**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure/ One-off contract)**

**Purchase of media consultancy services to boost the visibility of supported local initiatives on open government and human rights at local level in Ukraine.**

**Contract No. 9144/2024/26**

The Council of Europe is currently implementing the project “Strengthening multi-level governance, democracy and human rights at local level in Ukraine” within the Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” for 2023–2026. The project aims to strengthen the dialogue, partnership and consultation between different levels of government; enhance collaborative governance and citizen participation in line with the principles of local democracy and open government; and promote and guarantee the right to equality and non-discrimination at local level, for the recovery and reconstruction of Ukraine.

The project includes a grant scheme to support local authorities in developing initiatives focused on open government and human rights at local level in Ukraine. 10 municipalities were selected to receive funding and coaching support to develop and implement these initiatives from February to October 2024. The selected municipalities range from small towns to large cities and represent different regions of the country. The initiatives have a strong focus on integrating groups in vulnerable situations (such as veterans and internally displaced persons) and promoting social cohesion. Therefore, extensive media coverage is required to ensure that achievements and learnings from these initiatives are properly documented and disseminated.

The Council of Europe is therefore looking for a Provider for the provision of media consultancy services to boost the visibility of the supported local initiatives on open government and human rights at local level in Ukraine (see Section A of the Act of Engagement).

1. TENDER PROCEDURE RULES

**This tender procedure is a competitive bidding procedure for the purchase of media consultancy services budgeted under 6000 euro.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 180 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, a legal person or consortia of legal and/or natural persons.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Tender –** **9144/2024/26.** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the Council of Europe Contact details indicated below for any question you may have. **All questions shall be submitted at least three 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: Questions – 9144/2024/26.**

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| --- | --- |
| **Type of contract ►** | One-off contract |
| **Duration ►** | Until complete execution of the obligations of the parties (see Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| **Deadline for submission of tenders/offers ►** | 23 August 2024 (14:00 Kyiv time) |
| **Email for submission of tenders/offers ►** | [congress.ukraine@coe.int](mailto:congress.ukraine@coe.int) |
| **Email for questions ►** | [congress.ukraine@coe.int](mailto:congress.ukraine@coe.int) |
| **Expected starting date of execution ►** | 30 August 2024 |

1. EXPECTED DELIVERABLES

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

1. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,[[1]](#footnote-1) you declare on your honour not being in any of the below situations)

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

* have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, 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.

*Eligibility criteria*

* Natural or legal person duly registered in accordance with the Ukrainian legislation, having legal grounds to provide consultancy services as described in the Act of Engagement (Section A);
* Proven experience in the field of media consultancy;

Native language is Ukrainian Level of English is intermediate.

*Award criteria*

* Quality of the offer (70%), including:
* demonstrated thematic knowledge, expertise, and practical experience in providing media consultancy coverage (45%);
* specific skills and capacities (25%), including:
* experience in holding interviews and video production at local, regional and central level in Ukraine.
* Financial offer (30%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

1. NEGOTIATIONS

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

1. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

* **A completed and signed copy of the Act of Engagement[[2]](#footnote-2) (see attached);**
* Registration documents (scanned copies in Ukrainian), for legal persons only;
* Company`s portfolio with relevant experience and detailed CV of responsible manager;
* Links to the samples of previous work or other relevant documents specific to the media consultancy experience (if the original document is not in English, it should be accompanied with a summary in English).

**All documents shall be submitted in English (except for registration documents as stated above), 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.**

**\* \* \***

1. 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. [↑](#footnote-ref-1)
2. The Act of Engagement must be completed, signed, scanned in its entirety (i.e. including all the pages) and sent as a compiled document. For all scanned documents, .pdf files are preferred. [↑](#footnote-ref-2)