



## CALL FOR TENDERS

### FOR THE PROVISION OF INTERNATIONAL CONSULTANCY SERVICES IN THE AREA OF VIOLENCE AGAINST WOMEN AND DOMESTIC VIOLENCE AND GENDER EQUALITY

**2019/AO/41**

<b>Object of the procurement procedure ►</b>	International consultancy services in the area of violence against women and domestic violence and gender equality
<b>Project ►</b>	Gender Equality Division
<b>Organisation and buying entity ►</b>	Council of Europe Violence against Women Division, Gender Equality Division, Directorate General of Democracy
<b>Type of contract ►</b>	<b>Framework Contract</b>
<b>Duration ►</b>	Until 31 December 2020, renewable until 31 December 2023
<b>Expected starting date ►</b>	30 September 2019
<b>Tender Notice Issuance date ►</b>	08 July 2019
<b>Deadline for tendering ►</b>	<b>19 August 2019</b>

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES** ..... 8  
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 F 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 AREA OF VIOLENCE AGAINST WOMEN AND DOMESTIC VIOLENCE AND GENDER EQUALITY 2019/AO/41

#### 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 in the following leaflet: <https://rm.coe.int/16806fcd9d>

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 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 2018-2023 builds upon the vast legal and policy acquis of the Organisation as regards gender equality. It links them to both the current economic context and the political leverage within the Council of Europe, including the overarching priorities of the Organisation. The Strategy outlines the goals and priorities of the Council of Europe on gender equality for the years 2018-2023 around six strategic objectives:

- 1: Prevent and combat gender stereotypes and sexism
- 2: Prevent and combat violence against women and domestic violence
- 3: Ensure the equal access of women to justice
- 4: Achieve balanced participation of women and men in political and public decision-making
- 5: Protect the rights of migrant, refugee and asylum-seeking women and girls
- 6: Achieve gender mainstreaming in all policies and measures

The Council of Europe is looking for up to eight Provider(s) per area of expertise outlined below (provided enough tenders meet the criteria indicated below) in order to support GREVIO's monitoring, the implementation of projects and contribute to the Gender Council of Europe Gender Equality Strategy with a particular expertise on:

LOT 1	Comprehensive and co-ordinated approach at policy and operational levels to address violence against women, including data collection.
LOT 2	Prevention activities such as awareness raising campaigns, education and professional training in the field of violence against women, gender stereotypes and access to justice.
LOT 3	Victim protection and support services activities, perpetrator programmers and trainings for professionals dealing with victims.
LOT 4	Substantive (civil and criminal) law related to violence against women.

LOT 5	Ensuring equal access to justice for victims of violence (prevention, investigation, prosecution, procedural law, protective measures and capacity building including training)
LOT 6	Protecting the rights of migrant, refugee and asylum-seeking women and girls and combating violence against women in the context of migration and asylum.
LOT 7	Custody of children and other family law issues in the context of domestic violence.
LOT 8	Prevent and combat gender stereotypes and sexism offline and online.
LOT 9	Gender mainstreaming including training development.
LOT 10	Balanced participation of women and men in political and public decision-making

This Contract is currently estimated to cover up to 70 assignments, to be held by 31 December 2023. 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. Selected providers for each lot will be kept in a list (roster) for the total duration of this Contract. However, inclusion in the list does not guarantee to receive any assignments during the Contract period and does not preclude the contracting entities to refer to off-the-list expertise if they deem it necessary.

For information purposes only, the total amount of the object of present tender should in principle not exceed 300 000 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.

Projects that can refer to this roster include but are not limited to: the multicountry Violence against Women project (BH 8431) PGG Eastern Partnership project on Women's Access to Justice (BH 4730), bilateral projects on Violence Against Women in Armenia (BH 8557), Georgia (BH 8540), Ukraine (BH 8578), Russian Federation (BH 4704), Kosovo\* (BH8599), Bosnia and Herzegovina (BH 8649).

## B. SCOPE OF THE FRAMEWORK CONTRACT

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference).

- Provide expert support to GREVIO evaluations.
- Draft reports on gaps and challenges of the areas covered by the Istanbul Convention.
- Provide expertise to support legal and policy frameworks.
- Draft research papers, guidelines, protocols, handbooks, training manuals, methodologies, educational and mentoring programmes.
- Prepare background and other documents such as reports for events (conferences, round tables, seminars, trainings, etc.) and serve as speaker, panellist/moderator/rapporteur.
- Provide technical trainings or training of trainers for different professional groups (police, legal professionals, health and social workers, Council of Europe gender equality rapporteurs, etc.).
- Conduct fact-finding missions.

The above list is not considered exhaustive. The Council of Europe 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 or French (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 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.

Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section **Error! Reference source not found.** below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract

### D. 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 4 (four) working days after its reception.

#### Pooling

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

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 Service 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>1</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

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<sup>1</sup> 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.

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.

## E. ASSESSMENT

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>2</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;
- 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 or are likely to be in a situation of conflict of interests;
- are, or 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](http://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 F):

### *Eligibility criteria*

- Minimum 5 years of experience in the area of interest.
- Bachelor's degree or higher qualification in Law, Public Policy, Social Sciences, Social Work, Gender Studies, Political science, Psychology, Media and Communication, Statistics.
- Fluency in English and/or French is required.

### *Award criteria*

- Quality of the offer (90%), including:
  - Thematic expertise gained from experience in drafting knowledge products such as books, articles, research and policy papers, baseline and comparative studies, desk reviews, handbooks, etc. and/or thematic expertise gained from experience in developing or applying methodologies, protocols, guidelines, toolkits, or from carrying out training, etc.
  - Drafting skills in English or French
  - Previous experience in the relevant type of activity and/or conducting field work
- Financial offer (10%).

The Council reserves the right to hold interviews with eligible tenderers.

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<sup>2</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 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.

## F. DOCUMENTS TO BE PROVIDED

- **Two** completed and signed copies of the Act of Engagement.<sup>3</sup>
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only
- Registration documents, 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 (1page 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.)
- 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 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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<sup>3</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.

# PART II – TENDER RULES

## CALL FOR TENDERS

### FOR THE PROVISION OF PROVISION OF INTERNATIONAL CONSULTANCY SERVICES IN THE AREA OF VIOLENCE AGAINST WOMEN AND DOMESTIC VIOLENCE 2019/AO/41

#### ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

##### 1.1 Name and address

#### COUNCIL OF EUROPE

Gender Equality Division  
Violence against Women Division

#### 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, Moscow, 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.<sup>4</sup>

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, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of

Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms (see Section **Error! Reference source not found.** below on ordering procedure).

#### 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](mailto:vaw.gender.cooperation@coe.int)

#### ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **both electronically and in paper hardcopy**.

**Electronic copies** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int). Tenders submitted to another e-mail account will be excluded from the procedure;

**Paper hardcopies** shall be sent in A4 format (21x29.7 cm) by post, as specified below:

- Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

COUNCIL OF EUROPE  
For the attention of the Tenders Board  
**CALL FOR PROVISION OF INTERNATIONAL CONSULTANCY  
SERVICES IN THE AREA OF VIOLENCE AGAINST WOMEN  
AND DOMESTIC VIOLENCE**  
2019/AO/41  
B.P. 7  
F – 67075 STRASBOURG Cedex  
**FRANCE**

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

#### ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 19 August 2019 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

#### 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.

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<sup>4</sup> Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int)



# FINAL CHECK LIST

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

- **Two** completed and signed copies of the Act of Engagement.<sup>5</sup>
  - A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only
  - Registration documents, 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 (1page 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.)
  - Two references (contacts including phone number and e-mail address)
- 

## 2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **both electronically and in paper hardcopy.**

**Electronic copies** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int). Tenders submitted to another e-mail account will be excluded from the procedure;

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<sup>5</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.