



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN THE AREAS OF PREVENTING AND COMBATING TRAFFICKING IN HUMAN BEINGS AND PROJECT EVALUATION

2019A069

Object of the procurement procedure ►	Provision of consultancy services in the area of preventing and combating trafficking in human beings in Bosnia and Herzegovina, North Macedonia and Serbia
Project ►	EU/CoE joint programme Horizontal Facility for the Western Balkans and Turkey (Horizontal Facility)
Organisation and buying entity ►	Council of Europe Directorate of Human Dignity, Equality and Governance Action against Trafficking in Human Beings EU/CoE Horizontal Facility actions on Preventing and Combating Trafficking in Human Beings in Bosnia and Herzegovina, North Macedonia and Serbia
Type of contract ►	Framework Contract
Duration ►	Until 31 December 2020 (Renewable for further terms of one year, up to maximum total duration of five years)
Expected starting date ►	01 November 2019
Tender Notice Issuance date ►	09 September 2019
Deadline for tendering ►	04 October 2019

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.

- **The TENDER RULES**..... 9

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 OF CONSULTANCY SERVICES IN THE AREAS OF PREVENTING AND COMBATING TRAFFICKING IN HUMAN BEINGS AND PROJECT EVALUATION 2019AO69

A. BACKGROUND

The Council of Europe (hereafter referred to as "CoE") and the European Commission signed a co-operation agreement, called Horizontal Facility for the Western Balkans and Turkey Programme (phase II), which aims at assisting beneficiaries in South-East Europe to comply with the Council of Europe standards and European Union *acquis* in the framework of the enlargement process. In this connection, the CoE is implementing three projects on "Preventing and Combating Trafficking in Human Beings" in Bosnia and Herzegovina, North Macedonia and Serbia (hereafter referred to as the "projects" or "actions"). The actions seek to enhance the protection of rights of trafficking victims by assisting the respective beneficiary institutions to follow up on the recommendations of the Council of Europe Group of Experts on Action against Trafficking in Human Beings (hereafter referred to as "GRETA"). The actions in all three countries focus on the following common areas of intervention:

- i) improved anti-trafficking responses and victim protection measures through capacity-building of key stakeholders, including legal professionals, media representatives/journalists and health care professionals
- ii) improved detection and identification of, and assistance to, victims of human trafficking for the purpose of labour exploitation
- iii) improved detection and identification of, and assistance to, child victims of human trafficking and improved anti-trafficking responses through capacity-building of education professionals

In addition to the above, the action on Preventing and Combating Trafficking in Human Beings in North Macedonia will focus on access to compensation for victims of human trafficking as well.

The duration of the three actions is foreseen from 24 May 2019 to 23 May 2022.

The main partners of the actions are: the National Co-ordinators for Combating Trafficking in Human Beings, the respective national institutions and governmental bodies involved in preventing and combating trafficking in human beings at all levels, including the specific structures within the ministries of internal affairs, labour and social affairs, education, health, the Labour Inspectorates at national and operational level as well as civil society organisations, lawyers, media and business sector representatives and other relevant anti-trafficking stakeholders in the three countries.

The Council of Europe is looking for Provider(s) per indicated lot below (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with the particular expertise specified below.

This Contract is currently estimated to cover up 80 activities, to be held by 23 May 2022. 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.

Projects that can refer to this roster include but are not limited to: Horizontal Facility action on Preventing and Combating Trafficking in Human Beings in Bosnia and Herzegovina (BH4677), Preventing and Combating Trafficking in Human Beings in North Macedonia (BH 4682) and Preventing and Combating Trafficking in Human Beings in Serbia (BH 4680).

For information purposes only, the total budget of the three projects amounts to 2.165.000 Euros and the total amount of the object of present tender should in principle not exceed 90,000 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.

B. SCOPE OF THE FRAMEWORK CONTRACT

The CoE is looking for Provider(s) per area of expertise outlined below in order to support primarily the implementation of the Horizontal Facility actions on Preventing and Combating Trafficking in Human Beings in Bosnia and Herzegovina, North Macedonia and Serbia. Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide consultancy services throughout the implementation process as described under each of following thematic LOTs:

Lot 1: Expert advice and capacity building to prevent and combat trafficking in human beings for the purpose of labour exploitation	<p>Consultancy services in the following areas:</p> <p>detection, identification, referral of, and/or assistance to the victims of human trafficking and capacity building including training of the relevant key actors, in particular labour and other relevant inspectors, trade union members, private sector entities etc.</p>
Lot 2: Expert advice and capacity building to prevent and combat trafficking in children	<p>Consultancy services in the following areas:</p> <p>detection, identification, referral of, and/or assistance to child victims of trafficking and capacity building including training of relevant actors, such as education professionals etc.</p>
Lot 3: Expert advice and capacity building of legal professionals to prevent and combat trafficking in human beings	<p>Consultancy services in the following areas:</p> <p>prevention, investigation, prosecution, adjudicating of cases concerning trafficking in human beings, provision of legal assistance to victims of human trafficking, substantive and procedural law, protective measures and capacity building including training of judges, prosecutors and lawyers.</p>
Lot 4: Expert advice and capacity building of health and social care professionals to prevent and combat trafficking in human beings	<p>Consultancy services in the following areas:</p> <p>detection, identification, referral of and/or assistance to victims of trafficking in public or private health institutions, including primary assistance, specialised assistance (e.g. gynaecology, emergency unit etc.) and capacity building including training of health care professionals, social workers and other front line professionals;</p> <p>provision of psychosocial assistance and psychological support and capacity building including training of health care professionals, social workers and other front line professionals.</p>
Lot 5: Expert advice and capacity building for media and communication professionals on ethical and fact-based reporting on trafficking in human beings	<p>Consultancy services in the following areas:</p> <p>ethical reporting on trafficking in human beings - producing fact-based media/news reporting on human rights issues in a fair, balanced, ethical and gender-sensitive manner and capacity building including training to media representatives, journalists, spokespersons of relevant institutions etc.</p>
Lot 6: Expert advice and capacity building of national stakeholders on access to compensation for victims of human trafficking	<p>Consultancy services in the following area:</p> <p>state compensation scheme, compensation claims in criminal and civil proceedings, protection and rights of trafficking victims during investigation and in-court proceedings, conducting financial investigation, confiscation and freezing of assets and in any other related field and capacity building including training of judges, prosecutors, lawyers, law enforcement officers, civil society organisations etc.</p>
Lot 7: Gender mainstreaming in anti-trafficking responses	<p>Consultancy services in the following areas:</p> <p>integrating gender perspective and promoting gender equality in anti-trafficking actions/responses.</p>
Lot 8: Evaluation	<p>Consultancy services in the following areas:</p>

	project and activity based evaluation
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The Council will select, through this procedure, a maximum of number of Service Providers for each lot, as listed below, provided enough offers meet the criteria:

Lot 1	Up to 10 Providers
Lot 2	Up to 10 Providers
Lot 3	Up to 10 Providers
Lot 4	Up to 10 Providers
Lot 5	Up to 10 Providers
Lot 6	Up to 10 Providers
Lot 7	Up to 6 Providers
Lot 8	Up to 4 Providers

Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

Tenderers may tender for one, several or all lot(s).

The indicative list of expected deliverables under the above-mentioned lots (not exhaustive) is as follows:

Conduct research, make analysis and draft reports, including but not limited to the following:

- analysis of specific laws with a view to indentifying gaps;
- review of policy documents;
- research on new trends in trafficking in human beings;
- analysis of relevant case-law;
- gender analysis and impact assessment.

Prepare training modules and methodological tools/materials to professionals and institutions, including but not limited to the following:

- developing guidelines, training curricula, standard operative procedures, upgrading existing tools;
- producing training materials based on the participants' needs analysis.

Provide institutional capacity building, including but not limited to the following:

- technical trainings/workshops/round tables or training of trainers for different professional groups (e.g. labour inspectors, law enforcement officials, legal professionals, representatives of private sector, trade unions, recruitment agencies, civil society organisations, social workers, education professionals, health care professionals and media representatives).

Carrying out project and activity based evaluation, including

- gender analysis and gender impact assessment;
- analysis of relevant documents (actions' description, workplan), reviewof the log frames, result matrix, and indicators - including gender sensitive indicators;
- mid-term and final assessments of results and drafting of evaluation recommendations to improve the project design and implementation.

Lot 8:

Carrying out project and activity based evaluation, including

- gender analysis and gender impact assessment;
- analysis of relevant actions' documents (actions' description, workplan), reviewof the log frames, result matrix, and indicators - including gender sensitive indicators;
- mid-term and final assessments of results and drafting of 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.

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 (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 the lot or lots they apply for** (see Section A of the Act of Engagement) and **their unit fees, in a form of daily rate, per lot or lots**, 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 2 (two) 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 quote¹ (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 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

¹ 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.

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)²

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 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

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

Lots 1, 2, 3, 6 and 7:

- University degree in the relevant field (Law, Public Policy, Political Science, Social Sciences, Social Work or any related field);
- At least 5 (five) years of professional experience in the area of interest at national and/or international level;
- Excellent oral and written knowledge of English language.

Lot 4:

- University degree in the relevant field (Psychology, Psychiatry, Medicine, Public Policy, Social Sciences, Social Work, Security or any related field)
- At least 5 (five) years of professional experience in the area of interest at national and/or international level;
- At least 5 years of experience in working with victims of human trafficking especially in providing trauma-focused care/services and tailoring interventions for daily care in different type of transitional/emergency housing facilities
- Excellent oral and written knowledge of English language;

Lot 5:

- University degree in the relevant field (Law, Public Policy, Political Science, Social Sciences, Communication, Journalism or any related field);
- At least 5 (five) years of professional experience in the area of communication, journalism or reporting at national and/or international level;
- Excellent oral and written knowledge of English language;

Lot 8:

- University degree in the relevant field (Law, Public Policy, Political Science, Social Sciences, Statistics, Social Work or any other related field)
- At least 5 (five) years of professional experience in the area of project evaluation at national and/or international level;
- Excellent oral and written knowledge of English language;

² 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;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer.

Award criteria for all lots:

- Quality of the offer (90%), including:
 - Thematic expertise and relevance of experience of the tenderer, including the knowledge of the standards and recommendations of the CoE in the areas covered by this call;
 - Experience in working with international organisations and the knowledge of international standards in the field of anti-trafficking;
 - Knowledge of the regional context in the anti-trafficking field, as well as of local languages can be an advantage.
- Financial offer (10%).

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

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- **2 Two** completed and signed copies of the Act of Engagement;³
- A list of all owners and executive officers, for legal persons only;
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
- Registration documents of legal persons accompanied by a list of all potential providers representing the legal person,;
- Detailed **CV(s)**, clearly demonstrating that the tenderer fulfils the eligibility criteria (3 pages maximum) In the case of legal persons, the CV of all persons who will be designated to execute the contract must be provided;
- A **Motivation letter** describing how the tenderer meets the eligibility criteria above and demonstrating the tenderer's understanding of the CoE standards (2 pages maximum);
- A sample of an English text recently drafted by the tenderer, preferably in a form of references/links to publications, analyses, reports, assessments, studies, etc. relevant to the experience the tenderer claims (in English) (please note that this document is to be provided for tenderer applying for all lots save for the lot 4)
- **Three referees' contact details** (please indicate only the name, surname, position/occupation, e-mail and/or phone number – the CoE reserves the right to contact the references during the selection procedure).

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.

* * *

³ 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 CONSULTANCY SERVICES IN THE AREAS OF PREVENTING AND COMBATING TRAFFICKING IN HUMAN BEINGS AND PROJECT EVALUATION 2019AO69

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

Directorate of Human Dignity, Equality and Governance
Action against Trafficking in Human Beings (GRETA) - EU/CoE
Horizontal Facility action on Preventing and Combating Trafficking
in Human Beings in Bosnia and Herzegovina, North Macedonia
and Serbia
COUNCIL OF EUROPE
F-67075 Strasbourg Cedex

1.2 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.⁴

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 legal person except consortia.

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, and shall be exclusively sent to the following address:

HFactions.Trafficking@coe.int

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

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. 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 CONSULTANCY SERVICES IN
THE AREAS OF PREVENTING AND COMBATING
TRAFFICKING IN HUMAN BEINGS AND PROJECT
EVALUATION
2019AO69
B.P. 7
F – 67075 STRASBOURG Cedex. FRANCE**

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.
- Tenders submitted to another postal address will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 04 October 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.

ARTICLE 11 – NEGOTIATIONS

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

* * *

⁴ Available on the website of the Council of Europe Treaty Office:
www.conventions.coe.int

FINAL CHECK LIST

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

- **Two** completed and signed copies of the Act of Engagement;
- A list of all owners and executive officers, for legal persons only;
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
- Registration documents of civil society organisations (CSOs) accompanied by a list of all potential providers representing the CSO with their respective CVs, preferably in Europass format, demonstrating clearly that each provider fulfils the eligibility criteria;
- Detailed **CV(s)**, clearly demonstrating that the tenderer fulfils the eligibility criteria (3 pages maximum);
- A **Motivation letter** describing how the tenderer meets the eligibility criteria above and demonstrating the tenderer's understanding of the CoE standards (2 pages maximum);
- A sample of an English text recently drafted by the tenderer, preferably in a form of references/links to publications, analyses, reports, assessments, studies, etc. relevant to the experience the tenderer claims (in English) (please note that this document is to be provided for tenderer applying for all lots save for the lot 4)
- **3 (three) referees' contact details** (please indicate only the name, surname, position/occupation, e-mail and/or phone number – the CoE reserves the right to contact the referees during the selection procedure).

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. 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 CONSULTANCY SERVICES IN THE
AREAS OF PREVENTING AND COMBATING TRAFFICKING IN
HUMAN BEINGS AND PROJECT EVALUATION**
2019AO69
B.P. 7
F – 67075 STRASBOURG Cedex, **FRANCE**

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.
- Do not send a copy of your tender to the buyer entity. Tenders submitted to any other postal address than the one indicated above will be excluded from the procedure.

The deadline for the submission of tenders is 04 October 2019 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.