

# International call for tenders for the provision of international consultancy services in the field of human rights protection and National Human Rights Institutions

**2023/AO/63**

Deadline for submission of tenders/offers – 30 July 2023

## Questions & Answers

**As of 24 July 2023**

**Question 1:** Do I have to include the referees' home/work address in the info?

**Answer:** You can indicate the current position of the referee's person, e-mail and telephone number as well as the city and the country of living.

**Question 2:** I would like to be sure that [dgi-coordination@coe.int](mailto:dgi-coordination@coe.int) is the email address to send my application for this project and if I should put something specific in the subject of the email.

**Answer:** Your application should be sent exclusively to the address [cdm@coe.int](mailto:cdm@coe.int). All applications sent to a different address (even in CC) will be excluded from the procedure. In the subject of the email should be clarified the following reference: 2023AO63.

**Question 3:** I would like to know if the links for the writing samples in English could be included in the letter for better localisation instead of in the CV, as indicated in the project instructions.

**Answer:** The Tender file advises that a concise CV should include active links to at least 3 examples of their recent deliverables in English of similar nature as stipulated by respective Lots.

**Question 4:** Could you please clarify if Legal persons should provide also documents required for natural persons such as:

- at least 3 examples of their recent deliverables in English of similar nature as stipulated by respective Lots
- contact information of 2 referees (full name, company/organisation, position, e-mail address and phone)

**Answer:** As Tender File specifies, documents to be provided are:

- **One completed and signed copy of the Act of Engagement.**<sup>1</sup>
- Registration documents, for legal persons and private entrepreneurs only;
- A concise CV that would:
  - demonstrate clearly that the tenderer fulfils the eligibility criteria
  - include brief information on accomplishment of assignments within thematic scope stipulated by respective Lots within the last 3 years (up to 3 pages maximum)
  - include active links to at least 3 examples of their recent deliverables in English of similar nature as stipulated by respective Lots
  - contact information of 2 referees (full name, company/organisation, position, e-mail address and phone)
- A list of all owners and executive officers (for legal persons only);
- Description of the proposed team (CVs of professional team members/consultants expected to work on the project within the Lot(s) applied) (for legal persons only).

**Question 5:** In the case Legal persons should provide documents also valid for natural persons, could you please clarify if these documents should refer to the company accomplishments and referees or to the accomplishments and referees of the experts involved in the proposed team?

**Answer:** For legal persons, the 3 examples of recent deliverables could be publications from professional team members/consultants expected to work on the project within the Lot(s) applied.

For legal persons, the reference(s) for proposed team members/consultants expected to work on the project should be provided.

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<sup>1</sup> 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.