

GUIDELINES FOR APPLICANTS and FREQUENTLY ASKED QUESTIONS

PURCHASE OF THEMATIC CONSULTANCY SERVICES ON KEY ISSUES OF METROPOLITAN GOVERNANCE AND INTER-MUNICIPAL COOPERATION IN UKRAINE

Reference: Tender – 9316/2026/221

Deadline: 20 October 2026, 16:00

1. Scope and Purpose of the Tender

#	Question	Answer
1.	What type of experts is the Council of Europe looking for?	Individual consultants and organisations with expertise in areas such as spatial planning, transport and mobility, solid waste management, water supply and wastewater management, distributed energy generation, environmental protection, social services, veterans' policies, education, culture and tourism, investment stimulation and local economy, project management, macro-financial guarantees for inter-municipal co-operation, municipal project financing, local budgeting, stock-taking of municipal property, accounting and auditing, local finance and public investment management at the local level.
2.	Who will benefit from the work?	The assignments may involve co-operation with local and regional authorities, associations of local authorities, civil society organisations, national institutions, international partners and other stakeholders involved in metropolitan governance and inter-municipal co-operation in Ukraine.
3.	What types of services may be requested?	Reviewing and analysing the national legal and regulatory framework, identifying legal and institutional barriers to inter-municipal co-operation, developing proposals based on international best practices and stakeholder consultations, drafting methodological and analytical materials, facilitating consultations, dialogue platforms and trainings, delivering capacity-building activities, and preparing questionnaires and surveys.
4.	How many providers may be selected?	Maximum of 20 providers, provided that a sufficient number of tenders meet the required criteria.

3. Who Can Apply

#	Question	Answer
6.	What are the eligibility requirements?	Applicants must hold a Master's Degree (or equivalent) in political science, public administration, law, engineering, social and urban science, economics, management, finance, accounting, or a related field relevant to public services management, and have at least five years of relevant professional experience at either regional, local or national level in one or more of the thematic areas covered by the tender. Applicants must also demonstrate relevant thematic expertise and experience in facilitating consultations, dialogue platforms, trainings and related capacity-building activities.
7.	What language skills are needed?	At least B2-level English (CEFR) and fluency in Ukrainian.
8.	How will applications be evaluated?	Tenders are assessed on the quality of the offer (75 points), including thematic knowledge, expertise and practical experience (40 points), and specific skills, capacities and the quality of previous work samples (35 points), as well as the financial offer (25 points).

4. Submitting Your Application

#	Question	Answer
9.	What documents must I submit?	A completed and signed Act of Engagement; a detailed CV in English; at least three examples of previous work; and, for legal entities and private entrepreneurs, registration documents in Ukrainian with a summary translation in English.
10.	Can I send large files via a sharing link?	Yes. Documents may be submitted via file-sharing services such as WeTransfer, Dropbox or OneDrive. The link must remain active for at least 30 days after the submission deadline, failure to ensure this may lead to exclusion.

4. Deliverables, Assignments and Selection

#	Question	Answer
11.	How are assignments given out?	Selected providers join a pre-approved pool. Work is offered through Order Forms as needs arise, based on expertise, availability and price. There is no guaranteed minimum number of assignments.
12.	Do I need to submit work samples?	Yes, at least three examples of previous work must be submitted. Samples may include relevant written work, links to publications or other relevant materials, in English or Ukrainian.

All questions must be submitted in English at least 2 working days before the deadline to: congress.ukraine@coe.int with subject: Questions – Thematic Consultancy Services_Metropolitan Governance and IMC