

GUIDELINES FOR APPLICANTS and FREQUENTLY ASKED QUESTIONS

PURCHASE OF FACILITATION, MODERATION AND EXPERT CONSULTANCY SERVICES IN SUPPORT OF LOCAL GOVERNANCE AND COMMUNITY RECOVERY IN UKRAINE

Reference: Tender – 9316/2026/175

Deadline: 27 May 2026, 14:00 Kyiv time

1. Scope and Purpose of the Tender

#	Question	Answer
1.	What type of experts is the Council of Europe looking for?	Individual consultants and organisations on expertise in areas such as local democracy, human rights, good governance, community recovery, public finance, cultural heritage and anti-corruption.
2.	Who will benefit from the work?	The assignments may involve co-operation with local and regional authorities, associations of local authorities, civil society organisations, national institutions, international partners and other stakeholders engaged in democratic governance and recovery processes in Ukraine.

2. Lots and Types of Activities

#	Question	Answer
3.	What does Lot 1 involve?	Facilitating and moderating events such as workshops, roundtables and consultations on local democracy, human rights, inclusive and accountable government, including preparing agendas, summaries and outcome notes.
4.	What does Lot 2 involve?	Expert consultancy, analysis and training on topics such as community recovery, public ethics, local finance, anti-corruption, cultural heritage and other relevant areas, including policy recommendations.
5.	Can I apply for both lots?	Yes, as long as you demonstrate relevant expertise for each lot you apply to.

3. Who Can Apply

#	Question	Answer
6.	What are the eligibility requirements?	Applicants must hold a university degree (2nd cycle or higher) in law, political science, social sciences, international relations or a related field, and have at least 5 years of experience in facilitation, moderation, training, research or expert support in areas such as local democracy, governance or human rights.
7.	What language skills are needed?	At least B2-level English (CEFR) and fluency in Ukrainian.
8.	How will applications be evaluated?	Applications are scored on four criteria: thematic knowledge and experience in areas relevant to your chosen lot, including familiarity with Ukraine's local self-government system (30 points); facilitation, communication and advisory skills (20 points); writing, analysis and reporting skills (20 points); and financial offer (30 points).

4. Submitting Your Application

#	Question	Answer
9.	What documents must I submit?	A completed and signed Act of Engagement; a detailed CV (preferably in Europass format); at least three examples of past work relevant to your chosen lot; and, for legal entities, registration documents in Ukrainian with a summary translation in English.
10.	Can I send large files via a sharing link?	Yes. Documents may be submitted via file-sharing services such as Google Drive, 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.

5. Deliverables, Assignments and Selection

#	Question	Answer
11.	How are assignments given out?	Selected providers join a pre-approved pool. Work is offered through Order Forms as needs arise, based on expertise, availability and price. There is no guaranteed minimum number of assignments.
12.	Do I need to submit work samples?	Yes, at least three examples of past work relevant to your chosen lot (e.g. facilitation reports, analytical papers or training materials) in Ukrainian or English.

All questions must be submitted in English at least 2 working days before the deadline to: congress.ukraine@coe.int with subject: Questions – 9316/2026/175