



CALL FOR TENDERS

FOR THE PROVISION OF INTERNATIONAL CONSULTANCY SERVICES IN THE AREAS OF DRUG AND ADDICTION POLICY, INCLUDING PREVENTION, TREATMENT AND HARM REDUCTION; FIGHT AGAINST ILLICIT DRUG AND PRECURSOR TRAFFICKING; AND SUPPORTING COMMUNICATION AND IT SERVICES

IN ALL POMPIDOU GROUP MEMBER STATES¹

2024/AO/67

<p>Object of the procurement procedure ►</p>	<p>Provision of international consultancy services in the areas of drug and addiction policy, including prevention, treatment and harm reduction; fight against illicit drug and precursor trafficking; and supporting communication and IT services in all Pompidou Group Member States, as divided into 11 lots:</p> <p>Lot 1: Design and implementation of national drug and addiction policy strategies Lot 2: Data collection and evaluation of drug and addiction policy-related initiatives Lot 3: Human rights aspects in the design, implementation, monitoring and evaluation of drug and addiction policies Lot 4: Prevention of drug use and related risks and harms Lot 5: Prevention of risks and harms of online gambling and gaming and other addictive behaviours related to Internet use Lot 6: Prevention, detection and investigation of drug trafficking and precursor diversion Lot 7: Treatment and care for people with substance use disorders and behavioural addictions in community settings Lot 8: Treatment and care for people with substance use disorders and behavioural addictions in criminal justice settings Lot 9: Harm reduction interventions Lot 10: Supporting IT services Lot 11: Supporting communication services</p>
<p>Project ►</p>	<p>The Tender will cover the activities of the Pompidou Group in all its Member States</p>
<p>Organisation and buying entity ►</p>	<p>Council of Europe DGI: Directorate General Human Rights and Rule of Law Secretariat of the Council of Europe International Cooperation Group on Drugs and Addictions (Pompidou Group)</p>

¹ The Council of Europe International Cooperation Group on Drugs and Addictions (Pompidou Group) currently consists of 41 Member States - [Our members - Pompidou Group \(coe.int\)](https://www.coe.int/en/web/our-members).



Type of contract ▶	Framework Contract
Duration ▶	31 December 2029
Expected starting date ▶	01 October 2024
Tender Notice Issuance date ▶	26 August 2024
Deadline for tendering ▶	16 September 2024 16h00 CEST

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES**..... 16
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 IN THE AREAS OF DRUG AND ADDICTION POLICY, INCLUDING PREVENTION, TREATMENT AND HARM REDUCTION; FIGHT AGAINST ILLICIT DRUG AND PRECURSOR TRAFFICKING; AND SUPPORTING COMMUNICATION AND IT SERVICES

IN ALL POMPIDOU GROUP MEMBER STATES²

2024/AO/67

A. BACKGROUND

As the drug policy platform of the Council of Europe, the [Pompidou Group](#) upholds the core values of human rights, democracy and the rule of law, and promotes a balanced approach in the response to drug use and illicit trafficking in drugs, supporting both demand and supply reduction.

The Group currently consists of [41 Member States](#) and co-operates with countries all over the world. The Pompidou Group is an Enlarged Partial Agreement that is also open to non-Council of Europe states, including states outside Europe.

On 16 June 2021, the Committee of Ministers of the Council of Europe adopted the Pompidou Group's revised statute, which extends the Group's mandate to include addictive behaviours related to licit substances (such as alcohol or tobacco) and new forms of addictions (such as internet gambling and gaming). The new mandate focuses on human rights, while reaffirming the need for a multidisciplinary approach to addressing the drugs challenge, which can only be tackled effectively if policy, practice and science are linked.

The Pompidou Group offers a forum for open debate, exchange of experiences and provides added value to its members by:

- Giving perspective and insight based on scientific evidence, professional experience, practice and political feasibility;
- Offering direct cooperation contacts or governments, experts, professionals, and civil society with counterparts on all levels and areas of drug policies and related fields;
- Facilitating multilateral action by bringing together different stakeholders around the same table, including, when appropriate, civil society and private sector, and providing the support structure for joint actions;
- Holding a multidisciplinary forum of open debate for policy makers and policy advisors for dialogue on different policy responses, developments and new approaches;
- Providing active support and a think-tank function for its member States in their efforts to further develop drug policy, strategies, action plans and legislation;
- Empowering drug policy stakeholders by providing knowledge, training and capacity building based on the needs of member States.

The Pompidou Group in executing its mission is focused on³:

- Promoting human rights compliance in drug policy responses and exploring strategies to address addictions including those related to the use of communication and information technologies and applications.
- Avoiding overlap of work with other actors in the field and finding synergies in cooperating with international partner organisations, in particular EUDA, WHO, UNODC and CICAD/OAS with whom the Pompidou Group has cooperation arrangements.

² The Council of Europe International Cooperation Group on Drugs and Addictions (Pompidou Group) currently consists of 41 Member States - [Our members - Pompidou Group \(coe.int\)](#).

³ The Pompidou Group's 2023 – 2025 Work Programme 'Human Rights at the heart of drug and addiction policies', P-PG (2022) 6 final: <https://rm.coe.int/p-pg-2022-6-work-programme-2023-25-final-en/1680a969ce>

- Achieving further synergy effects and increasing visibility and relevance by engaging with and contributing to related activities of other Council of Europe entities, notably on issues concerning women, children, vulnerable and risk groups, information society, health in prison, money laundering and cybercrime.
- Addressing human rights, gender and civil society participation as transversal aspects in all Pompidou Group activities.
- Enhancing capacity building activities that, where appropriate, may be implemented by the newly created International Drug Policy Academy to provide added value.
- Continue the regional sustainable networks such as the Mediterranean network MedNET, the Criminal Justice and Health in Prison Programme and the South-East Europe Cooperation.

The Council of Europe is looking for 155 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of its Ordinary Budget as well as projects activities, with particular expertise for the provision of consultancy services in the areas of drug and addiction policy, including prevention, treatment, and harm reduction; fight against illicit drug and precursor trafficking; and supporting communication and IT services in all Pompidou Group Member States, divided in 11 Lots.

This Contract is currently estimated to cover up to 1.500 activities, to be held by 31.12.2029. 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. The bidders' attention is drawn to the fact that orders under this contract may be placed also by other entities and departments of the Council of Europe.

For information purposes only, the total budget of the Pompidou Group's work programmes and technical assistance projects financed from extra-budgetary resources covering the tender period amounts to **12,000,000.00 Euros**, while the total amount of the object of present tender should in principle not exceed **1,200,000 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 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: Design and implementation of national drug and addiction policy strategies	15 consultants
Lot 2: Data collection and evaluation of drug and addiction policy-related initiatives	15 consultants
Lot 3: Human rights aspects in the design, implementation, monitoring and evaluation of drug and addiction policies	15 consultants
Lot 4: Prevention of drug use and related risks and harms	15 consultants
Lot 5: Prevention of risks and harms of online gambling and gaming and other addictive behaviours related to Internet use	15 consultants
Lot 6: Prevention, detection and investigation of drug trafficking and precursor diversion	15 consultants
Lot 7: Treatment and care for people with substance use disorders and behavioural addictions in community settings	15 consultants
Lot 8: Treatment and care for people with substance use disorders and behavioural addictions in criminal justice settings	15 consultants
Lot 9: Harm reduction interventions	15 consultants

Lot 10: Supporting IT services	10 consultants
Lot 11: Supporting communication services	10 consultants

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

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

<p>Lot 1: Design and implementation of national drug and addiction policy strategies</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: analyse national drug and addiction policies, with a view to designing or improving existing policies, including pursuing related legislative changes, carrying out institutional reforms, implementing a cross-sectoral approach and promoting inter-institutional cooperation, etc.</p> <p>The indicative list of expected deliverables under Lot 1 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct needs assessment at strategic level (e.g. reform needs, training and resource needs, implementation gaps, etc.); - Draft analytical reports, opinions, recommendations, expert reviews, comparative analysis, etc. based on existing needs and conditions as well as legal and administrative frameworks; - Provide technical expertise for the development, piloting and assessment of specific interventions/programmes supporting the implementation of strategic goals, collect, select and assess material in support of the design and implementation of national drug and addiction strategies, conduct field visits; - Draft strategies, action plans, policy documents and technical papers on specific drug and addiction policy issues; - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks, etc. and deliver training sessions supporting the implementation of strategic aims, and deliver training sessions; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Deliver written presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 2: Data collection and evaluation of drug and addiction policy-related initiatives</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: apply data collection tools, design and carry out quantitative and qualitative research in different areas of drug and addiction policy including in criminal justice settings, ensure training on and co-ordination of data collection and research activities, define and measure against indicators, etc.</p> <p>The indicative list of expected deliverables under Lot 2 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Design and update research protocols and methodologies; - Provide technical advice for survey design, data collection and analysis, including the use of data collection methods and ensuring confidentiality;

	<ul style="list-style-type: none"> - Carry out qualitative/quantitative research at country and/or international level, implement surveys; - Assess pilot initiatives, carry out process and outcome evaluation of projects, treatment and prevention programmes, pilot initiatives, etc. - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks, etc. and deliver training sessions; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 3: Human rights aspects in the design, implementation, monitoring and evaluation of drug and addiction policies</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: incorporate human rights into the design, implementation, monitoring and evaluation of drug and addiction policies under existing legal instruments, including measures for mainstreaming a gender dimension at all levels of policy and decision making, ensuring inclusion of target groups and civil society, setting coherent policy indicators, considering the unintended consequences of drug and addiction policies, improving access to treatment and reducing stigma and discrimination, addressing the needs of specific target groups such as children and families, etc.</p> <p>The indicative list of expected deliverables under Lot 3 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct needs and gap assessment at strategic level and review legislative and policy framework with focus on respect of human rights standards; - Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks; - Provide technical expertise for the development, piloting and assessment of specific interventions/ programmes, collect, select and assess available resources, conduct field visits; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to the thematic area; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 4: Prevention of drug use and related risks and harms</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: carry out risk and needs assessment related to substance use and addictions, design, assess and improve prevention interventions at all levels (primary, secondary, tertiary), meeting needs at different stages of life (prenatal, childhood, adolescence, adulthood, etc.) and in varied settings (family, school, healthcare), including reducing related risks and harms (overdose, injuries, diseases, etc.).</p> <p>The indicative list of expected deliverables under Lot 4 is as follows (not exhaustive):</p>

	<ul style="list-style-type: none"> - Conduct needs and gap assessment and review related legislative and policy framework; - Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks; - Provide technical expertise for the development, piloting and assessment of specific interventions/ programmes, collect, select and assess available resources, conduct field visits; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to the thematic area; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 5: Prevention of risks and harms of online gambling and gaming and other addictive behaviours related to Internet use</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: design, implement, assess and improve strategic actions and interventions that address risks and harms of online gambling and gaming and other addictive behaviours related to Internet use, meeting needs at different stages of life (prenatal, childhood, adolescence, adulthood, etc.) and in varied settings (family, school, healthcare), analyse related legal and policy framework, identify and transfer promising practices, build collaborative mechanisms with private industry and referral networks based on risk assessment, collect data on and analyse different target groups, design, implement and assess related public awareness actions, etc.</p> <p>The indicative list of expected deliverables under Lot 5 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct needs and gap assessment and review related legislative and policy framework; - Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks; - Provide technical expertise for the development, piloting and assessment of specific interventions/ programmes, collect, select and assess available resources, conduct field visits; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to the thematic area; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.

<p>Lot 6: Prevention, detection and investigation of drug trafficking and precursor diversion (15 consultants)</p>	<p>Consultancy services in one or more of the following areas: discuss, analyse and present modus operandi, risk management, profiling, detection and investigative measures for drug production, trafficking (air, sea, land, online), related profits and precursor diversion, etc.</p> <p>The indicative list of expected deliverables under Lot 6 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Research, collect and analyse information related to organised crime with focus on drug trafficking networks, routes, and key players while identifying patterns, trends, and emerging threats; - Reviewing existing laws and policies related to organised crime with focus on addressing drug trafficking asset seizure including preventive and combating frameworks/elements and provide comparative analysis or necessary recommendations; - Assessing risks associated with drug trafficking, including public health, security, and economic impacts; - Design and carry out baseline and assessment measuring tools over country situation reviews, programme and project activities, institutional and human capacity needs; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to prevention, detection and combatting of specific forms of organised crime with focus on drug trafficking; - Participate in and provide expert inputs and contributions to specific expert working groups; - Develop and deliver training materials and sessions on specific relevant topics; - Deliver presentations in working groups, conferences, round-tables, seminars, workshops; - Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group, etc.
<p>Lot 7: Treatment and care for people with substance use disorders and behavioural addictions in community settings (15 consultants)</p>	<p>Consultancy services in one or more of the following areas: plan and implement comprehensive treatment and care interventions related to substance use and addictions, including medically assisted and psychosocial programmes, carry out risk and needs assessment, design, pilot, implement, assess and improve treatment programmes for people with substance use and behavioural addictions and related other mental health issues, build referral networks, multidisciplinary collaboration and partnerships with NGOs, etc.</p> <p>The indicative list of expected deliverables under Lot 7 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct needs and gap assessment and review related legislative and policy framework; - Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks; - Provide technical expertise for the development, piloting and assessment of specific interventions/ programmes, collect, select and assess available resources, conduct field visits; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to the thematic area; - Participate in and provide expert inputs and written contributions to specific expert working groups;

	<ul style="list-style-type: none"> - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 8: Treatment and care for people with substance use disorders and behavioural addictions in criminal justice settings</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: plan and implement comprehensive treatment and care interventions (opioid agonist treatment, therapeutic communities, other psychosocial and educational interventions) related to substance use and addictions in criminal justice settings, including prison, probation and alternative measures to punishment/imprisonment, carry out risk and needs assessment, design, implement, assess and improve treatment, rehabilitation, pre-release and reintegration programmes for people with substance use disorders and behavioural addictions and other related mental health issues, including in collaboration with NGOs, etc.</p> <p>The indicative list of expected deliverables under Lot 8 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct needs and gap assessment and review related legislative and policy framework; - Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks; - Provide technical expertise for the development, piloting and assessment of specific interventions/ programmes, collect, select and assess available resources, conduct field visits; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to the thematic area; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 9: Harm reduction interventions</p> <p>(15 consultants)</p>	<p>Consultancy services in one or more of the following areas: design, introduce and assess comprehensive harm reduction strategies, including disease prevention and control programmes, low threshold options for accessing health care services, overdose prevention programmes, self-help and support services, safe injection facilities, organise and facilitate international harm reduction networks and partnerships, etc.</p> <p>The indicative list of expected deliverables under Lot 9 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct needs and gap assessment and review related legislative and policy framework; - Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks;

	<ul style="list-style-type: none"> - Provide technical expertise for the development, piloting and assessment of specific interventions/ programmes, collect, select and assess available resources, conduct field visits; - Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures; - Provide technical advice on the development of national and institutional policies with regard to the thematic area; - Participate in and provide expert inputs and written contributions to specific expert working groups; - Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions; - Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national and international stakeholders, including through moderating/facilitating discussions; - Facilitate the development of desired deliverables as related to the above and as requested by the Council of Europe, etc.
<p>Lot 10: Supporting IT services (10 consultants)</p>	<p>Consultancy services in one or more of the following areas: provide supporting IT services for programmes, projects and tools developed and maintained by the Pompidou Group, such as specific websites, online applications (e.g. human rights self-assessment tool, drughelp.eu self-screening tool, restricted data base for law enforcement, conference support applications) and e-learning modules, etc.</p> <p>The indicative list of expected deliverables under Lot 10 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct assessment of the needs in terms of IT management and software; - Design and maintain specific tools, applications and web resources with specific attention to confidential storage of data, including access management; - Provide technical expertise for the development/use of softwares, analytical tools, collaboration platforms, etc.; - Provide support services and applications for major international events (e.g. conference apps); - Participate in and provide input to specific working groups; - Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group, etc.
<p>Lot 11: Supporting communication services (10 consultants)</p>	<p>Consultancy services in one or more of the following areas: provide supporting communication services, including design of visuals and campaign elements, managing social media content and other activities that contribute to ensuring visibility of Pompidou Group work and communication on its results and achievements.</p> <p>The indicative list of expected deliverables under Lot 11 is as follows (not exhaustive):</p> <ul style="list-style-type: none"> - Conduct assessment of the needs in terms of communication; - Update and manage web content on Pompidou Group website and social media accounts; - Design and implement communication campaigns and strategies; - Design visuals used for communication and dissemination (e.g. infographics); - Participate in and provide input to specific working groups; - Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group, etc.

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).

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. Travel and subsistence allowances will be covered separately in line with article 4.4. of the Act of Engagement.

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), electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

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/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 quote⁴ (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);

⁴ 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.

- 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) ⁵.

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;
- 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;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- 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):

Lots 1-11:

- University degree in at least one of the fields below or other related fields: law; human rights; social sciences; addictology; political sciences; public administration; medicine; psychology; psychiatry; education; IT studies or other relevant field;
- At least 5 (five) years of professional experience in one or more of the areas covered by the Lots;
- Excellent oral and written English (at least C1 level under CEFR⁶ framework).

Award criteria for lots 1-9:

- Quality of the offer (70 points), including:

⁵ 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 above listed exclusion criteria are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion 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).

⁶ the Common European Framework of Reference for Languages.

- Criterion 1: Thematic expertise in the relevant areas as per the Lots above, including the knowledge of international standards and legal framework in the areas covered by the respective Lot (50 points);
 - Criterion 2: Previous similar assignments with international organisations (10 points);
 - Criterion 3: Knowledge of different national and/or regional contexts in Europe in the areas covered by the respective Lot (10 points);
- Financial offer (30 points).

Award criteria for lots 10-11:

- Quality of the offer (60 points), including:
 - Criterion 1: Specific expertise in the relevant area covered by two Lots, including knowledge and skills on development and management of IT services, and/or communication (50 points);
 - Criterion 2: Previous similar assignments with international organisations or national authorities (10 points);
- Financial offer (40 points).

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.**
- A short motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and describing how the tenderer meets the eligibility and award criteria above, and indicating the types of competences (based on expected deliverables described above, e.g. review of legal and policy framework/design of treatment programme/policy evaluation/design and conduct of training/etc.) possessed under the specific lot (2 pages maximum).
- Three relevant references, from previous employers or clients (name, surname, phone number or e-mail).
- For legal persons only:
 - Registration documents.
 - Detailed CV(s), preferably in Europass Format, of person(s), allocated to the execution of the contract, demonstrating clearly that they fulfil the eligibility criteria laid down above.
 - Not more than three examples (per person) in English of previous work/deliverables of person(s), allocated to the execution of the contract, demonstrating clearly that the tenderer fulfils the criteria above (extracts of 4 pages maximum): copies of or links to publications, legal assessments/analyses, reports, studies, training curricula, training modules etc. relevant to the experience the tenderer claims and the lots the tenderer is applying to.
- For natural persons only:
 - Detailed CV(s), preferably in Europass Format, demonstrating clearly that the tenderer fulfils the criteria above.
 - Not more than three examples of previous work/deliverables in English, demonstrating clearly that the tenderer fulfils the criteria above (extracts of 4 pages maximum): copies of or links to publications, legal assessments/analyses, reports, studies, training curricula, training modules etc. relevant to the experience the tenderer claims and the lots the tenderer is applying to.

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 INTERNATIONAL CONSULTANCY SERVICES IN THE AREAS OF DRUG POLICY, INCLUDING PREVENTION, TREATMENT OF PEOPLE WITH SUBSTANCE USE DISORDERS AND HARM REDUCTION INTERVENTIONS; LAW ENFORCEMENT; AND RELATED IT SYSTEMS

2024/AO/67

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General on Human Rights and Rule of Law (DGI)

Secretariat of the Council of Europe International Cooperation Group on Drugs and Addictions (Pompidou Group)

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, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

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.⁷

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

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 180 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 submitted via the e-procurement platform at the latest **one week before the deadline for submissions of tenders**, in English or French.

Answers will also be published on the platform - an e-mail alert will inform you.

TIP: register as soon as possible to the platform and check the button "interested" in the tool - you will then receive an Alert by e-mail regarding any changes to the call for tenders.

ARTICLE 8 – MODALITIES OF THE TENDERING

Bids must be submitted through the e-procurement platform:

<https://eproc.coe.int/callfortenders/212>

Bids submitted by email or letter will be rejected.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is **16 September 2024** by 16:00 CEST.

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.

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⁷ 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 short motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and describing how the tenderer meets the eligibility and award criteria above and indicating the types of competences (based on expected deliverables described above, e.g. review of legal and policy framework/design of treatment programme/policy evaluation/design and conduct of training/etc.) possessed under the specific lot (2 pages maximum).
- Three relevant references, from previous employers or clients (name, surname, phone number or e-mail).
- For legal persons only:
 - Registration documents.
 - Detailed CV(s), preferably in Europass Format, of person(s), allocated to the execution of the contract, demonstrating clearly that the tenderer fulfils the criteria above.
 - Not more than three examples (per person) in English of previous work/deliverables of person(s), allocated to the execution of the contract, demonstrating clearly that the tenderer fulfils the criteria above (extracts of 4 pages maximum): copies of or links to publications, legal assessments/analyses, reports, studies, training curricula, training modules etc. relevant to the experience the tenderer claims and the lots the tenderer is applying to.
- For natural persons only:
 - Detailed CV(s), preferably in Europass Format, demonstrating clearly that the tenderer fulfils the criteria above.
 - Not more than three examples of previous work/deliverables in English, demonstrating clearly that the tenderer fulfils the criteria above (extracts of 4 pages maximum): copies of or links to publications, legal assessments/analyses, reports, studies, training curricula, training modules etc. relevant to the experience the tenderer claims and the lots the tenderer is applying to.

2) HOW TO SEND TENDERS?

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

Your bid must be submitted through the e-procurement platform: <https://eproc.coe.int/callfortenders/212>
Bids submitted by email or letter will be rejected.

The deadline for the submission of tenders is **16 September 2024** by 16:00 CEST.