

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)



Purchase of local intellectual services in the areas of gender equality, violence against women and domestic violence in Georgia for the project – “Reinforcing gender equality and implementing GREVIO recommendations to combat violence against women and domestic violence in Georgia”.

Contract BH9188/1-11/04/2024

The Council of Europe is currently implementing a Project “Reinforcing gender equality and implementing GREVIO recommendations to combat violence against women and domestic violence in Georgia”, aimed at strengthening the capacities of key stakeholders involved in preventing and combating violence against women and domestic violence, protecting the victims, and prosecuting the perpetrators of violence as well as advancing gender equality overall in Georgia.

In that context, the Council of Europe is looking for a maximum of 48 (forty-eight) providers for local consultancy services to support the implementation of the project with a particular expertise on violence against women, domestic violence, and gender equality.

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 Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €55,000 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 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 – General.** 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 consultants.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2025
Deadline for submission of tenders/offers ▶	25 May 2024 23h59 Georgia Time Zone
Email for submission of tenders/offers ▶	Genderequality.Georgia@coe.int
Email for questions ▶	Genderequality.Georgia@coe.int
Expected starting date of execution ▶	01 June 2024

¹ 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](#).

A. EXPECTED DELIVERABLES

Background of the Project

The project “***Reinforcing gender equality and implementing GREVIO recommendations to combat violence against women and domestic violence in Georgia***” aims to ensure that the public’s understanding of gender equality is enhanced and women in Georgia enjoy better prevention, protection and prosecution of all forms of violence against women and domestic violence in line with the Council of Europe Convention on preventing and combating violence against women and domestic violence (hereinafter the Istanbul Convention). It supports Georgian authorities in strengthening the capacities of key stakeholders involved in preventing and combating violence against women and domestic violence, protecting the victims and prosecuting the perpetrators of violence as well as advancing gender equality overall in Georgia. The project focuses on the implementation of the most urgent GREVIO (the Group of Experts on Action against Violence against Women and Domestic Violence to the Istanbul Convention) findings and its Committee of the Parties’ recommendations to Georgia.

The overall objective of the project is to improve the public's understanding of gender equality, to help women enjoy better prevention, protection, and prosecution of all forms of violence against women and domestic violence in line with the Istanbul convention.

The specific objectives are:

1. Introduction of legal and/or policy measures by Georgian authorities, as per GREVIO findings and Committee of Parties of the Istanbul Convention recommendations, to meet the standards outlined in the Istanbul Convention.
2. Implementation of programmes for sex offenders by the Special Penitentiary Services, LEPL National Agency for Crime Prevention, Execution of Non-custodial Sentences, and Probation of the Ministry of Justice, aligning with Istanbul Convention Standards.
3. Effective and efficient implementation of comprehensive victim protection and support services by relevant state agencies and civil society organisations, in accordance with Istanbul Convention standards.
4. Enhancement of the quality and coordination of investigations and prosecutions of sexual violence crimes and digital violence against women by investigators and prosecutors, contributing to the fight against gender inequalities.
5. the development of communication/visibility materials for the awareness-raising and outreach activities, in order to raise awareness of gender equality in Georgia.

The project will work with the following partners: the Ministry of Internal Affairs, the Academy of the Ministry of Internal Affairs, Ministry of Justice, Ministry of Labour and Social Affairs the Prosecutor’s Office, LEPL Agency For State Care and Assistance For the (Statutory) Victims of Human Trafficking, the Public Defender’s Office, the Special Investigation Service, Courts, civil society organisations, international organisations working on gender equality, violence against women and domestic violence and general public.

This Contract is currently estimated to cover up to 50 activities, to be held by 31.12.2025. 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 budget of the project amounts to 900 000 Euros and the total amount of the object of present tender **shall not exceed 55,000 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: Comprehensive and co-ordinated approach at policy and operational levels to address violence against women, including data collection	8
Lot 2: Ensuring equal access to justice for victims of violence (technology facilitated violence against women, prevention, investigation, prosecution, procedural law, protective measures, and capacity building including training)	10
Lot 3: Victim protection and support services for victims of violence against women, perpetrator programmes and trainings for professionals dealing with victims and perpetrators	10
Lot 4: Training and expertise on gender mainstreaming, gender equality and women's rights	8
Lot 5: Consultants on technology-facilitated violence against women and AI.	8
Lot 6: Proofreaders	4

Lot 1: Comprehensive and co-ordinated approach at policy and operational levels to address violence against women, including data collection: focuses on conducting research, collecting best practices, drafting guidelines, handbooks, providing expertise to support national legal and policy frameworks, serving as a moderator/rapporteur in events on these topics, as well as on the analysis of data and proposing methodologies to collect sex/gender disaggregated administrative and judicial data, taking into account the Istanbul Convention and GREVIO findings regarding data collection on violence against women and girls and domestic violence.

Lot 2: Ensuring equal access to justice for victims of violence (technology facilitated violence against women, prevention, investigation, prosecution, procedural law, protective measures, and capacity building including training): focuses on drafting guidelines, protocols, handbooks, curricula, training manuals, methodologies, etc. targeting professionals working in the justice chain, delivering trainings for above mentioned professionals on violence against women and domestic violence.

Lot 3: Victim protection and support services for victims of violence against women, perpetrator programmes and trainings for professionals dealing with victims and professionals working with perpetrators: focuses on: 1. drafting guidelines, checklists, templates, training programmes for shelters and social workers, including psycho-social support, support to children, victims of violence against women, sexual violence, forced marriage, etc. including data collection techniques and multi-agency cooperation and 2. on developing, preparing and delivering trainings and advise on setting up treatment programmes for perpetrators of sex offenders and on setting up specialised support services for victims of violence against women.

Lot 4: Training and expertise on gender mainstreaming, gender equality and women's rights: focuses on the preparation of methodologies and delivery of presentations, interventions and trainings and training of trainers of different professional groups (national civil servants, school teachers, pupils, students, legal professionals, social and health workers, professionals working in education system, etc) online and offline on gender equality and women's rights, gender mainstreaming, violence against women, ensuring guidance on gender mainstreaming in the work of different state institutions.

Lot 5: Consultants on technology-facilitated violence against women and AI: focuses on developing standards, conducting research, collecting best practices, drafting guidelines, handbooks, training manuals, providing expertise to support national legal and policy frameworks, serving as moderator/rapporteur in events on these topics.

Lot 6: Proofreaders: Editing materials, documents and handbooks developed by the project in Georgian before publication.

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:

Lot 1: Comprehensive and co-ordinated approach at policy and operational levels to address violence against women, including data collection.

- ✓ Prepare gap analysis reports, desk research and deliver baseline reports;
- ✓ Conduct focus groups;
- ✓ Analyse quantitative and qualitative data;
- ✓ Act as moderator or rapporteur;
- ✓ Draft event or meeting reports and background documents;
- ✓ Analyse administrative data from a gender perspective;
- ✓ Develop methodologies for collecting administrative and judicial data;
- ✓ Participate in relevant events as panellist, keynote speaker.

Lot 2: Ensuring equal access to justice for victims of violence (prevention, investigation, prosecution, procedural law, protective measures, and capacity building including training)

- ✓ Draft guidelines, protocols, handbooks, training manuals, methodologies for legal professionals.
- ✓ Prepare and deliver training sessions and training of trainers sessions online and offline for legal professionals;
- ✓ Prepare evaluation and training assessment reports including recommendations;
- ✓ Act as moderator or rapporteur to the conferences, round-tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions;
- ✓ Draft training curricula, training modules and training materials, manuals, guidebooks, operational guidelines, etc. in respective thematic areas;
- ✓ Participate in preparatory and debriefing meetings with stakeholders;
- ✓ Prepare evaluation and training assessment reports including recommendations.

Lot 3: Victim protection and support services for victims of violence against women, perpetrator programmes and trainings for professionals dealing with victims and professionals working with perpetrators.

- ✓ Development of programmes on general and specialised victim support services;
- ✓ Prepare research and reports in line with the Istanbul Convention;
- ✓ Draft guidelines, handbooks, training manuals, presentations.
- ✓ Provide advice on the running of shelters/support services and perpetrator programmes.
- ✓ Prepare and deliver training sessions and training of trainers sessions on the topic online and offline especially for shelter and social workers;
- ✓ Prepare evaluation and training assessment reports including recommendations;
- ✓ Act as moderator or rapporteur;
- ✓ Draft event or meeting reports and background documents.

Lot 4: Training and expertise on gender mainstreaming, gender equality and women's rights:

- ✓ Prepare gap analysis of legislation and policies drawing on international standards and best practices;
- ✓ Provide advice and expertise regarding legal and policy instruments;
- ✓ Prepare legal and policy checklists and guidelines;
- ✓ Provide expertise on international treaty laws;
- ✓ Act as moderator or rapporteur;
- ✓ Draft event or meeting reports and background documents.

Lot 5: Consultants on technology facilitated violence against women and AI.

- ✓ Prepare research and gap analyses.
- ✓ Draft guidelines, handbooks, training manuals, presentations.
- ✓ Act as moderator or rapporteur and draft meeting reports.
- ✓ Provide advice to legal and policy instruments.
- ✓ Prepare and deliver training sessions and training of trainers sessions on the topic online and offline;
- ✓ Prepare evaluation and training assessment reports including recommendations.

Lot 6: Proofreaders:

- ✓ Editing and proofreading materials in Georgian.

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).

B. 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 C below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

C. 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 quote² (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.

D. 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)³

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

For lots 1, 2, 3, 4 and 5:

- Minimum 5 (five) years of experience in the field of each lot.
- Bachelor's degree or higher qualification in Law, Public Policy, Social Sciences, Social Work, Gender Studies, Political science, Psychology, or information technology.
- Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language.

² 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.

³ 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 lot 6:

- Minimum 5 (five) years of experience in the field.
- While a bachelor's degree in any relevant topic is acceptable, preference will be given to candidates with a degree in Georgian language and literature.
- Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language.

Award criteria

- Criterion 1: quality of the offer (80%), including:
 - Thematic expertise in the area described in each lot. (30%)
 - Experience in the relevant type of activity/deliverable especially for international organisations. (20%)
 - Quality of sample deliverables produced by the tenderer, including Draft material recently produced by the tenderer in **English**; and/or Training outlines or training methodologies employed by the tenderer in English or Georgian; and/or previous training development and provision experience; (30%)
- Criterion 2: financial offer (20%)

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

Multiple tendering is not authorised.

E. NEGOTIATIONS

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

F. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Act of Engagement⁴** (See attached).
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria.
- Registration documents, for legal persons only.
- A motivation letter in English (1 page 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.) in **English**.
- Two references (contacts including phone number and e-mail address)

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.

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.

* * *

⁴ 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.