

## Concept Note for Global Democracy Coalition Forum 2024

### 1. The Global Democracy Coalition

#### 1.1. Background

The [Global Democracy Coalition](#) (GDC) was formed in the fall of 2021, convened by International IDEA and other democracy assistance organizations from around the world. The intention was to create an informal group of organizations committed to the advancement of democracy, working together to engage constructively with the Summit for Democracy, hosted by United States government, in December 2021. Together, partner organizations decided to hold a Forum ahead of the first Summit.

What started as an informal group working together to produce one Forum has evolved into a strategic multi-stakeholder alliance of more than 116 democracy organizations from around the world committed to advance and protect democracy worldwide and to influence the Summits for Democracy.

The GDC now provides a platform for dialogue, collaboration, knowledge exchange and experience-sharing, and advocacy on democracy around the Summits for Democracy and beyond. Working collectively on strategic issues relevant to the global democracy agenda can contribute to make the individual organizational voices stronger and more likely to be heard.

##### 1.1.1. Global Democracy Coalition Forum 2023

Organized by the steering group of the Global Democracy Coalition, coordinated by International IDEA and Counterpart International, and supported by the European Commission, the Bosch Foundation and the Youth Cohort, the second Global Democracy Coalition (GDC) Forum was held as a hybrid event in Brussels, Belgium and Washington, DC, USA from 28 February to 1 March 2023.

During the two-day Forum, a group of 100 democracy organizations convened ahead of the second Summit for Democracy (S4D) to develop analysis and resources and take stock of the Year of Action since the first Summit in 2021. Partners in the GDC convened five panel sessions and two workshops, which aimed to: (1) take collective stock of commitment implementation; (2) assess the state of democracy globally since the first Summit; (3) provide reflections on lessons learned and achievements of the cohort process; (4) present pledges that GDC partner organizations have made to strengthen and advance democracy; and (5) propose recommendations to give continuity to the Summit process beyond the second Summit. Across sessions, GDC members expressed the value of cohorts in helping to deliver S4D ambitions, though improvements can be made for greater effectiveness. The GDC also made its own pledges to advance democracy in 2023.

## 2. Global Democracy Coalition Forum 2024

### 2.1 Objectives of the Forum

In the spirit of global collaboration and democratic advocacy, the Global Democracy Forum 2024 is set to convene during the second week of March 2024. This strategic timing positions the Forum to pave the way for the forthcoming Summit for Democracy in South Korea, which will be held the 3<sup>rd</sup> or 4<sup>th</sup> week of March 2024.

Anticipated as a week-long celebration for democracy, the Global Democracy Forum 2024 promises to be a landmark event in the pursuit of advancing democracy globally together with partner organizations in the Global Democracy Coalition. This event is aimed to provide a space for dialogue on democracy, bringing together a diverse and multi-sectoral group of democracy organizations from the Global Democracy Coalition, policymakers, and democracy advocates from around the world offering an in-depth exploration of regional perspectives on democracy and culminating in a global gathering.

The Forum has 3 main objectives:

- 1) Provide a **space for dialogue** on democracy among organizations in the Global Democracy Coalition, linking both regional and global conversations. The gathering will also provide an opportunity to discuss the future directions, priorities and governance of the Global Democracy Coalition.
- 2) An opportunity to **take stock of the current state of democracy** in each region, identifying opportunities, advances, setbacks and challenges in the past year, identifying common challenges and opportunities across regions and placing issues on the regional and international agendas, most immediately the Summit for Democracy.
- 3) Discuss regional versus global **democracy narratives**, to identify universal versus region-specific values, understandings, conceptions and practices of democracy. This discussion will feed into an advocacy campaign on the value of democracy led by the Global Democracy Coalition.

### 2.3. Format of the Global Democracy Coalition Forum

The innovative structure of the Forum will dedicate each day to a specific region— with regional dialogues held for the Americas, Asia and the Pacific, Africa, and Europe respectively—allowing participants to delve into the unique democratic challenges, achievements, opportunities and aspirations of each continent. In the regional dialogues, the **first discussion will delve into the diverse challenges and opportunities facing democracy in each region**, aiming to capture the diverse democratic experiences of each context and identifying common issues to place on the regional and international agendas, most immediately the third Summit for Democracy. Participants will examine issues relevant to the region's democracy landscape, fostering a deep understanding of the unique obstacles and opportunities at play to advance and strengthen democracy in each regional context. The subthemes of the Summit for Democracy, such as Technology and Democracy, Democracy for Inclusive Society, Governance Partnership with the Global South, Investment in Democracy of

Future Generations, or Empowerment of the Future Generations, can help provide a backdrop to the discussions.

It is proposed that the **second discussion** focuses on the regional narrative on democracy. Bringing together key stakeholders, experts, and participants, this session aims to better understand regional conceptions, practices and narratives on democracy and how they link to (and differ) from global narratives. The overarching goal is to identify universal versus region- specific democratic conceptions and values of democracy and inspire a renewed commitment to the principles and value of democracy, fostering optimism, but also a collective responsibility to strengthen democratic governance for the benefit of present and future generations.

On the last day of the Forum, the focus will be global, bringing together the regional discussions into a global one. The **first session** will bring together representatives from each regional dialogue (virtually), who will synthesize the insights from the regional discussions on the state of democracy. This session will act as a link to the diverse conversations that unfolded in the regional dialogues of the Americas, Asia and the Pacific, Africa, and Europe throughout the week. Panelists will engage in a collective reflection, delving into the unique challenges, achievements, and opportunities for democracy discussed in each region. The aim is to identify common threads but also to be able to appreciate the distinct nuances that make each region's journey unique.

The **second session** will be a dynamic session linking, bridging and sharing across the regional sessions on the democracy narrative. By bringing together the ideas generated in the regional dialogues on the democracy narrative, we aspire to enrich the ongoing advocacy campaign the Global Democracy Coalition is working on. This collaborative effort seeks to leverage different perspectives to advance in shaping a narrative that resonates on a global scale, while showcasing the practice and diversity of democracy in different regions,inspiring a renewed commitment to democratic principles and values.

Finally, there will be a **third dedicated session on the future and governance structure of the Global Democracy Coalition**. Participants will engage in a strategic dialogue, exploring and adopting the Coalition's mission, vision, priorities and governance structure for strengthening democracy globally.

## 2.2 Organization of Events

The Global Democracy Forum 2024 will be strategically organized to facilitate meaningful regional discussions, culminating in a global gathering. Each dedicated regional day, focusing on America, Asia and the Pacific, Africa, and Europe, will be hosted by a GDC partner within its respective region. The partners will be selected through a call for proposals and one organization with regional reach will be selected to organize the regional GDC dialogue for their respective region. The Global Day, concluding the Forum, will either convene in Washington, DC, in Brussels or Seoul or virtually, and will be hosted/organized by the co-coordinators of the GDC.

The partner organization responsible for each region will oversee the organization of the sessions, drafting an event description, identifying speakers (especially within the Coalition - the coordinators can help with that), setting a time, etc.

Regional Dialogues				Global Forum
Monday Americas Day	Tuesday Asia Day	Wednesday Africa Day	Thursday Europe Day	Friday Global Day
				Presentation on the Global Democracy Coalition's governance structure, mission, vision, and strategic way forward.
Changing the narrative on democracy in the region: from negative to aspirational	Changing the narrative on democracy in the region: from negative to aspirational	Changing the narrative on democracy in the region: from negative to aspirational	Changing the narrative on democracy in the region: from negative to aspirational	Global Synthesis Panel: Bridging Regional Perspectives on the narrative of democracy
Exploring the Regional Democratic Landscapes: Navigating Challenges and Embracing Opportunities	Exploring the Regional Democratic Landscapes: Navigating Challenges and Embracing Opportunities	Exploring the Regional Democratic Landscapes: Navigating Challenges and Embracing Opportunities	Exploring the Regional Democratic Landscapes: Navigating Challenges and Embracing Opportunities	Collective discussion on findings, cross-regional insights, and potential collaborative actions.

The division of labor could be as follows:

<b>Session organizers</b> <b>One from each region</b>
<ul style="list-style-type: none"> <li>• Develop a concept note and share it with the GDC Forum Working Group</li> <li>• Identifying and contacting panel speakers preferably from the Coalition</li> <li>• Identify a possible venue that allows for hybrid participation</li> <li>• Create the links to the events (zoom or WebEx – to be defined by each webinar organizer)</li> <li>• Registration of participation</li> <li>• Promote event and post event on own website with event description and link to event (encourage all the Coalition participants to do so)</li> <li>• Recording webinar and sending the recording to the coordinators</li> <li>• Prepare a 1 pager with the key results and messages that emerged from each session</li> </ul>

#### GDC Coordinators

- Lead Global Forum concept note drafting in coordination with the Working Group
- Consolidation of Forum agenda
- Create a “Save the date” on the Coalition’s webpage
- Upload to the Coalition website the agenda, with the description and links to all events
- Upload all recordings after the Forum is over
- Organize coordination meetings with the Forum participants
- Prepare the final report of the GDC Forum 2024

### 2.3 Format of the events

- It is recommended that public panels be 1 to 1.5 hour maximum.
- It is recommended that event organizers be mindful of gender, geographical and age balance in the panels.
- It would be good for all panelists be partners of the Coalition or related to a partner organization.
- We encourage a non-scripted dialogue, with a more informal and honest discussion. Different formats, such as breakout sessions, are encouraged only if the panel will be 1.5 hours.

### 3. Output of Forum

The Global Democracy Coalition Forum is expected to produce the following outputs (TBD):

- Regional one-pager
  - The outcomes of each regional dialogue are a succinct one-pager per region, strategically tailored to encapsulate key policy insights and actionable recommendations specific to each region. These concise documents will serve as targeted policy briefs, providing policymakers, stakeholders, and decision-makers with a focused and easily digestible overview of the democratic challenges and opportunities discussed during the Forum. We hope that these one-pagers will play a vital role in shaping evidence-based policies, fostering constructive dialogue, and influencing strategic initiatives aimed at bolstering democratic governance on a regional and global scale.
- Global report
  - The insights gathered from these sessions will be consolidated into a global report. This report would serve as a practical roadmap, offering a nuanced understanding of the regional and thus global state of democracy.

#### 4. GDC communications products to be promoted during the Forum

- To be defined

#### 5. Division of labor

Activities that will need a division of labor:

- Craft the regional agendas
- Craft the global agenda
- Create the linkage with P4D or Civil Society/Cohort Day

#### 6. Integration with the Summit for Democracy

Building upon the rich insights garnered during the regional days of the Global Democracy Coalition Forum 2024, representatives from each region will be invited to a special panel on the second day of the Summit for Democracy's Civil Society/Cohorts Day (pending approval by the Summit host South Korea). This distinctive session will aim to amplify the voices and recommendations emerging from the *"Exploring Regional Democratic Landscapes: Navigating Challenges and Embracing Opportunities"* events. Participants will engage in a dynamic discussion, sharing key findings, nuanced perspectives, and actionable recommendations, thereby contributing to advancing democracy. This integrative approach ensures that the diverse regional perspectives shape and enrich the broader narrative of democratic values during this critical moment at the Summit for Democracy.

## TO THE CONTRACT OF PROVISION OF SERVICES

### TERMS OF REFERENCE

FOR CONTRACT TO IMPLEMENT GDC REGIONAL DIALOGUE AS PART OF GDC FORUM 2024

#### **1. Background**

The Global Democracy Coalition (GDC) is a multi-stakeholder alliance of democracy organizations from around the world committed to advance and protect democracy worldwide and to influence the Summits for Democracy and the Year of Action.

The GDC was initially formed in October of 2021, convened by International IDEA and other democracy assistance organizations from around the world. The intention was to create an informal group of organizations committed to the advancement of democracy, working together to engage constructively with the Summit for Democracy, hosted by United States in December 2021. Together, partner organizations decided to hold a Forum ahead of the first Summit for Democracy.

What began as an informal group working together to produce a single GDC Forum has evolved into a strategic multi-stakeholder alliance of more than 116 democracy organizations from around the world committed to advance and protect democracy worldwide and to influence the Summits for Democracy and beyond.

The GDC now provides a platform for dialogue, collaboration, knowledge exchange and experience-sharing, and advocacy on democracy around the Summits for Democracy and beyond. Working collectively on strategic issues relevant to the global democracy agenda has contributed to making individual organizational voices stronger and more likely to be heard.

#### **2. GDC Forum**

In the second week of March 2024, the third Global Democracy Forum will be organized as a week-long celebration for democracy among partner organizations in the Global Democracy Coalition. This event is aimed to provide a space for dialogue on democracy, bringing together a diverse and multi-sectoral group of democracy organizations from the Global Democracy Coalition, policymakers, and democracy advocates from around the world offering an in-depth exploration of regional perspectives on democracy and culminating in a global gathering.

There will be a day dedicated to each region, focusing on America, Asia and the Pacific, Africa, and Europe. Each regional dialogue will be hosted by a GDC partner within its respective region. The partners will be selected through a call for proposals and one organization with regional reach will be selected to organize the regional GDC dialogue for their respective region. The Global Day, concluding the Forum, will either convene in Washington, DC, in Brussels or Seoul or virtually, and will be hosted/organized by the co-coordinators of the GDC.

The Forum has 3 main objectives:

- 4) Provide a **space for dialogue** on democracy among organizations in the Global Democracy Coalition, linking both regional and global conversations. The gathering will also provide an opportunity to discuss the future directions, priorities and governance of the Global Democracy Coalition.

- 5) An opportunity to **take stock of the current state of democracy** in each region, identifying opportunities, advances, setbacks and challenges in the past year, identifying common challenges and opportunities across regions and placing issues on the regional and international agendas, most immediately the Summit for Democracy.
- 6) Discuss regional versus global **democracy narratives**, to identify universal versus region-specific values, understandings, conceptions and practices of democracy. This discussion will feed into an advocacy campaign on the value of democracy led by the Global Democracy Coalition.

### 3. Objective of activity

The regional components/dialogues of the Global Democracy Coalition Forum 2024 are strategically designed to be an important part of the collective effort to advance democracy globally. With a primary focus on fostering dynamic regional dialogues, the activity is intricately related to the different initiatives led by the GDC. The fundamental objective is to host the regional component (regional dialogue) of the GDC Forum, with sessions that will not only explore the democratic challenges and opportunities of the region but will also do so by placing issues on the agenda of the third Summit for Democracy and feed into the GDC's upcoming Advocacy Campaign. Simultaneously, it seeks to explore and understand the unique democratic landscapes of each region, exploring subtheme(s) that will be discussed during the third Summit for Democracy. Through carefully organized and facilitated sessions, the Forum also aims to discuss the democracy narrative(s) within each region, to capture how democracy is expressed, practiced and valued in the regional context. Importantly, these regional discussions will not be isolated endeavors but integral components that feed into and shape the larger framework of advancing democracy on a global scale. The regional dialogues could also provide an opportunity to propose regional activities and initiatives of the Global Democracy Coalition. The ultimate goal is to create a meaningful and interconnected composition of regional and global initiatives that collectively champion the cause of democracy.

### 4. Scope of activity

The scope of activity encompasses a comprehensive set of responsibilities to ensure the seamless organization and impactful execution of each regional dialogue within the Global Democracy Coalition Forum 2024, including:

- Organize a regional dialogue focused on exploring and understanding the current democratic challenges and opportunities specific to the region as well as capturing the democracy narrative(s) of relevance to the region.
- Identify and invite key speakers, relevant stakeholders and experts, with a preference for those within the GDC Coalition, with priority placed on civil society organizations and as a second priority academics, to ensure an inclusive, diverse, and regionally representative group of stakeholders. Consider also, organizations that could potentially join GDC as part of this process, enhancing collaboration and fostering new connections.
- Develop agenda, run of show and panel questions for the event, in consultation with the GDC Forum Working Group and the other regional dialogue organizers, to ensure consistency through all regions.
- Organize preparatory consultation and briefing sessions to ensure that the agenda and issues discussed are of relevance to regional stakeholders and that key participants are briefed on their role in the event.



- Secure a suitable venue (that allows for hybrid participation) for the event, ensuring it meets high level standards.
- Coordinate with an AV company to ensure seamless technical arrangements.
- Ensure proper broadcasting of the event, allowing a wider audience to participate.
- Arrange for the recording of the session, ensuring it is accessible post-event.
- Manage the event link for seamless participation.
- Handle the registration process and actively work to ensure a strong attendance.
- Promote the event on social media platforms to maximize participation.
- Extend invitations to relevant government officials or influential figures to enhance the event's impact.
- Assess potential travel needs for panelists and participants based on the current budget. Acknowledge the potential for budget revisions and work within the existing framework while remaining flexible to accommodate changes if needed. Clarify logistical requirements accordingly.
- Collaborate with the GDC Forum working group and the coordinators of other regional events within the GDC to synchronize efforts, share best practices, and ensure a cohesive approach for maximum impact, through regular meetings.
- Post-event responsibilities include summarizing key messages in a one-pager and sharing it on the organization's website.

It's essential to recognize the dynamic nature of event planning. Unforeseen challenges can arise, ranging from technical glitches to last-minute changes in schedules. To ensure the success of the regional dialogues, we strongly recommend incorporating a contingency and risk management approach.

Additionally, the following guidelines and considerations shall be considered:

- The GDC would like to implement the same model across regions to ensure a cohesive and standardized approach to the regional dialogues within the GDC Forum 2024.
- Two or more organizations can present a proposal together. GDC members can apply to lead, but they are welcome to have local partners to enhance collaboration and foster new connections.
- The proposed location for the regional dialogue should be in a non-conflict or non-post-conflict country to ensure a conducive environment for the event.
- While cost-sharing is welcome, it is not mandatory. GDC members are encouraged to explore collaborative funding opportunities but can proceed within the existing framework if cost-sharing is not feasible.

#### **Additional Guidelines:**

The selected organization is expected to produce the following additional deliverables in line with the guidelines provided:

- **Consistent Documentation:** Ensure consistent documentation across regions, including session descriptions, agendas, lists of confirmed speakers, venue confirmations, technical arrangements, invitation lists, and functional links for virtual participation.

- Collaborative Post-Event Deliverables: Collaborate with other regional organizers and the GDC Forum working group to compile a comprehensive document highlighting key messages and insights from all regional dialogues, ensuring a unified approach to summarizing the event's outcomes.

These additional guidelines are essential for maintaining a standardized approach and enhancing collaboration among regional organizers, contributing to the overall success of the Global Democracy Coalition Forum 2024.

## 5. Deliverables and timelines

The selected organization is expected to produce the deliverables as outlines in the table below:

	<b>Deliverables</b>	<b>Timeframe/Due by</b>
<b>Pre-event deliverables</b>		
1	Session description and agenda	
2	List of confirmed invited speakers and participants (with affiliations and roles)	
3	Venue confirmation (virtual or in-person) with clear information on the location or virtual platform.	
4	Technical arrangements, like coordination with AV company if needed, ensuring seamless technical setup. Invitation list (government officials or influential figures, amongst others)	
5	Providing a functional link for virtual participation	
6	Event promotion on social media	
<b>Event-Day Deliverables</b>		
7	Successfully organized and conducted sessions	
8	Maintain accurate records of participant attendance	
9	Ensure a reliable recording of the event	
<b>Post-Event Deliverables</b>		
10	Condensed document highlighting key messages and insights from the session	
11	Recorded session	
12	Summary of key highlights and messages and additional relevant information	

## 6. Management and Organization

The selected organization will work under the guidance of the GDC Project Coordinator, at International IDEA, who will be coordinating efforts with the GDC Forum 2024 Working Group of the Global Democracy Coalition.

International IDEA will not purchase equipment for this assignment.

The selected organization will send all the documents and maintain communication with Elisenda Ballesté Buxó ([e.ballestebuxo@idea.int](mailto:e.ballestebuxo@idea.int)), Project Coordinator at International IDEA.

## 7. Restrictions

During the period the selected organization is engaged with International IDEA, it is expected to adhere to International IDEA's standards of independence and impartiality and is expected to exercise discretion in all matters relating to the performance of their functions.

While engaged by International IDEA, the selected organization may not engage in any activity that is incompatible with the discharge of their duties. Unless specifically authorized, the selected company/organization may not communicate at any time to the media, or any institution, government or external authority, any information that has not been made public and which is known to them as a result of their engagement with International IDEA.

#### **8. Required Competences, Skills, and Experience**

The selected organization should have the following skills and experience:

- Proven experience in organizing high-profile events, related to democracy, governance, or international relations.
- Strong understanding of the intricacies of virtual and in-person event logistics.
- Demonstrated ability to manage diverse and dynamic event programs.
- In-depth understanding of the democratic, political, social, and cultural landscape within the specific region they are responsible for.
- Knowledge of regional democratic challenges, achievements, and opportunities.
- Proven ability to engage and collaborate with key stakeholders, including government officials, experts, and civil society representatives.
- Strong networking skills within the region.
- Familiarity with virtual event platforms (e.g., Zoom, WebEx) and ability to coordinate technical aspects.
- Understanding of audio-visual requirements for virtual and in-person events.
- Capability to navigate unexpected challenges and adapt plans accordingly.
- Ability to represent the Global Democracy Coalition professionally.
- Proven ability to work collaboratively with the GDC coordinators and other regional organizers.
- Understanding of the broader goals of the Global Democracy Coalition and alignment with its mission and vision.





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

### **LETTER OF INVITATION**

Project Name: *Global Democracy Coalition – Ford Foundation Grant*

Assignment Name: *Global Democracy Coalition Forum 2024*

#### **Section 1. General Information**

- 1.1 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.
- 1.2 International IDEA now seeks to employ an organization for the assignment entitled: Global Democracy Coalition Forum 2024. The services include hosting one of the regional legs of the Global Democracy Coalition Forum 2024. A detailed description of the assignment is provided in the Terms of Reference attached to this Letter of Invitation. Interested qualified organizations are invited to submit Proposal to participate in the selection.
- 1.3 Tentative timeframe: January – March 2024. It is anticipated that the services will commence on 23 January 2024 and they will have to be completed before 22 March 2024.
- 1.4 Estimated budget: 19,500 USD
- 1.5 Language: The official language for the contract, reports and any other documents in relation to the assignment is English.

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

- 2.1 Language: The CV/Proposal must be written in English.
- 2.2 Required experience:
  - Proven experience in organizing high-profile events, related to democracy, governance, or international relations.
  - Strong understanding of the intricacies of virtual and in-person event logistics.
  - Demonstrated ability to manage diverse and dynamic event programs.
  - In-depth understanding of the democratic, political, social, and cultural landscape within the specific region they are responsible for.
  - Knowledge of regional democratic challenges, achievements, and opportunities.
  - Proven ability to engage and collaborate with key stakeholders, including government officials, experts, and civil society representatives.
  - Strong networking skills within the region.
  - Familiarity with virtual event platforms (e.g., Zoom, WebEx) and ability to coordinate technical aspects.
  - Understanding of audio-visual requirements for virtual and in-person events.

- Capability to navigate unexpected challenges and adapt plans accordingly.
- Ability to represent the Global Democracy Coalition professionally.
- Proven ability to work collaboratively with the GDC coordinators and other regional organizers.
- Understanding of the broader goals of the Global Democracy Coalition and alignment with its mission and vision.

- 2.3 Information required: The CV/Proposal must provide the following information
- Qualifications according to ToR
  - Letter of interest
  - Company background details
  - Evidence of experience on other similar assignments
  - The full contact details (name, title, email address, telephone number) of three references
- 2.4 Financial Proposal: Send the suggested budget

### **Section 3. Submission of CVs/Proposal**

- 3.1 The CVs/Proposals must be submitted in electronic format by e-mail.
- 3.2 The e-mail address for submission is [e.ballestebuxo@idea.int](mailto:e.ballestebuxo@idea.int) and [a.koviazina@idea.int](mailto:a.koviazina@idea.int)
- 3.3 The deadline date for submission is 8 January 2024, 23:59 CET.

### **Section 4. Evaluation of CVs/Proposals**

- 4.1 The CVs/Proposals will be evaluated and scored against the following criteria with respective corresponding points.
- *Experience and Expertise - 15 points*
  - *Understanding of GDC Objectives - 15 points*
  - *Networking and Collaboration - 15 points*
  - *Concept Note and Agenda - 10 points*
  - *Speaker and Participant Selection - 10 points*
  - *Logistical and Technical Capabilities - 10 points*
  - *Promotion and Audience Engagement - 10 points*
  - *Operational Environment/Risk Management - 5 points*
  - *Budget Considerations - 5 points*
  - *Post-Event Deliverables - 5 points*
- The maximum final score is 100 points.
- 4.2 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 organisations.
- 5.2 The following documents are enclosed with this Letter of Invitation:
- Terms of Reference
  - Concept Note
  - Criteria

5.3 Should you need any further clarifications with respect to this invitation, please contact:  
E-mail: *e.ballestebuxo@idea.int*

5.4 We would appreciate your informing us by e-mail (contact details above) upon your receipt of this Letter of Invitation, whether or not you intend to make a submission.