



TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / Framework Contract)

Purchase of consultancy services in the areas of probation and penitentiary, including the provision of health care services for inmates

The Council of Europe is currently implementing and until *29 February 2021* the programme "Promoting a human rights compliant criminal justice in the Republic of Moldova". In that context, it is looking for Providers for the provision of consultancy services in the areas of probation and penitentiary, including the provision of health care services for inmates, to be requested by the Council on an as needed basis.

A. TENDER RULES

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 Europe¹, the Organisation shall 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 specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). 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 tenderer must be either a natural person, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms (see Section D below on ordering procedure).

The tenderer must be either a natural person, or a legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: HRCCJ_MD_prison_and_probation_national consultants**. Tenders addressed to another e-mail address **will be rejected**.

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: HRCCJ_MD_prison_and_probation_national consultants**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2019, renewable until 29 February 2021
Deadline for submission of tenders/offers ▶	31 August 2018
Email for submission of tenders/offers ▶	PolicePrisons.Projects@coe.int
Email for questions ▶	PolicePrisons.Projects@coe.int
Expected starting date of execution ▶	15 September 2018

¹ 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](#).

B. EXPECTED DELIVERABLES

Background of the Project

In the framework of continued assistance to the authorities of the Republic of Moldova, as of 1 March 2018, the Council of Europe (CoE) has launched a new programme on “**Promoting a human rights compliant criminal justice system in the Republic of Moldova**”. The programme constitutes a part of the CoE-Republic of Moldova Action Plan 2017-2020² and provides for a closer alignment of the country’s criminal justice system, including penitentiary and probation, with the CoE standards and recommendations.

The Programme is aimed to ensure a higher respect for human rights and the rule of law by assisting the national authorities in building up an efficiently functioning criminal justice system, in line with European human rights standards, and based on the principles of humanisation, resocialisation and restorative justice.

The Programme has two components: 1) dealing with policy framework and criminal justice system and 2) prison and probation, and aims to reach in total four outcomes (specific objectives):

- Outcome 1: Enhanced administration of criminal justice supported by coherent criminal justice policy and legislation in place
- Outcome 2: Improved management of prison, rehabilitation and health care services for inmates.
- Outcome 3: More effective and targeted implementation of community sanctions and measures in support of offenders’ social reintegration.
- Outcome 4: More effective prevention of human rights violations within the criminal justice system through enhanced external monitoring and civil society involvement.

This tender concerns only two of the outcomes (specific objectives) of the programme – Outcome 2 and Outcome 3 – under its component 2 and addresses particularly **the prison and the probation systems of the Republic of Moldova**. The main intervention areas will cover policy/legal framework, institutional and practical implementation levels, with the focus on:

- Better treatment and resocialisation of inmates by improving the regulatory and policy framework as well as prison staff capacities relevant to regime arrangements and management of prisons, implementation of treatment programmes and provision of health care services for inmates. This aims *inter alia* to improve the prison management, enhancing the capacity of Prison training centre, strengthening the human resources policy in prison, as well as ensuring better sentence planning, risks and needs assessment, rehabilitation of prisoners and provision of health care in prison, including mental health care.
- Strengthening the application of alternative measures to imprisonment, improvement of probation services and raising awareness of the probation role. This will include *inter alia* organisation and management of probation tasks, performance management, enhancing probation staff knowledge and competences as well as coordinating with other authorities. ;

In this respect, the **main expected results** are:

- Policies promoting relevant for secure and humane management of prisons and prevention of inter-prisoner violence are developed, featuring dynamic security, implementation methods with tasks-reorganisation are tested in pilot prisons;
- Prison staff is supported with practical guidance and improved tools on implementing individual sentence planning and progressive change of regimes;
- Treatment programmes for vulnerable groups of prisoners, including women and juveniles and resocialisation programmes are improved and staff equipped with relevant guidance on their implementation;
- A comprehensive human resource and performance management policy is developed;
- Prison Training Centre is empowered to design and deliver competency based training;

² See, <https://rm.coe.int/16806cd3a5>

- Training modules are developed and front line prison staff enhanced their knowledge on notion of dynamic security and related methods and improved skills in dealing with vulnerable groups of prisoners;
- Amendments to regulations and policies on health care (including mental health) in prison are developed in line with international standards and best practices;
- Primary health care units and the Prison Hospital are supplied equipment as identified in needs assessment;
- Professional skills of medical staff and knowledge of medical and non-medical staff is enhanced on selected issues relevant to the physical and mental health of inmates;
- Amendments to relevant policies and regulatory framework for wider and more targeted use of community sanctions and measures (CSM) are developed;
- Effective case allocation and management are tested and relevant recommendations are made;
- Closer cooperation between Probation Service and other actors of the criminal justice system is facilitated by awareness raising and information exchange;
- Intervention methods and assessment tools used by the Probation Service and their implementation guidance are reviewed for possible further improvement;
- Appropriate level of competences of probation staff and quality of work is guided by reviewed policies on training and performance management;
- Training modules for probation staff are revised and staff is trained on supervision and intervention methods.

The implementation uses different types of activities, including provision of legal/technical expertise, organisation of high-level consultations, working group meetings, drafting sessions, roundtables, as well as delivery of training courses, procurement of medical equipment for health care units of prisons, translation and publication of international standards, reports, studies, researches and training materials on prison management, health care and probation.

This Contract is currently estimated to cover up to 150 activities, to be held by 29 February 2021. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Contract may potentially represent a higher or lower number of activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of component 2 amounts to 1 196 716 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

Scope of the Framework Contract

Through present tendering procedure, the Council of Europe aims to select 35 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the programme throughout the implementation process by providing consultancy services as per the following thematic LOTs:

<p>Lot 1: prison management and administration</p>	<p>Consultancy services in one or more of the following areas: prison management, including management and reorganisation of tasks in chosen pilot prisons, dynamic security, prevention of inter-prisoner violence, prison regimes, prison human resources, prison staff performance management, initial and continuous training of the prison staff and developed capacities of prison training centre.</p> <p><i>The indicative list of expected deliverables unde Lot 1 is as follows (not exhaustive):</i></p> <ul style="list-style-type: none"> - <i>Prepare legal opinions, legal expertise, comments, recommendataions, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force)</i> - <i>Conduct needs assessment on specific activities (lato sensu – training needs, piloting models of prison management etc.) and documents (lato</i>
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	<p><i>sensu – curricula, guidelines, laws etc)</i></p> <ul style="list-style-type: none"> - <i>Provide technical expertise for developemnt/use of specific tools</i> - <i>Provide expertise and written contributions on pilot initiatives</i> - <i>Participate and provide written contributions to working group drafting sessions for development of specfic documents and meterials on given topics</i> - <i>Draft strategies, action plans, policy documents on specific topics</i> - <i>Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guildeliens</i> - <i>Deliver training on specifc topics and based on developed training materials</i> - <i>Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions</i> - <i>Facilitate the development of desired deliverables related to the above and as requested by the Council of Europe</i> - <i>Support international short term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan background on specific topics</i>
<p>Lot 2: rehabilitation of prisoners and offenders</p>	<p>Consultancy services in one or more of the following areas: progressive change of regimes in prison, risk and needs assessment (prison and probation), prison individual sentence planning, resocialisation programmes and treatment of vulnerable groups of prisoners.</p> <p><i>The indicative list of expected deliverables unde Lot 2 is as follows (not exhaustive):</i></p> <ul style="list-style-type: none"> - <i>Prepare legal opinions, legal expertise, comments, recommendataions, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force)</i> - <i>Conduct needs assessment on specific activities (lato sensu – training needs, risk and needs, treatment programmes, etc.) and documents (lato sensu – curricula, risk and needs assesemnt tools, guidelines, laws etc)</i> - <i>Provide technical expertise for developemnt/use of specific tools</i> - <i>Provide expertise and written contributions on pilot initiatives</i> - <i>Participate and provide written contributions to working group drafting sessions for development of specfic documents and meterials on given topics</i> - <i>Draft of strategies, action plans, policy documents on specific topics</i> - <i>Draft training curricula, training modules and training materials, manuals, tretment programmes, risk and needs, guidebooks, operational guidelines, guildeliens</i> - <i>Deliver training on specifc topics and based on developed training materials, treatment and risk and needs programmes</i> - <i>Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions</i> - <i>Facilitate the development of desired deliverables related to the above and as requested by the Council of Europe</i> - <i>Support international short term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan background on specific topics</i>

<p>Lot 3: provision of health care services (including mental health care) in prisons</p>	<p>Consultancy services in one or more of the following areas: organisation of health-care -including mental health care - in prisons; ethics for medical staff in prison; training of medical and non-medical prison staff, suicide and self-harm prevention, technical specificities of medical equipment.</p> <p><i>The indicative list of expected deliverables unde Lot 3 is as follows (not exhaustive):</i></p> <ul style="list-style-type: none"> - <i>Prepare legal opinions, legal expertise, comments, recommendataions, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force)</i> - <i>Conduct needs assessment on specific activities (lato sensu – training needs, treatment programmes, provision of helath care in priosn, indluing mental helath care etc.) and documents (lato sensu – strategies, policy doucments, curricula, guidelines, laws etc)</i> - <i>Provide technical expertise for developemnt/use of specific tools</i> - <i>Provide expertise and wrieten contributions on pilot initiatives</i> - <i>Participate and provide wrieten contributions to working group drafting sessions for development of specfic documents and meterials on given topics</i> - <i>Draft of strategies, action plans, policy documents on specific topics</i> - <i>Draft of training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guildeliens, treatment programmes</i> - <i>Deliver training on specifc topics and based on developed training materials</i> - <i>Deliver presentations to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions</i> - <i>Provide wrieten contribution, technical advice and expertise for procurment of necessary equipment on specific needs</i> - <i>Facilitate the development of desired deliverables related to the above and as requested by the Council of Europe</i> - <i>Support international short term consultants with documents (legislation, rules, modules and any relevant document) and wrieten advice on the Moldovan background on specific topics</i>
<p>Lot 4: probation</p>	<p>Consultancy services in one or more of the following areas: institutional development of the probation service, alternative measures to imprisonment; probation tasks, integrated approach to offender management; pre-sentence reports, electronic monitoring, performance management for probation service, initial and continuous training of probation officers.</p> <p><i>The indicative list of expected deliverables under Lot 4 is as follows (not exhaustive):</i></p> <ul style="list-style-type: none"> - <i>Prepare legal opinions, legal expertise, comments, recommendataions, reports,on legal acts, by-laws, institutional internal rules and regulations and policy documents (drafts and in force)</i> - <i>Conduct needs assessment on specific activities (lato sensu – training needs, risk and needs etc.) and documents (lato sensu – curricula, guidelines, laws etc)</i> - <i>Provide technical expertise for developemnt/use of specific tools</i> - <i>Provide expertise and wrieten contributions on pilot initiatives</i> - <i>Participate and provide wrieten contributions to working groug drafting</i>

	<p>sessions for development of specific documents and materials on given topics</p> <ul style="list-style-type: none"> - Draft of strategies, action plans, policy documents on specific topics - Draft of training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, guidelines - Deliver training on specific topics and based on developed training materials - Deliver presentations to the conferences, round-tables, seminars, trainings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions - Facilitate the development of desired deliverables related to the above and as requested by the Council of Europe - Support international short term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan background on specific topics
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The Council will select, through this procedure, a maximum of number of Service Providers for each lot, as listed below, provided enough offers meet the criteria:

Lot 1:	10 Providers
Lot 2:	10 Providers
Lot 3:	5 Providers
Lot 4	10 Providers

Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement). **Tenderers may tender for one, several or all lot(s).**

Throughout the duration of the Framework Contract, the pre-selected Providers may be asked to provide the types of deliverables as described under each lot.

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to the field of expertise object of the present Framework Contract.

In terms of **quality requirements**, the pre-selected Service Providers must ensure, *inter alia*, that:

- The services are provided to the highest professional/academic standard;
- Any specific instructions given by the Council – whenever this is the case – are followed.

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).]

C. FEES

Tenderers are invited to indicate the lot or lots they apply for (see Section A of the Act of Engagement) and their unit fees, by completing the table of fees, as attached in Section A of the Act of Engagement. These fees are final and not subject to review.

Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract

D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within **2 (two)** working days after its reception.

For each Order, the Council will choose from the **pool of pre-selected tenderers** the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

If a Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the Council may call on another Service Provider using the same criteria, and so on until a suitable Provider is contracted.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote³ (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive .

Signature of orders

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

E. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)⁴

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;

³ It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

⁴ 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.

- 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;
- are or are likely to be in a situation of conflict of interests.

Eligibility criteria

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

Lot 1

For natural persons:

- University degree in the relevant field (law/political studies or human rights /social studies/prison studies/ management/ human resources);
- At least 3 (three) years of professional experience in one or more of the following areas: prison management, dynamic security, prevention of inter-prisoner violence, prison regimes, prison human resources, performance management, initial and continuous training of the prison staff and organisation of prison training centre.
- Excellent oral and written Romanian and English.

For legal persons:

- University degree in the relevant field (law/political studies or human rights /social studies/prison studies/ management/ human resources) of the natural persons allocated to the execution of the contract;
- At least 3 (three) years of professional experience of the natural persons allocated to the execution of the contract in one or more of the following areas: prison management, dynamic security, prevention of inter-prisoner violence, prison regimes, prison human resources, performance management, initial and continuous training of the prison staff and organisation of prison training centre.
- Excellent oral and written Romanian and English of the natural persons allocated to the execution of the contract.

Lot 2:

For natural persons:

- University degree in the relevant field (psychology/ general medicine/psychiatry/prison studies/law/social sciences/political science or human rights);
- At least 3 (three) years of professional experience in one or more of the following areas: progressive change of regimes in prison, risk and needs assessment tools (prison and/or probation), individual sentence planning for prisoners, resocialisation programmes and treatment of vulnerable groups of prisoners.
- Excellent oral and written Romanian and English.

For legal persons:

- University degree in the relevant field (psychology/ general medicine/psychiatry/prison studies/law/social sciences/political science or human rights) of the natural persons allocated to the execution of the contract;
- At least 3 (three) years of professional experience of the natural persons allocated to the execution of the contract in one or more of the following areas: progressive change of regimes in prison, risk and needs assessment tools (prison and/or probation), individual sentence planning for prisoners, resocialisation programmes and treatment of vulnerable groups of prisoners.
- Excellent oral and written Romanian and English of the natural persons allocated to the execution of the contract.

Lot 3:

For natural persons:

- University degree in the relevant field (medicine/psychiatry/psychology/management of health care);
- At least 3 (three) years of professional experience in one or more of the following areas: organisation of health-care, including mental health care in prisons; ethics for medical staff in prison; training of medical and non-medical prison staff, suicide and self-harm prevention, technical specificities of medical equipment;

- Excellent oral and written Romanian and English.

For legal persons:

- University degree in the relevant field (medicine/psychiatry/psychology/management of health care) of the natural persons allocated to the execution of the contract;
- At least 3 (three) years of professional experience of the natural persons allocated to the execution of the contract in one or more of the following areas: organisation of health-care, including mental health care in prisons; ethics for medical staff in prison; training of medical and non-medical prison staff, suicide and self-harm prevention, technical specificities of medical equipment;
- Excellent oral and written Romanian and English of the natural persons allocated to the execution of the contract.

Lot 4:

For natural persons:

- University degree in the relevant field (law/social sciences/psychology/political science or human rights/management/human resources);
- At least 3 (three) years of professional experience in one or more of the following areas: institutional development of the probation service, alternative measures to imprisonment; probation tasks, integrated approach to offender management; pre-sentence reports, electronic monitoring, performance management for probation service, initial and continuous training of probation officers.
- Excellent oral and written Romanian and English.

For legal persons:

- University degree in the relevant field (law/social sciences/psychology/political science or human rights/management/human resources) of the natural persons allocated to the execution of the contract;
- At least 3 (three) years of professional experience of the natural persons allocated to the execution of the contract in one or more of the following areas: institutional development of the probation service, alternative measures to imprisonment; probation tasks, integrated approach to offender management; pre-sentence reports, electronic monitoring, performance management for probation service, initial and continuous training of probation officers.
- Excellent oral and written Romanian and English of the natural persons allocated to the execution of the contract.

Award criteria

For natural persons:

- Quality of the offer (90%), including:
 - Criterion 1: Thematic expertise in the relevant area, including the knowledge of the standards and recommendations of the Council of Europe in the areas covered by this call (40%);
 - Criterion 2: Previous similar assignments with international organisations (20%);
 - Criterion 3: Knowledge of the national and/or regional context in the areas covered by this call (30%);
- Financial offer (10%).

For legal persons:

- Quality of the offer (90%), including:
 - Criterion 1: Thematic expertise of the natural persons allocated to the execution of the contract in the relevant area, including the knowledge of the standards and recommendations of the Council of Europe in the areas covered by this call (40%);
 - Criterion 2: Previous similar assignments of the natural persons allocated to the execution of the contract with international organisations (20%);
 - Criterion 3: Knowledge of the national and/or regional context in the areas covered by this call of the natural persons allocated to the execution of the contract (30%);
- Financial offer (10%).

Council reserves the right to hold interviews with eligible tenderers.

A. DOCUMENTS TO BE PROVIDED

For natural persons:

- **Two** completed and signed copies of the Act of Engagement⁵;
- A detailed CV, demonstrating clearly that the tenderer fulfills the eligibility criteria (4 pages maximum);
- A Motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and describing how the tenderer meets the requirements described under the scope of the contract above (1 page maximum);
- At least two examples of the previous work/deliverables reference/links to publications, legal assessments/analyses, reports, studies, etc. relevant to the experience the tenderer claims (both in English and Romanian);
- 3 (three) relevant referees contact details (name, surname, job title, organisation; phone number and e-mail).

For legal persons:

- **Two** completed and signed copies of the Act of Engagement⁶;
- Registration documents;
- Brief description of the tenderer's profile (2 pages maximum);
- CVs of the natural persons allocated to the execution of the contract, demonstrating clearly that the tenderer fulfills the eligibility criteria (4 pages maximum per CV);
- A Motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and describing how the tenderer meets the requirements described under the scope of the contract above (1 page maximum);
- At least two examples of the previous work/deliverables reference/links to publications, legal assessments/analyses, reports, studies, etc. relevant to the experience the tenderer claims (both in English and Romanian) and produced by the natural persons allocated to the execution of the contract;
- 3 (three) relevant referees contact details (name, surname, job title, organisation; phone number and e-mail).

All documents shall be submitted in English. Failure to do so will result in the exclusion of the tender. If any of the documents listed above are missing, the tender will not be considered.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.

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⁵ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.

⁶ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.