

## Information Note on the Procurement of Consultants for Decentralised Evaluations

Following the adoption of the [new Evaluation Policy](#) and the revision of the [Evaluation Guidelines](#), the DIO has developed a new quality assurance framework which foresees provision of support to MAEs in selecting consultants for decentralised evaluations.

The DIO has established an organisation-wide pool of evaluation experts through a Framework Contract valid until 30 June 2026 (Contract No. 2021/FC/01) which replaces all previous framework contracts concerning evaluation-related services.

The DIO's pool of evaluation experts is comprised of consultants with both thematic and geographic expertise relevant for the work of the Council of Europe.

MAEs are requested to follow the steps below when calling up an evaluation consultant:

1. Send a draft evaluation ToR to the Evaluation division of the DIO ([dio.evaluation@coe.int](mailto:dio.evaluation@coe.int) or MSA 9400) for a quality check, indicating required qualifications of the consultant, including thematic and geographic expertise, minimum years of experience and a timeline and budget for the evaluation.
2. The DIO will send back a proposal of a minimum of three evaluation consultants, according to the qualifications listed in the ToR, including their CVs. In case none of the proposed consultants are available, the DIO will propose further consultants from the pool.
3. To call upon a consultant from the DIO's initial selection, share the evaluation ToR with the Service Provider and inquire on the consultant's availability for the assignment (please do not directly contact consultants who may be included within the Service Provider's offer). In case of confirmed availability, the Service Provider should prepare a methodological brief – outlining the proposed methodology – and a workplan.
4. **Please contact one service provider at a time.** Only if the provider you have consulted first is not available or the methodology/workplan proposed are not satisfactory, you may contact another one from the list provided by the DIO.
5. If the proposed methodology and workplan meet your needs, inform DIO of your choice and DIO will provide the signed Act of Engagement. Upon receipt, follow the usual CoE procurement procedure (creation of supplier in FIMS, VAT exemption etc.) in view of the issuing of an Order Form.
6. Prepare the Order Form ([DLAPIL website](#)) and fill in the [Note for File](#) on the selection of the Service Provider and send to your CCM for approval (cc. [dio.evaluation@coe.int](mailto:dio.evaluation@coe.int)).
7. Once the Purchase Order number has been approved in the system, send the Order Form to the consultant for signature (cc. [dio.evaluation@coe.int](mailto:dio.evaluation@coe.int)).

The final decision on the selection of the consultant remains with the MAE. If you do not wish to select any of the experts proposed by the DIO, please inform us providing a short explanation of the reason, and a proposal for an alternative consultant including their CV.

This will allow the DIO to assess whether:

- the selected consultants are qualified to carry out the evaluation in question;
- there is sufficient overall variety of evaluation consultants contracted by CoE;
- there is no potential conflict of interest.

Staff are required to systematically apply the principle of impartiality when selecting consultants. Consultants should not have been previously engaged, formally or informally, in the programme activity they are evaluating nor expect to be so in the near future.

The DIO aims to respond to any request **within 10 working days** or sooner.