

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)



Purchase of local consultancy services for capacity-building, legal assistance, and research on gender equality, women's economic empowerment, and preventing violence against women and domestic violence in Georgia.

Contract N° 3995/02/2026

The Council of Europe is currently implementing a Project on "Advancing gender equality, strengthening justice and support for women in Georgia" (1 January – 31 December 2026). It aims at supporting the efforts of state authorities, civil society and other key stakeholders in advancing gender equality, preventing and combating violence against women and domestic violence, strengthening access to justice, and improving protection and support for victims of violence.

In that context, the Council of Europe is looking for Providers for the provision of local consultancy services on gender equality, prevention of and protection from violence against women and domestic violence, including technology-facilitated violence against women, gender equality, victim-centred support, women's economic empowerment, access to justice, programmes for perpetrators of sexual violence, and evidence-based policy development, to be requested by the Council of Europe on an as-needed basis.

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 €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 consultants.** 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 (By 5 March, 2026 at the latest) 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 2026
Deadline for submission of tenders/offers ►	10 March 2026 23h59 Georgia Time Zone
Email for submission of tenders/offers ►	genderequality.georgia@coe.int

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](#).

Email for questions ►	genderequality.georgia@coe.int
Expected starting date of execution ►	01 April 2026

B. EXPECTED DELIVERABLES

Background of the Project

The project **“Advancing gender equality, strengthening justice and support for women in Georgia”** aims to advance gender equality and to strengthen Georgia’s response to **violence against women and domestic violence**, in line with the **Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (the Istanbul Convention)**.

The project supports Georgian authorities, civil society and other key stakeholders in strengthening institutional capacities to advance gender equality, prevent and combat violence against women and domestic violence, to provide victim-centred and gender-sensitive protection and support services, and to enhance access to justice and accountability. It focuses on addressing the **most urgent GREVIO** (the Group of Experts on Action against Violence against Women and Domestic Violence to the Istanbul Convention) **findings and recommendations of the Committee of the Parties to Georgia**, with particular emphasis on prevention, victim support, victim-centred access to justice and women’s economic empowerment as a protective and preventive factor against violence.

The project is implemented within the framework of the [Council of Europe Action Plan for Georgia 2024-2027](#) and combines capacity-building, policy support, research and multi-stakeholder engagement to promote sustainable, evidence-based and coordinated responses to violence against women and domestic violence.

Overall objective of the Project

The overall objective of the project is to support the effective implementation of the Istanbul Convention in Georgia by strengthening prevention, protection, prosecution and integrated policies in the field of violence against women and domestic violence.

Specific objectives

1. **Advance women’s economic empowerment** as a preventive measure against violence by strengthening institutional frameworks and promoting women’s access to skills, resources, and entrepreneurship opportunities, including for women in rural and minority communities.
2. **Enhance access to justice and victim-centred legal aid** through capacity building of university legal clinics and legal professionals, ensuring that victims of violence receive timely, effective, and gender-sensitive assistance.
3. **Strengthen prevention and awareness** by engaging law students, journalists, and ICT professionals in ethical reporting, safety in technology and online, and gender equality initiatives, helping to challenge harmful stereotypes and promote responsible communication.
4. **Support evidence-based policy development** through targeted studies on victim support services and perpetrator programmes, providing government institutions and service providers with tools and data to improve coordination, quality, and accountability.

The project works with the following partners: Ministry of Justice of Georgia, Public Defender’s Office of Georgia, Municipal authorities, National Agency for Crime Prevention, Execution of Non-custodial Sentences and Probation, Special Penitentiary Service, Interagency Commission on Gender Equality, Violence against Women and Domestic Violence, State Care Agency, Georgian Bar Association, Ministry of Internally Displaced Persons from the Occupied Territories, Labour, Health and Social Affairs of Georgia, Universities and academic institutions, civil society organisations, international organisations working on gender equality, violence against women and domestic violence, private companies, ICT sector representatives, youths and general public.

The Council of Europe is looking for a maximum of 35 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on gender equality, women's economic empowerment, and preventing violence against women and domestic violence.

This Contract is currently estimated to cover up to 20 activities, to be held by 31.12.2026. 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 budget of the project amounts to 400,000 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: Trainers and facilitators on gender equality and women's rights, gender mainstreaming and violence against women	7
Lot 2: Psychologists specialised in trauma-informed psychosocial support for victims of violence against women and gender-based inequalities	5
Lot 3: Consultants specialised in supporting women-led business development and entrepreneurship	5
Lot 4: Consultants on legal and policy analysis on gender equality and women's rights and violence against women including from an intersectional perspective.	8
Lot 5: Consultants in data collection and research on gender equality and violence against women	5
Lot 6: Consultants on providing specialist support services to victims of violence against women and on domestic violence perpetrator programmes	5

Lot 1: Trainers and facilitators on gender equality and women's rights, gender mainstreaming and violence against women: focuses on the design and delivery of participatory, interactive and capacity-building activities, including trainings, workshops, roundtables, discussions and trainings of trainers, for diverse target groups such as public authorities, civil society, students, media, legal aid clinics and ICT professionals, aimed at promoting gender equality and women's rights, strengthening gender mainstreaming, preventing violence against women and domestic violence, including technology-facilitated violence against women, in line with the Istanbul Convention.

Lot 2: Psychologists specialised in trauma-informed psychosocial support for victims of violence against women and gender-based inequalities: focuses on the provision of non-clinical, trauma-informed, victim-centred and gender-sensitive psychosocial support to women victims of violence, contribution to capacity-building of professionals working with victims to prevent secondary victimisation and strengthen ethical practice, and psychosocial advisory input into the design and improvement of victim protection and support services, including shelters and referral mechanisms, as well as psychosocial contributions to multidisciplinary work on perpetrator programmes and assessment of victim support services, in line with the Istanbul Convention.

Lot 3: Consultants specialised in supporting women-led business development and entrepreneurship: focuses on promoting women's economic empowerment through training, and mentoring for women entrepreneurs and job-seekers, strengthening business development, employability, financial literacy and access to economic opportunities, including for women from disadvantaged or marginalised groups, as well as providing advisory input on gender-responsive economic policies and workplace practices and contributing to policy dialogue with public institutions, financial sector actors, employers and civil society, recognising economic independence as a key protective and preventive factor against violence against women and domestic violence, in line with the Istanbul Convention.

Lot 4: Consultants on legal and policy analysis on gender equality and women's rights and violence against women including from an intersectional perspective: focuses on strengthening access to justice and

accountability through capacity-building of legal professionals, university legal clinics and law students on victim-centred and gender-sensitive legal aid, development and adaptation of training modules aligned with Istanbul Convention obligations, legal and policy analysis of national legislation in light of international standards, and contributions to addressing the digital dimension of violence against women, including technology-facilitated violence, with the objective of reinforcing the prosecution and access-to-justice pillars of the Istanbul Convention.

Lot 5: Consultants in data collection and research on gender equality and violence against women: focuses on the collection, management and analysis of quantitative and qualitative data on gender equality and violence against women and domestic violence, including technology-facilitated violence against women, development of indicators and methodologies for sex- and gender-disaggregated data, statistical analysis, and evidence-based reporting to inform policy development and monitoring, taking into account Council of Europe standards and GREVIO findings on data collection, with the objective of strengthening the integrated policies pillar of the Istanbul Convention.

Lot 6: Consultants on providing specialist support services to victims of violence against women and on domestic violence perpetrator programmes: focuses on research and assessments related to the availability, accessibility and quality of general and specialist support services for victims of violence against women and domestic violence, as well as baseline assessments to inform the design and development of perpetrator programmes, specifically for sex offenders, in line with Article 16 of the Istanbul Convention, with the aim of strengthening protection and prosecution responses and supporting the development of victim-centred and accountability-focused interventions.

The Council will select the abovementioned number of Providers 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:

- ✓ Prepare and deliver training and training of trainers (ToT) session, online and in person.
- ✓ Design and adapt training methodologies, agendas and learning materials.
- ✓ Adapt, proofread and tutor HELP online courses.
- ✓ Facilitate workshops, roundtables and multi-stakeholder discussions.
- ✓ Participate in preparatory and debriefing meetings with stakeholders.
- ✓ Prepare training evaluation and assessment reports, including recommendations.

Under Lot 2:

- ✓ Contribute to capacity-building activities for professionals working with victims, including on trauma awareness and prevention of secondary victimisation.
- ✓ Provide psychosocial advisory input into the design and improvement of victim support services, including shelters and referral mechanisms.
- ✓ Contribute to multidisciplinary work related to perpetrator programmes from a psychosocial and behavioural perspective.
- ✓ Contribute to assessments of victim support services from a user-centred perspective.
- ✓ Prepare short analytical or advisory notes related to psychosocial aspects of service provision.

Under Lot 3:

- ✓ Design and deliver training and mentoring programmes for women entrepreneurs and jobseekers, including on business development, employability, financial literacy and market access.
- ✓ Support the design and implementation of mentoring schemes and skills-development activities for women, including those from disadvantaged or marginalised groups;
- ✓ Advise on gender-responsive economic policies and workplace practices.
- ✓ Provide advice to private companies from a responsible business and business and human rights perspective to strengthen their contribution to women's economic empowerment and safe, inclusive workplaces.

- ✓ Contribute to policy dialogues with public institutions, financial sector actors, employers and civil society.

Under Lot 4:

- ✓ Prepare materials and deliver capacity-building activities for university legal clinics, legal professionals, and law students on victim-centred and gender-sensitive legal aid;
- ✓ Provide legal analysis and advisory support on national legislation and international standards related to violence against women and domestic violence, including the Istanbul Convention;
- ✓ Support the development or adaptation of legal training modules and practical tools, including on the digital dimension of violence against women;
- ✓ Contribute to activities aimed at strengthening access to justice and effective prosecution of violence against women and domestic violence.

Under Lot 5:

- ✓ Design and implement qualitative and/or quantitative research related to violence against women and domestic violence, in line with Council of Europe methodological standards;
- ✓ Collect, manage and analyse sex- and gender-disaggregated data.
- ✓ Develop indicators and methodologies for administrative and survey data collection.
- ✓ Conduct statistical analysis and prepare evidence-based analytical reports.

Under Lot 6:

- ✓ Develop research methodologies and tools for assessing the availability, accessibility and quality of victim support services.
- ✓ Conduct research and assessments on victim support services, including analysis and recommendations for improving service provision.
- ✓ Develop research methodologies and tools for baseline assessments of perpetrator programmes, including for sexual offenders, in line with Article 16 of the Istanbul Convention.
- ✓ Conduct baseline research to inform the design and development of perpetrator programmes, including analytical findings and practical recommendations.

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 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.

Delivery

Each deliverable has to be accompanied by the filled-out AI tool questionnaire which is appended to this document or otherwise provided at the ordering stage.

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)³

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

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 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).

- 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 or appear to be in a situation of an actual, potential or perceived conflict of interest; a conflict of interests arises where any person has a personal interest which is such as to influence, or appear to influence, the impartial and objective exercise of their responsibilities under this procedure. A personal interest includes any advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another party. If tenderers have any personal interests that are relevant to this tender procedure, **they must fully disclose these in a separate document submitted with the tender;**
- 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 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.

Eligibility criteria

The eligibility criteria determine the conditions for participating in a procurement procedure and define the essential requirements that each bidder must comply with. Bidders shall demonstrate that they fulfil the following criteria:

Eligibility criteria Lot 1	Document/s to be submitted
<u>Education</u> : University degree (1st cycle or higher) in one or more of the following fields: social sciences, psychology, sociology, education, gender studies, social work, political sciences, law, communication, or other relevant fields related to gender equality, women's rights, gender mainstreaming or violence against women.	CV
<u>Work experience</u> : At least 3 (three) years of experience in the design, facilitation, and delivery of training, roundtables or other capacity-building activities	CV
<u>Specific thematic expertise</u> : confirmed expertise in gender equality, women's rights, gender mainstreaming and/or violence against women as evidenced by the information included in the supporting documents	CV Sample of previous work in English language (which may include relevant assignments, list of trainings delivered, concept note or post-evaluation report of the training, or other similar materials)
<u>Language skills</u> : Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language (at least B2 level)	CV

Eligibility criteria Lot 2	Document/s to be submitted
<u>Education</u> : University degree (1st cycle or higher) in psychology or a closely related field, with recognised qualifications allowing the provision of psychological or psychosocial support services.	CV
<u>Work experience</u> : At least 5 (five) years of professional experience in psychological or psychosocial support related to violence against women and domestic violence.	CV
<u>Specific thematic expertise</u> : Confirmed expertise in non-clinical, trauma-informed, victim-centred and gender-sensitive psychosocial support, that might also include experience contributing to capacity-building activities and advisory work related to victim support services and treatment programme frameworks for perpetrators of sexual violence.	CV Sample of previous work in English Language (which may include relevant assignments, list of trainings delivered, concept note or post-evaluation report of the training, or other similar materials)
<u>Language skills</u> : Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language (at least B2 level).	CV

Eligibility criteria Lot 3	Document/s to be submitted
<u>Education</u> : University degree (1st cycle or higher) in economics, business administration, public policy, social sciences, gender studies, labour or legal studies or other relevant fields related to women's economic empowerment.	CV
<u>Work experience</u> : At least 3 (three) years of professional experience in one of the following areas: women's entrepreneurship support, business development services, employability and job-readiness programmes, mentoring for women jobseekers or entrepreneurs, private-sector development initiatives with a gender focus or related fields.	CV
<u>Specific thematic expertise</u> : Confirmed practical experience in designing and delivering training, or mentoring programmes on topics such as business planning, marketing and sales, financial literacy, access to finance, employability skills, career development, or enterprise growth, including for women from disadvantaged or marginalised groups. And/or: Experience in providing advisory input or technical support to public institutions, financial sector actors, employers, business associations or civil society organisations, and contributing to policy dialogue, partnership building or ecosystem-level initiatives related to women's economic empowerment.	CV and a brief description (max. two (2) pages) of at least two (2) relevant assignments carried out in the past five years, including: Name and objective of the programme/project; target group (e.g. women entrepreneurs, job-seekers, disadvantaged or marginalised women); topics covered (e.g. business planning, marketing, financial literacy, employability skills, access to finance, enterprise growth); type of support provided (training, mentoring, curriculum development, incubation, etc.); applicant's specific role and responsibilities; duration and contracting organisation
<u>Language skills</u> : Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language (at least B2 level).	CV

Eligibility criteria Lot 4	Document/s to be submitted
<u>Education</u> : University degree (1st cycle or higher) in gender studies, law or a closely related legal field.	CV
<u>Work experience</u> : At least 5 (five) years of professional experience in law, access to justice, legal aid or legal analysis related to gender equality, violence against women and domestic violence.	CV
<u>Specific thematic expertise</u> : Confirmed expertise in international and national legal standards on gender equality, violence against women and domestic violence, including (but not limited to) the Istanbul Convention, and experience in victim-centred and gender-sensitive legal aid and capacity-building.	CV and Sample of previous work in English Language (which may include concept note or post-evaluation report of the training, brief description of study conducted or other similar materials)
<u>Language skills</u> : Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language (at least B2 level).	CV

Eligibility criteria Lot 5	Document/s to be submitted
<u>Education</u> : University degree (1st cycle or higher) in social sciences, sociology, psychology, public policy, statistics, economics or other relevant research-related fields.	CV
<u>Work experience</u> : At least 5 (five) years of professional experience in research, data collection and analysis related to violence against women, domestic violence or victim support services.	CV
<u>Specific thematic expertise</u> : Confirmed expertise in qualitative and/or quantitative research methodologies, service mapping, data analysis and drafting of analytical reports and evidence-based recommendations in the field of violence against women and domestic violence.	CV and Samples of previous work in Georgian and/or in English (which may include: Sample research tools, such as survey questionnaires, interview or focus-group discussion guides, or service-mapping templates used in VAW/DV-related assessments; and/or Excerpts from analytical or assessment reports (or executive summaries) demonstrating data analysis and formulation of evidence-based findings and recommendations in the field of violence against women and domestic violence; and/or Brief description of a recent research assignment, including methodology applied, target groups, and type of analysis conducted.)
<u>Language skills</u> : Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language (at least B2 level).	CV

Eligibility criteria Lot 6	Document/s to be submitted
<u>Education</u> : University degree (1st cycle or higher) in law, social sciences, psychology, gender studies, public policy, sociology, statistics, or other relevant research- or social service-related fields.	CV
<u>Work experience</u> : At least 5 (five) years of professional experience in research, assessments, or analytical work related to violence against women	CV

and domestic violence, specifically focusing on victim support services and/or perpetrator intervention programmes.	
<u>Specific thematic expertise:</u> Confirmed expertise in qualitative and/or quantitative research methodologies, service mapping, needs and baseline assessments, data analysis, and drafting analytical reports and evidence-based recommendations in the field of violence against women and domestic violence, including interventions aimed at perpetrators.	CV and Samples of previous work (which may include: Sample assessment or service-mapping tools used to analyse victim support services (e.g. shelters, crisis centres, social services, referral mechanisms) and/or perpetrator intervention programmes (e.g. intake assessment tools, risk assessment frameworks, programme monitoring tools); and/or Excerpts from analytical or evaluation reports assessing the availability, accessibility, quality or effectiveness of victim support services and/or perpetrator programmes, including findings and recommendations; and/or Brief description of a recent assignment focused on victim support services or perpetrator programmes, outlining objectives, methodology, institutions involved, and key analytical outputs.)
<u>Language skills:</u> Excellent knowledge of the Georgian language (oral and written) and good working knowledge of the English language (at least B2 level).	CV

The above eligibility criteria will be assessed **on the basis of the documents listed in the table and, where relevant, on the basis of other supporting documents** listed in Section G.

For legal persons only: legal persons are requested to include in their bids the profiles of **a maximum of 8** natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors. **Each natural person included in the bid will be assessed against the above eligibility criteria.** The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles met the eligibility criteria.⁴

For consortia only: each consortium member **will be assessed against the eligibility criteria above.** Consortium members who are legal persons are requested to provide the profiles of a maximum of 12 natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors.

Each natural person included in the bid submitted by a consortium – whether as an individual consortium member or as a natural person attached to a legal person – will be assessed against the above eligibility criteria. The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles meet the eligibility criteria.⁵ For a consortium to be validly constituted, at least two consortium members must satisfy the eligibility criteria.

⁴ If awarded a contract, legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, the legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

⁵ If awarded a contract, consortium members who are legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, consortium members who are legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

Award criteria

The award criteria aim at assessing the quality of a bid in order to **identify the bid/s offering the best value for money**. Eligible bids will be assessed against the following award criteria:

Award criteria	Document/s to be submitted
Quality of the offer (80 points), including: ○ Relevant educational, professional and thematic expertise in the area described in each lot. (30 points) ○ Experience in the relevant type of activity/deliverable especially for international organisations (20 points) ○ Quality and relevance of samples of previous work submitted (30 points). ○	CV Samples of previous work where applicable
Financial offer (20 points)	Completed and signed Act of Engagement

The above award criteria will be assessed based on the bidder's capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

Additional rules applicable to the submission and assessment of the bids

The bidders' attention is drawn to the following additional rules governing the assessment of the bids:

- The Council reserves the right to hold interviews with prima facie eligible tenderers;
- Unless expressly provided otherwise in the tender documents, a bidder may not submit more than one bid for the same procurement procedure. Bidding for more than one lot – where a contract is divided into lots – is allowed;
- In the same procurement procedure, natural person may not submit a bid on his/her own behalf and, at the same time, be included in a bid submitted by a legal person or a consortium. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the natural person from the procurement procedure;
- In the same procurement procedure, a legal person may not submit a bid and, at the same time, be a member of a consortium also bidding under the same procurement procedure. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the legal person from the procurement procedure.

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

- **One** completed and signed copy of the Act of Engagement;⁶
- 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;
- Registration documents, for legal persons only;
- When relevant, a document disclosing the provider's personal interests that are relevant for this procedure, in compliance with the instructions laid down above under the 'Exclusion Criteria' above (Section 'Assessment');
- All other documents listed above, under Section E, necessary for the assessment of the bid under the eligibility and award criteria

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.

⁶ 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.

Documents may be submitted via file sharing services such as WeTransfer, Dropbox, OneDrive, etc.). In this case, the link must mandatorily remain active for at least 30 days after the deadline for the submission of the bids. Failure to ensure this may lead to the bid being excluded from the procurement procedure.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read.

*** * ***