COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / One-off contract)

The activities of the Council of Europe are governed by its Statute and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by Rule 1333 of 29 June 2011 on the procurement procedures of the Council of Europe.

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe, the Organisation is in principle required to invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This tender procedure aims at concluding a one-off contract for the provision of services described in the Act of Engagement (See attached). Unless national legislation prescribes otherwise, deliverables executed on-site will be considered as performed in the country where the event takes place, and deliverables executed in writing will be considered as performed at the place where the Service Provider/Consultant is established. A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The general information and contact details for this procedure are indicated below. You are invited to use the CoE Contact details listed below for any question you may have.

A. GENERAL INFORMATION

Object of the procurement procedure ►	Consultancy services as National Coordinator for the JUSTROM programme in Ireland
Project ►	CoE/EC Joint Programme on Access to Justice for Roma and Traveller Women ("JUSTROM")
Type of contract ►	One-off contract
Duration ►	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement)
Deadline for submission of tenders/offers ►	**11 December 2016**
Email for submission of tenders/offers ►	Sandra.veloy-mateu@coe.int
Expected starting date of execution ►	15 December 2016

B. CoE CONTACT DETAILS (FOR THIS TENDERING PROCEDURE)

Person / Function / Department ►	Sandra Veloy-Mateu, JUSTROM Project Assistant, Support Team to the SRSG for Roma issues
Address ►	Council of Europe, Office A4.53C Agora Building, 1 Quai Jacoutot 67075 Strasbourg CEDEX, France
Phone n° ►	+33 390216353
Email ►	Sandra.veloy-mateu@coe.int
Fax n° ►	+33 390214053

C. EXPECTED DELIVERABLES/SERVICES

The expected services/deliverables are described in **Section A of the Act of Engagement** (See attached).

D. FEES

Service Providers/Consultants **not subject to VAT** are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**. Service Providers/Consultants **subject to VAT** are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement** and to send **a quote (Pro Forma invoice)** on their letterhead in line with the requirements of **Section F of the Tender File** (See below).

E. ASSESSMENT

Exclusion criteria
(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence.

Eligibility criteria

- Bachelor degree (BA) in law or at least three year working experience in the legal field;
- At least three years of working experience with Roma and/or Traveller women issues;
- At least three years of professional experience relating to project management;
- Fluency in written and spoken English;

Only bids submitted in English shall be deemed eligible.

Award criteria

- Quality of the offer (90%), including understanding the Council of Europe's needs (in terms of coordination with national stakeholders, reporting, timelines, mobility) and capacity to adapt to the context as demonstrated in the document describing the proposed methodology and the motivation letter;

- Financial offer (10%).

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement[1] (See attached)**

- [**For tenderers subject to VAT only**] A quote (i.e. a Pro Forma invoice), on the letterhead of the tenderer, in line with the applicable legislation and listing:
  - the Service Provider/Consultant's name and address;
  - the VAT number of the Service Provider/Consultant (if any);
  - the full list of deliverables;
  - the fee per deliverable (in Euros, tax exclusive);
  - the total amount (in Euros, tax exclusive) and;
  - specific payment modalities (if any, e.g. modalities of advance payment).

- CV;
- Motivation letter;
- A document describing the methodology proposed (including a work plan for the first month);
- 2 (two) referees' contact details.

Incomplete tenders will not be considered.

* * *

[1] The Council of Europe reserves the right to ask tenderers, at a later stage, to supply an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.