Parties Programme. The services include a comprehensive evaluation of political parties work hitherto carried out by IDEA and the results achieved. It will be holistic and focus on developing strategies to: strengthen cooperation between IDEA's head office and regional offices; amongst its programme components; and between IDEA and its partners. The evaluation will also put forward proposals for further integration and consolidation of the political parties programme. It will be carried out over a calendar period of six [6] months starting from 01 September 2008. The Request for Proposals and the Terms of Reference for the assignment are available at <http://www.idea.int/about/vacancies>

A more detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.

1.3 Tentative timeframe: It is anticipated that the services will commence on 1 September 2008 and will be completed before 28 February 2009.

Section 2. Preparation of Proposals

2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English. However, there may be information related to political parties work in Latin America which is exclusively in Spanish.

2.3 Required experience:

- a) Evaluation methodologies and approaches;
- b) Knowledge of political parties work;
- c) Regional programming, especially democracy support ;
- d) Democracy and democratization;
- e) Democracy and development;
- f) Strategic planning and programme/project management;

- g) Experience working with multiple bilateral and/or multi-lateral cooperation agencies;
- h) Proficiency in English and Spanish are essential.

2.4 The proposal should provide the following information:

- (i) A brief description of the company / organization and an outline of recent experience on assignments of a similar nature;
- (ii) The proposed methodology and work plan for performing the assignment, along with any comments or suggestions on the Terms of Reference;
- (iii) The list of the proposed staff by title (and name if already identified), the tasks that would be assigned to each staff team member, and their timing, estimates of the total staff input needed to carry out the assignment;
- (iv) CVs for the Team Leader and other proposed professional staff, including information on their previous experience in similar assignments. CVs should be signed;
- (vi) The price broken down into fee (showing unit rates and input) and incidental expenses likely to be incurred.

Section 3. Submission of Proposals

3.1 Proposals should be submitted either in hard copy (in one original and four copies) or in electronic format by e-mail.

3.2 The address for submission of the proposals is:

International IDEA
Strömsborg, S-103 34
Stockholm, Sweden
Camino Kavanagh
Tel. +46 8 6983710
evaluations@idea.int

3.3 Proposals must be submitted on or before 15 August 2008. Late proposals will not be considered for evaluation.

3.4 Proposals must remain valid for at least 60 days following the deadline for their submission stated in paragraph 3.3. During this period, the consultants are expected to keep available the professional staff proposed for the assignment.

Section 4. Evaluation of Proposals

4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

- (i) Specific experience in relevant sectors (maximum 30 points);
- (ii) Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 20 points);
- (iii) Qualifications and experience of the key staff proposed to perform the assignment (maximum 35 points);
- (iv) Interview with the proposed teams (maximum 15 points).

The maximum technical score (T) is 100 points.

4.2 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.

4.3 The corrected prices will then be converted to the currency of evaluation to obtain the evaluation price (E).

4.4 The currency used for evaluation is: Euro

4.5 The corrected prices will be converted to the currency of evaluation using the exchange rates published by: <http://www.oanda.com/convert/classic> valid on the date specified in paragraph valid on the date specified in paragraph 3.3.

4.6 The financial scores (F) will be computed as follows:
The lowest evaluation price proposal (E_m) will be given a financial score (F_m) of 100 points.
The financial scores of the other proposals will be computed applying the formula:

$$F = 100 \times E_m / E, \quad \text{where: } E_m \text{ is the lowest evaluation price, and} \\ E \text{ is the evaluation price of the proposal under consideration.}$$

4.7 The final scores (S) will be computed by applying the formula:

$$S = t \times T + f \times F, \quad \text{where: } t \text{ is the weight given to the technical score} \\ f \text{ is the weight given to the financial score}$$

4.8 The weights given to the technical and financial scores are:

$$t = 80\%$$

$$f = 20\%$$

4.9 The consultant securing the highest final score 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. Candidates whose technical score is less than 70 percent will be disqualified.

Section 5. Final Considerations

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

5.2 The following documents are enclosed with this Request for Proposals:
Terms of Reference

5.3 Further information on the Institute can be found on International IDEA's website <http://www.idea.int> .

5.5 We would appreciate your informing us by e-mail (contact details above):

(a) upon your receipt of this Request for Proposals, whether or not you intend to submit a proposal;

(b) when submitting the proposal, the date and mode of shipment.