

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)



Purchase of international consultancy services in frame of the project 'Developing a Drug Prevention Network for Parents and Professionals in Georgia'

The Council of Europe is currently implementing the project '[Developing a Drug Prevention Network for Parents and Professionals in Georgia](#)'. The project will run until 31 December 2023. In that context, Council of Europe Office in Georgia is looking for Provider(s) for the provision of international consultancy services to be requested by the Council 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 €5,000 for intellectual services) and €55,000 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 120 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 consortia of legal and/or natural persons.

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 for International Consultancy Services on Drug Prevention in Georgia.** 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 and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions and clarifications: International Consultancy on Drug Prevention.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2023
Deadline for submission of tenders/offers ▶	7 November 2022
Email for submission of tenders/offers ▶	Kristine.garashvili@coe.int
Email for questions ▶	Kristine.garashvili@coe.int
Expected starting date of execution ▶	28 November 2022

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](#).

B. EXPECTED DELIVERABLES

Background of the Project

Pompidou Group of the Council of Europe is currently implementing a Project [‘Developing a Drug Prevention Network for Parents and Professionals in Georgia’](#). The project aims to contribute to the reduction of drug use prevalence, associated risk factors as well as mitigating trauma, mental health and crisis related to drug addiction and substance abuse related issues. In this respect, assistance is provided in the design and implementation of prevention interventions and building capacities among relevant professions (education, health, social care, etc.). The project is providing expertise and technical support to Georgian authorities for translating Georgia’s first Drug Prevention Strategy (2021-2026) into concrete actions and introducing evidence-based methods and targeted programmes of prevention. As the international drug policy platform of the Council of Europe, which Georgia joined in May 2020, the Pompidou Group is in the unique position to share a wide range of experiences with Georgian professionals and provide advice in aligning drug policies and practices with international human rights standards.

The project activities will follow a two-pronged approach:

- (1) to prevent or delay the onset of drug use, and
- (2) target vulnerable children and families who have already initiated drug use.

These interventions must specifically address the contextual risk factors that include socio-economic circumstances, mental health problems or contact with the criminal justice system. To complement the professional interventions, the project also puts an emphasis on mobilising human potential and social capital to promote and initiate self-help as a key component of any intervention mix. All these elements contained in the project form a comprehensive prevention network that leads to local readiness and resilience for action with interactive, user-friendly material and a pool of trained professionals.

Expected results/outcomes:

- Evidence-based preventive interventions targeting children, adolescents and their parents are introduced and increasingly used
- Psychosocial and mental health effects of trauma and crisis situations on vulnerable groups of population are mitigated

The Council of Europe is looking for a maximum of *number of 20* Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on drug and other substance abuse prevention as well as general addiction studies.

This Contract is currently estimated to cover up to 16 activities to be held by 31 December 2023. 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 360 000 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: Development of the capacity building and trainings for municipal/local self-government representatives and frontline levels on drug prevention and drug prevalence related risk factors.	6

Lot 2: Assessment and design of programmes and delivery of Training of Trainers in drug prevention and drug prevalence risk related behaviours in line with international and European standards and best practices for professionals working in community, penitentiary and probation systems.	8
Lot 3: Design and creation of Standard Operational Procedures (roadmaps, guidelines, instructions) and delivery of Training of Trainers in drug prevention and drug prevalence risk related behaviours for professionals working with children and adolescents in the probation and penitentiary systems.	6

Lot 1 concerns development of the capacity building and trainings for municipal/local self-government representatives and frontline levels on drug prevention and drug prevalence related risk factors; Including ability to conduct preliminary drug prevention field assessment, designing, piloting drug prevention programme at schools (universal, selective and indicative prevention) in line with evidence-based drug prevention international and European standards and best practices, including but not limited to:

- Preparation and expert mission (assessment) to develop workshop programme for representatives of local self-government and school directors in Georgia.
- Deliver awareness seminars on drug prevention for representatives of local self-government and school directors to develop intersectoral cooperation and improve their understanding, role and capacity in drug prevention field.
- Design and pilot prevention programme in municipalities.
- Assessment and presentation of the piloted drug prevention programme and its results to partners and stakeholders.

Lot 2 concerns assessment and design of programmes and delivery of Training of Trainers in drug prevention and drug prevalence risk related behaviours for professionals experienced in working in community, penitentiary and probation levels in line with international and European standards and best practices, including but not limited to:

- Assessment and design of universal positive parenting skills programme developed by the Special Penitentiary Service of Georgia.
- Design of training content and delivery of training of trainers programme for professionals (psychologists and social workers) working with parents at community, penitentiary and probation systems.

Lot 3 concerns the design and development of Standard Operational Procedures (roadmaps, guidelines, instructions) and delivery of Training of Trainers in drug prevention and drug prevalence risk related behaviours for professionals working with children and adolescents in the probation and penitentiary systems (including the Referral Centre) in line with international and European standards and best practices, including but not limited to:

- Development of referral guideline/roadmap for specialists for children age of 7-8 using drugs and other psychoactive substances and Training of Trainers programme.
- Development of referral instruction/guideline for specialists engaged with parents whose children have psychosocial and mental health effects and are placed in penitentiary/probation system.
- Training of Trainers (psychologists and social workers) in drug prevention and mental health, trauma related issues at the Referral Centre of the Probation Agency.
- Development of guidelines for professionals working with adolescents of age 14-18 having mental health and other risk factors at the Special Penitentiary Service.
- Development of programme activities/practical exercises for parents and adolescents to reduce trauma and mental health related problems within prisons.

- Peer to peer Training for professionals on trauma, mental health and crisis management situations working with adolescents in the probation and penitentiary systems.

The Council will select the abovementioned number of Provider(s) 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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section E below), is equivalent to or higher than 3.0 will be selected under each Lot.

Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers, depending on their sphere of expertise, may be asked to provide the following deliverables within Lots 1-3:

- Drafting analytical reports on drug prevention and mental health related trauma as well as risk behaviours (including assessment reports, gap analysis, policy recommendations, standard operational procedures such as roadmaps, guidelines, instructions, etc.)
- Participation and contribution through expertise to the working group meetings, workshops, consultation and advice meetings with national stakeholders and partner, including through moderating/facilitating discussions, delivering presentations and peer to peer sessions; These includes both expert missions in country as well as visits to the regions of Georgia and face to face engagement.
- Preparing training of trainers modules and other related training resource materials.
- Conducting training of trainers/workshops/seminars, peer to peer sessions and other related events, including through moderating/facilitating discussions/mentoring/training of relevant professionals working in the field of drug and psychoactive substance prevention and delivering presentations, contributing to development of the concepts of the events and agendas together with the project team in Georgia.
- Developing methodologies, strategies and conducting needs assessments on specific institutional aspects related to the topic of the lot(s);
- Other deliverables related to the topics above and as requested by the Council of Europe.

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 based on 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 3 (three) 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.

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.

- 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 retired Council of Europe staff members or are staff members having benefitted from an early departure scheme.

Eligibility criteria

- University degree in Psychology, Addiction Studies, Psychiatry or other related fields. Master's degree or PHD will be considered as an asset.
- A minimum of 5 years of experience on providing expertise in the field of drug and psychoactive substance abuse prevention field, including clinical and/or academic practice.
- Working experience with public authorities at all levels and/or civil society organisations on strategic and policy planning, monitoring and evaluation.
- At least 3 years of experience with working range of professionals in the field of prevention such as psychologists, social workers, school directors, teachers and parents.
- Basic understanding of Georgia's drug policy scene and issues in drug policy would be considered as an asset.
- Advanced knowledge of relevant International and European standards in the field of drug policy, drug prevention and human rights.
- At least 2 years international experience in international projects or programmes implemented in Eastern Europe, South Caucasus or Central Asia would be considered as an asset.
- Demonstrated analytical, research and reporting skills.
- Demonstrated ability to work in international and multi-cultural environments.
- Excellent oral and written English language proficiency equivalent to at least the C1 level of CEFR.

Award criteria

- Quality of the offer (70%), that means relevance of the level of thematic knowledge, expertise and experience of the tenderer in the areas covered by specific Lots, including previous assignments in the framework of international cooperation projects and work experience with Georgian public authorities.
- Financial offer (30%).

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 PROVIDE IN PDF FORMAT

- H. **A completed, signed and scanned copy of the Act of Engagement⁴** (See attached).
- I. A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria.
- J. Registration documents, for **legal persons** only.
- K. 3 (three) referees' contact details.
- L. At least two samples of previous work relevant to the lot(s) for which the tenderer is applying. For legal persons, a sample of previous work of each proposed expert is to be provided.
- M. Motivation letter (up to 1 page), which proves that tenderer fulfills the eligibility criteria and has experience that matches the areas mentioned in the relevant LOTs.

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.

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⁴ 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.