

## TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

### Purchase of Local Consultancy Services in the framework of the Project "Protection of Children from Violence and Sexual Exploitation and Abuse, including in the Digital Environment, in Azerbaijan". VC3359 – 22/04/2025 Contract N° VC 3359-01/2025



The Council of Europe is currently implementing a Project on "Protection of Children from Violence and Sexual Exploitation and Abuse, including in the Digital Environment, in Azerbaijan", until 31 December 2026. In that context, it is looking for Provider(s) for the provision of local consultancy services to be requested on an as needed basis by the Council of Europe.

#### A. TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe<sup>1</sup>, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €171,000 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 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 consortium of natural and/or legal person.

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 - Local consultancy services in the field of combating violence against children.** 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 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: Questions - Local consultancy services in the field of combating violence against children.**

Type of contract ►	Framework contract
Duration ►	Until 31 December 2026
Deadline for submission of tenders/offers ►	<b>14 May 2025 23h59 Baku time</b>
Email for submission of tenders/offers ►	<a href="mailto:tenderbaku@coe.int">tenderbaku@coe.int</a>
Email for questions ►	<a href="mailto:tenderbaku@coe.int">tenderbaku@coe.int</a>
Expected starting date of execution ►	20 May 2025

<sup>1</sup> 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 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](#).



## B. EXPECTED DELIVERABLES

### Background of the Project

The Project "Protection of Children from Violence and Sexual Exploitation and Abuse, including in the Digital Environment, in Azerbaijan" aims to strengthen Azerbaijan's response to violence against children, including online child sexual exploitation and abuse. The Project will focus on protection and promotion of children's rights in the digital environment and will also address the protection of children against violence, including child sexual exploitation and abuse and prevention of peer-to-peer violence. It will address two areas:

- 1) Protection of children against online child sexual exploitation and abuse (OCSEA). This component foresees action to support the implementation of the Council of Europe Guidelines to respect, protect and fulfil the rights of the child in the digital environment, including activities on gap analysis, awareness raising, training and development of guidelines/regulations.
- 2) Protection of children against violence, including sexual exploitation and sexual abuse. This component includes activities to strengthen independent monitoring of childcare services in the country. Support to national authorities for the implementation of national programs in the field of violence against children will be provided and awareness raising activities are foreseen.

The Council of Europe is looking for maximum **30 Provider(s)** (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on effective prevention and protection of children against child sexual exploitation and abuse, as well as promoting online safety for children.

This Contract is currently estimated to cover up to 30 activities, to be held by 31 December 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.

For information purposes only, the total amount of the object of present tender **shall not exceed 171,000 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.

### 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: Expert Research Services with a focus on legislative and policy framework and practices	10
Lot 2: Development and Delivery of Capacity Building materials and Training Services	10
Lot 3: Development of Awareness Raising materials and Services	10

Lot 1 concerns research services with a focus on legislation, governance policies and practices to prevent and combat child sexual exploitation and abuse and in particular Child Sexual Exploitation and Abuse (CSEA), identify shortcomings and needs in the child rights system of the Republic of Azerbaijan. The hired consultant will conduct a gap analysis, formulate recommendations and draft a report to improve legal and policy framework in Azerbaijan to support improved response to child sexual exploitation and abuse, including online child sexual exploitation and abuse (OCSEA).

Lot 2 concerns development of relevant training sessions and conduct capacity building events. The hired consultant will develop capacity building materials aiming to combat child sexual exploitation and abuse, especially OCSEA. The expert will then train professionals working for and with children in Azerbaijan.

Lot 3 concerns awareness raising services on the prevention and protection of children against sexual exploitation and sexual abuse. The hired consultant will develop awareness raising materials aiming to prevent and respond to child sexual exploitation and abuse, notably OCSEA. The consultant also is expected to raise the awareness of children, parents and professionals working for and with children in Azerbaijan.

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).

## **Scope of the Framework Contract**

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

### Under Lot 1:

In coordination with other national and/or international consultants, as needed

- Conduct research and prepare gap analysis reports with a focus on legislation, governance policies and practices to prevent and combat child sexual exploitation and abuse with a specific focus on OCSEA, and to identify shortcomings and needs in the Azerbaijani child protection system and provide recommendations to strengthen national implementation of relevant international standards.
- Evaluate laws and practice related to capacity and skills of authorities to conduct online investigations/prosecutions effectively.
- Provide technical assistance, prepare recommendations to improve the Azerbaijani legislation, policy and practice including strategies and/or action plans related to timely and effective prevention and response to child sexual exploitation and abuse, including online.
- Prepare tools and guidelines for the relevant beneficiaries to better monitor and inform children on child sexual abuse and exploitation, particularly digital safety rules.
- Assessment of the current data collection processes of relevant stakeholders and development of a new methodology for enhancement of research, analysis and data processing, and system for data registration and monitoring.
- Contribute to the organisation of and, if needed, participate in focus groups, conferences, round-tables, trainings, consultation meetings, and other relevant events with national stakeholders, including moderating discussions and delivering presentations, providing technical advice and developing methodological tools.
- Support international consultants with relevant documents and background information on national specific aspects related to the theme of the lot.
- Provide review, proofreading and/or language check to ensure the correct use of terminology in translations into the Azerbaijani and/or English languages of documents and other developed resources;
- Provide other deliverables as related to the above and as requested by the Council of Europe.

### Under Lot 2:

In coordination with other national and/or international consultants, as needed

- Assessment of training capacity and needs, development or updating of training methodology, training modules and teaching materials on prevention of and responses to OCSEA;
- Develop methodology, detailed programmes, courses, materials, and session plans for capacity-building activities addressed to legal professionals (prosecutors, judges, investigators), non-legal professionals (social workers, psychologists, teachers), and other national stakeholders on how to effectively prevent and respond to child sexual abuse and exploitation, including OCSEA.
- Develop specific tools and guidelines for social workers and psychologists who come into contact with children to enhance communication, trauma-informed care and crisis intervention skills, as well as basic knowledge on legal processes on prevention and detection of child sexual abuse and exploitation.
- Develop training materials for education professionals such as primary/secondary school teachers and educators of kindergarten children on basic prevention concepts, detection, and timely referral of children subject to sexual abuse and exploitation including online.
- Deliver, lead, and participate in trainings, coaching, mentoring sessions, training of trainers (ToT) and peer-to-peer exchanges for law enforcement officials, prosecutors, social workers and psychologists working/specialised in cases of violence against children or OSCEA, as well as for other beneficiaries working with/for children, using modern and interactive techniques of training delivery.
- Develop and conduct training needs assessment, training pre and post assessment tools, collect and analyse data, and assess the effectiveness of the capacity building programs and trainings.
- Develop materials that are comprehensive, up-to-date, and in line with best practices established across the Council of Europe's member States by using behavioural science approaches and modern training methods such as Adult Learning, Actionable Learning, etc.

- Participate in the preparation/lead workshops, school visits, roundtables targeting various age groups of children, teachers and parents to raise their awareness on what child sexual exploitation and abuse correspond to, including online.
- Support the international consultants with background information, documents etc. on the Azerbaijani context of specific topics.
- Provide review, proofreading and/or language check to ensure the correct use of terminology in translations into the Azerbaijani and/or English languages of documents and other developed resources.
- Provide other deliverables as related to the above and as requested by the Council of Europe.

#### Under Lot 3:

In coordination with other national and/or international consultants, as needed

- Prepare awareness raising campaign, communication strategy, tools and initiatives on the field of prevention and protection of children against sexual exploitation and sexual abuse.
- Contribute to the preparation of materials/presentations for school visits, roundtables with school and kindergarten teachers to ensure that professionals working for and with children have relevant knowledge on how to detect child sexual abuse and exploitation, including in the digital environment.
- Prepare relevant materials (leaflets, infographics, posters etc) and develop animated videos/whiteboard videos, including concept, script and screenplay, to raise awareness on child sexual abuse and exploitation and the Lanzarote Convention.
- Develop materials that are comprehensive, up-to-date, and in line with best practices established across the Council of Europe's member States.
- Provide review, proofreading and/or language check to ensure the correct use of terminology in translations into the Azerbaijani and/or English languages of public outreach materials and other awareness-raising resources.
- Disseminate prepared materials to relevant national stakeholders in the scope of awareness raising campaigns.
- Provide other deliverables as related to the above and as requested by the Council of Europe.

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 for the lot concerned.

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.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement].

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 their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

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 unit fees, as agreed by this Contract.

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

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or 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 for 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 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 quote<sup>2</sup> (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)<sup>3</sup>

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;

<sup>2</sup> It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

<sup>3</sup> 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).

- 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;
- 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 subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer's owner(s) or executives will also exclude the tenderer from participating in this tender procedure.

## **Lot 1 and Lot 2**

### *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):

- A university degree in law, political or social sciences, psychology, human rights/children's rights or a related field; relevant working experience of at least 5 years will be given due consideration in lieu of a university degree;
- At least 3 years of professional experience at national level (in Azerbaijan) in the areas described within the specific Lot applied to;
- Native level of the Azerbaijani language and good command of the English language (at least level B2 of the Common European Framework of Reference for Languages (CEFR)).

### *Award criteria*

- Criterion 1: Quality of the offer (80%), including:
  - Professional experience in the field of expertise covered by this tender, demonstrated through current or previous professional main occupations, length of experience, and participation in similar projects/activities in the past (20%);
  - Thematic expertise in areas relevant to the Lot applied to, notably in-depth knowledge of the Azerbaijani legislation and implementation practices as well as the basic international standards and recommendations of the Council of Europe in the areas covered by this tender (20%);
  - Capacity to meet the required deadlines and adapt to the context in providing consultancy service, in particular in the field of access to justice and/or protection of children's rights (20%);
  - Relevance and quality of sample deliverables (e.g. draft reports recently produced, training outlines or training methodologies, etc.) provided or referred to by the tenderer in areas relevant to the Lot applied to (20%).
- Criterion 2: Financial offer (20%).

## **Lot 3**

### *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):

- At least 3 years of professional experience in the design of awareness raising strategies and public information campaigns;
- At least 3 years of professional experience in the field of video production and infographics/illustrations/data visuals design. Production of materials on human rights or children's rights will be considered as a strong asset;
- Native level of the Azerbaijani language and good command of the English language (at least level B2 of the Common European Framework of Reference for Languages (CEFR)).

### *Award criteria*

- Criterion 1: Quality of the offer (80%), including:

- Relevant experience as described within the specific Lot above (40%);
- Quality of sample deliverables provided by the tenderer in the areas relevant to the Lot applied to (40%).
- Criterion 2: Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

#### F. NEGOTIATIONS

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

#### G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Act of Engagement<sup>4</sup>** (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A list of all owners and executive officers, for legal persons only;
- A motivation letter describing how the tenderer meets the requirements of the expected types of deliverables (1 page maximum);
- At least 2 (two) examples of previous relevant work samples (not more than 3 (three)).

**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 Council of Europe reserves the right to reject the tender.**

**Applications must be submitted by e-mail to [tenderbaku@coe.int](mailto:tenderbaku@coe.int) by the deadline of 14 May 2025, 23:59 Baku Time.**

**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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<sup>4</sup> 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.