GUIDELINES FOR APPLICANTS and FREQUENTLY ASKED QUESTIONS

Purchase of Thematic Consultancy Services on Veteran's politics

Reference: Tender – 9316/2026/227

Deadline: 24 November 2026, 16:00 (Kyiv time)

1. Scope and Purpose of the Tender

#	Question	Answer
1.	**What expertise is the Council of Europe looking for?**	Consultancy services in veterans' policies, including the development of local and inter-municipal veteran policies, strategic planning, stakeholder engagement and capacity-building in veteran affairs.
2.	**What are the two lots?**	Lot 1: Consultancy services for the development of veteran policies. Lot 2: Capacity-building activities in the field of veteran affairs.
3.	**How many providers may be selected?**	Up to six providers in total: a maximum of three under Lot 1 and three under Lot 2, provided sufficient tenders meet the criteria.
4.	**Can I apply for more than one lot?**	Yes. Tenderers may apply for one or both lots by ticking the corresponding box(es) in Section A of the Act of Engagement.
5.	**What work may be requested under each lot?**	Lot 1 may include needs assessments, consultations, policy and strategy development, inter-municipal cooperation, project development, monitoring and facilitation. Lot 2 may include training, institutional capacity development, peer learning, practical tools, mentoring and project development skills.

2. Eligibility and Evaluation

#	Question	Answer
6.	**Who may submit a tender?**	Natural persons, legal persons and consortia of natural and/or legal persons may apply.
7.	**What are the eligibility requirements?**	A Master's Degree (or equivalent) in political science, public administration or management; experience in military affairs is welcome. At least three years of experience in veterans' politics and demonstrated expertise in veterans' politics and strategic development are required.

8.	**How will eligible bids be evaluated?**	Quality of the offer: 75 points (knowledge, expertise and practical experience in veterans' politics: 40; specific skills, capacities and quality of work samples: 35). Financial offer: 25 points.

3. Submitting Your Application

#	Question	Answer
9.	**What documents must I submit?**	A completed and signed Act of Engagement; a detailed CV in English for each proposed natural person; at least three previous work samples (English or Ukrainian) from each person allocated to the contract; registration documents for legal persons and private entrepreneurs (Ukrainian copy with an English summary translation); and a list of owners and executive officers for legal persons.
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.	**Is an AI tool questionnaire required?**	Yes. Each deliverable must be accompanied by a completed AI tool questionnaire, as stated in Section D (Delivery) of the Tender File.
13.	**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 – 9316/2026/227