



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES ON VIOLENCE AGAINST WOMEN AND GENDER EQUALITY

2023/AO/68

Object of the procurement procedure ▶	INTERNATIONAL CONSULTANCY SERVICES ON VIOLENCE AGAINST WOMEN AND GENDER EQUALITY
Project ▶	Council of Europe Gender Equality Strategy 2024-2029
Organisation and buying entity ▶	Council of Europe Gender Equality Division, Violence against Women division.
Type of contract ▶	Framework Contract
Duration ▶	Until 31 December 2026
Expected starting date ▶	01 January 2024
Tender Notice Issuance date ▶	21 July 2023
Deadline for tendering ▶	11 September 2023

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A FRAMEWORK CONTRACT WORK?

STAGE 1:

SELECTION of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

STAGE 2:

ORDER(S) are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

EXECUTION as from the date of signature of each Order, unless the Order concerned provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS FOR THE PROVISION OF INTERNATIONAL CONSULTANCY SERVICES ON VIOLENCE AGAINST WOMEN AND GENDER EQUALITY 2023/AO/68

A. BACKGROUND

The Council of Europe Convention on preventing and combating violence against women and domestic violence, also known as the Istanbul Convention, entered into force on 1 August 2014. It is the first international treaty that establishes a comprehensive set of legally binding obligations to ensure a holistic response to all forms of violence against women, including domestic violence. It combines detailed provisions concerning preventing violence, protecting and supporting victims, and prosecuting perpetrators with the obligation to develop a set of comprehensive policies that are to be implemented in a co-ordinated manner.

The Convention sets up a monitoring mechanism to assess how its provisions are put into practice and to provide guidance to the Parties. This monitoring mechanism consists of two pillars: the Group of Experts on action against violence against women and domestic violence (GREVIO) and the Committee of the Parties. GREVIO draws up and publishes reports evaluating legislative and other measures taken by these countries to give effect to the provisions of the Convention (evaluation procedure). The monitoring procedure is described [here](#).

In the context of its co-operation activities, the Council of Europe provides targeted support to its member states and to neighbouring countries based on international best practices and Council of Europe standards and Conventions, in particular, the Istanbul Convention. Co-operation activities serve therefore as a tool for paving the way towards signature and ratification of the Istanbul Convention and to enhance compliance with its standards.

The Council of Europe Gender Equality Strategy 2024-2029 will build upon the vast legal and policy acquis of the Organisation as regards gender equality. There is a need to invest in countering disinformation and anti-gender narratives, by combining evidence from data and studies, factual, explanatory messages and positive examples to describe how implementing Council of Europe standards on gender equality and women's rights and how the Council of Europe Istanbul Convention improves the lives of all women, men, girls and boys. The Strategy will outline the goals and priorities of the Council of Europe on gender equality for the years 2024-2029 around six strategic objectives:

- 1: Prevent and combat gender stereotypes and sexism
- 2: Prevent and combat violence against women and girls and domestic violence
- 3: Ensure the equal access of women and girls to justice
- 4: Ensure gender equality in public, political, social and economic life
- 5: Ensure women's empowerment and gender equality in relation to global and geopolitical challenges
- 6: Achieve gender mainstreaming and include an intersectional approach in all policies and measures

The Strategy is based on a dual approach of specific actions for the promotion of women and gender mainstreaming. All sectors of the Organisation are encouraged to mainstream a gender equality perspective in their activities.

The Council of Europe is looking for 80 Provider(s) (provided enough tenders meet the criteria indicated below) with a particular expertise on violence against women and gender equality and **especially in the areas of police investigation/prosecution of cases of violence against women, administrative data collection on cases of all forms of violence against women and gender equality, Artificial Intelligence (AI), gender mainstreaming in multiple fields (education, health, sports, justice sector, etc), women and migration, technology-facilitated violence against women, sexual and reproductive health and rights, combating sexism and gender stereotypes, anti-gender movements.**

This Contract is currently estimated to cover up to 150 activities to be held by the end of 2026. 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.

Although the implementation of this international call will be administered by the Gender Equality Division, the actual framework contract will be used by all relevant entities of the Council of Europe which will be implementing activities in the areas of gender equality and violence against women. To this end, the Gender Equality Division will create an expert pool that can be used by the whole Organisation.

For information purposes only, the total budget of the activities and projects amounts to 11 000 000 Euros and the total amount of the object of the present tender should in principle not exceed 600 000 Euros 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.

B. LOTS

The Istanbul Convention sets up a monitoring mechanism to assess how its provisions are put into practice and to provide guidance to the parties. This monitoring mechanism consists of two pillars: the Group of Experts on action against violence against women and domestic violence (GREVIO) and the Committee of the Parties. GREVIO draws up and publishes reports evaluating legislative and other measures taken by these countries to give effect to the provisions of the Convention (evaluation procedure). Expertise is required to support this mechanism.

In the context of its [co-operation activities](#), the Council of Europe provides targeted support to its member states and neighbouring countries based on international best practices and Council of Europe standards and Conventions, in particular, the Istanbul Convention. Co-operation activities and projects serve therefore as a tool for paving the way towards signature and ratification of the Istanbul Convention and to enhance compliance with its standards. In this context, expertise and technical assistance are provided to beneficiaries.

The Council of Europe Gender Equality Strategy 2024-2029 structures the work of the Council of Europe and its member states in the area of gender equality. In this context, expertise and technical assistance are provided to member states and other stakeholders including inside the organisation.

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Trainers on gender mainstreaming, gender equality and women's rights, violence against women and women's access to justice.	12
Lot 2: Researchers/academics on gender equality, women's rights and violence against women	12
Lot 3: Experts on technology-facilitated violence against women and AI.	6
Lot 4: Law enforcement experts on gender perspective in the work of law enforcement and police/law enforcement investigation/prosecution of cases of violence against women.	10
Lot 5: Awareness raising experts on gender equality and women's rights and violence against women	10
Lot 6: Experts on legal and policy analysis on gender equality and women's rights and violence against women including from an intersectional perspective.	12
Lot 7: Experts on providing specialist support services to victims of violence against women and on domestic violence perpetrator programmes	8
Lot 8: Experts in data collection on gender equality and women's access to justice and violence against women	10

Brief explanation of the purpose of each of the lots:

Lot 1: Trainers on gender mainstreaming, gender equality and women's rights, violence against women and women's access to justice: focuses on the preparation of methodologies and delivery of trainings and training of trainers of different professional groups (national civil servants, school teachers, legal professionals, social and health workers, Council of Europe staff, etc) online (including through the [HELP](#) platform) and offline on gender equality and women's rights, gender mainstreaming, violence against women in peacetime and/or during armed conflict, women's access to justice, etc.

Lot 2: Researchers/academics on gender equality and women's rights, gender mainstreaming and violence against women: focuses on exploratory and other research, qualitative and quantitative analysis, especially in emerging topics such as countering anti-gender movements, custody rights in the context of violence against women, conflict related violence against women including conflict related sexual violence, intersectional discrimination, women and migration, sexual and reproductive health and rights, gender mainstreaming in various areas.

Lot 3: Experts on technology-facilitated violence against women and AI: focuses on developing standards, conducting research, collecting best practices, drafting guidelines, handbooks, training manuals, providing expertise to support national legal and policy frameworks, serving as moderator/rapporteur in events on these topics.

Lot 4: Law enforcement experts on gender perspective in the work of law enforcement and police/law enforcement investigation/prosecution on cases of violence against women and girls: focuses on drafting guidelines, protocols, handbooks, training manuals, methodologies, etc. targeting law enforcement professionals, delivering trainings for law enforcement professionals or tutoring the HELP course on violence against women for law enforcement.

Lot 5: Awareness raising experts on gender equality, women's rights, gender mainstreaming and violence against women: focuses on preparing methodologies for awareness raising strategies and policies, developing visibility products in line with CoE visual identity, developing and delivering trainings for media professionals, journalists, students, etc.

Lot 6: Experts on legal and policy analysis on gender equality and women's rights, gender mainstreaming and violence against women including from an intersectional perspective: focuses on drafting gap analysis and recommendations in the policy areas covered in the Istanbul Convention or in the strategic objectives of the CoE Gender Equality Strategy, providing expertise to support national legal and policy frameworks, providing expertise on international law, serving as rapporteur or panelist.

Lot 7: Experts on providing specialist services to victims of violence against women and on domestic violence perpetrator programmes focuses on drafting guidelines, checklists, training programmes for shelter and social workers, including psycho-social support, support to children, victims of violence against women, sexual violence, forced marriage, etc. and on preparing and delivering trainings and advice on setting up treatment programmes for perpetrators of domestic violence and sex offenders.

Lot 8: Experts in data collection on gender equality and women's access to justice and violence against women: focuses on the analysis of data and proposing methodologies to collect sex/gender disaggregated administrative and judicial data, taking into account the Istanbul Convention and GREVIO findings as regards data collection on violence against women and girls and domestic violence.

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

C. SCOPE OF THE FRAMEWORK CONTRACT/EXPECTED SERVICES

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to:

Lot 1: Trainers on gender mainstreaming, gender equality and women's rights, violence against women and women's access to justice

- ✓ Prepare and deliver training sessions and training of trainers sessions online and offline.
- ✓ Adapt, proofread and tutor HELP courses.
- ✓ Participate in preparatory and debriefing meetings with stakeholders.
- ✓ Prepare evaluation and training assessment reports including recommendations.

Lot 2: Researchers/academics on gender equality and women's rights, gender mainstreaming and violence against women

- ✓ Prepare gap analysis reports and deliver desk research
- ✓ Conduct focus groups
- ✓ Analyse quantitative and qualitative data.
- ✓ Act as moderator or rapporteur
- ✓ Draft event or meeting reports and background documents
- ✓ Participate in needs assessment missions

Lot 3: Experts on technology facilitated violence against women and AI

- ✓ Prepare research and gap analysis
- ✓ Draft guidelines, handbooks, training manuals, presentations
- ✓ Act as moderator or rapporteur and draft meeting reports
- ✓ Provide advice to legal and policy instruments
- ✓ Prepare and deliver training sessions and training of trainers sessions on the topic online and offline
- ✓ Prepare evaluation and training assessment reports including recommendations

Lot 4: Law enforcement experts on gender perspective in the work of law enforcement and police/law enforcement work investigation/prosecution of cases of violence against women and girls

- ✓ Draft guidelines, protocols, handbooks, training manuals, methodologies for law enforcement professionals.
- ✓ Prepare and deliver training sessions and training of trainers sessions online and offline for law enforcement professionals.
- ✓ Adapt, proofread and tutor HELP courses.
- ✓ Prepare evaluation and training assessment reports including recommendations.
- ✓ Act as moderator or rapporteur
- ✓ Participate in needs assessment missions

Lot 5: Awareness raising experts on gender equality and women's rights and violence against women

- ✓ Advise on and prepare awareness raising strategies.
- ✓ Develop visibility products
- ✓ Prepare and deliver training sessions and training of trainers sessions online and offline for media workers, journalists, etc.
- ✓ Prepare evaluation and training assessment reports including recommendations.
- ✓ Act as moderator or rapporteur
- ✓ Draft event or meeting reports and background documents

Lot 6: Experts on legal and policy analysis on gender equality and women's rights, gender mainstreaming and violence against women

- ✓ Prepare gap analysis of legislation and policies drawing on international standards and best practices
- ✓ Provide advice and expertise regarding legal and policy instruments

- ✓ Prepare legal and policy checklists and guidelines
- ✓ Provide expertise on international treaty law.
- ✓ Act as moderator or rapporteur
- ✓ Draft event or meeting reports and background documents
- ✓ Participate in needs assessment missions

Lot 7: Experts on providing specialist services to victims of violence against women and on domestic violence perpetrator programmes

- ✓ Prepare research and reports in line with the Istanbul Convention
- ✓ Draft guidelines, handbooks, training manuals, presentations
- ✓ Provide advice on the running of shelters/support services and perpetrator programmes
- ✓ Prepare and deliver training sessions and training of trainers sessions on the topic online and offline especially for shelter and social workers
- ✓ Prepare evaluation and training assessment reports including recommendations
- ✓ Act as moderator or rapporteur
- ✓ Draft event or meeting reports and background documents
- ✓ Participate in needs assessment missions

Lot 8: Experts in data collection on gender equality and women's access to justice and violence against women

- ✓ Analyse administrative data from a gender perspective
- ✓ Develop methodologies for collecting administrative and judicial data, in peacetime and/or during armed conflict
- ✓ Participate in relevant events as panellist, keynote speaker.
- ✓ Act as moderator or rapporteur
- ✓ Draft event or meeting reports and background documents
- ✓ Participate in needs assessment missions

Note: The above lists are not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above lists 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).

D. FEES

Tenderers are invited to indicate 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.

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

E. 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.

Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers of the relevant lot 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.

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. If a Provider is unable to take an Order or if no reply is given on his or her behalf within that deadline, the Council may call on another 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 quote¹ (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 Service 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.

F. ASSESSMENT

Exclusion criteria (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)²

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, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;

¹ It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part.

² The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

- 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 and sixth requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
- For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).

- 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 an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- have been involved in mismanagement of the Council of Europe funds or public funds;
- are or appear to be in a situation of conflict of interest;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

Eligibility criteria

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

For lots 1, 2, 3, 4, 5, 6, 7 and 8:

- Minimum 8 (eight) years of experience in the field of each lot.
- Bachelor's degree or higher qualification in Law, Public Policy, Social Sciences, Social Work, Gender Studies, Political science, Psychology, Media and Communication.
- Fluency in English or French is required (C1 level ([CEFR](http://www.cerfr.eu))).

For lot 4:

- Minimum 4 (four) years of experience in the field.
- Bachelor's degree in Law, Statistics, Public Policy, Social Sciences, Social Work, Gender Studies, Political science, Psychology, Media and Communication.
- Fluency in English or French is required (C1 level ([CEFR](http://www.cerfr.eu))).

Award criteria

- Criterion 1: quality of the offer (80%), including:
 - Thematic expertise in the area described in each lot. (30%)
 - Experience in the relevant type of activity/deliverable especially in international context and/or for international organisations. (20%)
 - Drafting skills in English or French. (30%)
- Criterion 2: financial offer (20%)

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **One** completed and signed copy of the Act of Engagement;³
- A list of all owners and executive officers, for legal persons only;

³ 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.

- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A motivation letter in English or French (1 page maximum) highlighting the most relevant expertise regarding the lot(s) tendered for.
- 1 sample of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, etc.) in English or French.
- Two references (contacts including phone number and e-mail address)

All documents shall be submitted in English or French, failure to do so will result in the exclusion of the tender. If any of the documents listed above are missing, the Council of Europe reserves the right to reject the tender.

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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PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES ON VIOLENCE AGAINST WOMEN AND GENDER EQUALITY 2023/AO/68

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Gender Equality Division
Avenue de l'Europe F-67075 Strasbourg Cedex, France
Vaw.gender.cooperation@coe.int

Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice, Vienna and Yerevan).

Council of Europe procurements are governed by the Financial Regulations of the Organisation and by Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.⁴

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;

- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English or French, and shall be exclusively sent to the following address:

Vaw.gender.cooperation@coe.int

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent **only** to cdm@coe.int with reference no. **2023AO68** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 11 September 2023 by 23:59 CET.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

ARTICLE 11 – NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

* * *

⁴ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One** completed and signed copy of the Act of Engagement;
 - A list of all owners and executive officers, for legal persons only;
 - A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
 - A motivation letter in English or French (1 page maximum) highlighting the most relevant expertise regarding the lot(s) tendered for.
 - 1 sample of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, etc.) in English or French.
 - Two references (contacts including phone number and e-mail address)
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2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to cdm@coe.int with reference no. **2023A068** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 11 September 2023 by 23:59 CET.