

# TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / Framework Contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

## Purchase of international consultancy services for implementation of the Joint Project "Co-operation on the implementation of the Russian Federation National Action Strategy for Women (2017–2022)"

The Council of Europe is currently implementing a Project on "Co-operation on the implementation of the Russian Federation National Action Strategy for Women (2017–2022)". In that context, it is looking for Providers for the provision of intellectual services to be requested by the Council on an as needed basis.

### A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe<sup>1</sup>, 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, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms (see Section D below on ordering procedure).

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Restricted Consultation\_ Preventing and Combating VAW and POL\_INTERNATIONAL\_ Consultants.** 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: Restricted Consultation\_ Preventing and Combating VAW and POL\_INTERNATIONAL\_ Consultants**

Type of contract ▶	Framework contract
Duration ▶	Until 02 May 2020
Deadline for submission of tenders/offers ▶	<b>16 May 2019</b>
Email for submission of tenders/offers ▶	DGII.GED.Women@coe.int
Email for questions ▶	DGII.GED.Women@coe.int
Expected starting date of execution ▶	<b>20 May 2019</b>

<sup>1</sup> 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 1333 of 29 June 2011 on the procurement procedures of the Council of Europe](#).

## B. EXPECTED DELIVERABLES

### Background of the Project

The consultancy services are to be delivered in the framework of the Project "Co-operation on the implementation of the Russian Federation National Action Strategy for Women (2017–2022)".

The Project focuses on developing knowledge and skills in two areas of the Russian National Action Strategy (NASW): 1) preventing and combating violence against women [Focus Area 1] and 2) women's participation in public and political life [Focus area 2]. The project will create knowledge and increase the capacity of relevant stakeholders in order to advance women's empowerment and more effectively combat violence against women. It will assist the Russian Federation authorities to deliver on the NASW and other international commitments such as Council of Europe standards, CEDAW Convention or the UN 2030 Agenda for Sustainable Development based on 17 Sustainable Development Goals (SDGs).

Duration of the Project: 11 November 2018 – 2 May 2020.

The Project national partners are the Ministry of Labour and Social Protection of the Russian Federation, Office of the Commissioner for Human Rights of the Russian Federation and Ministry of Foreign Affairs of the Russian Federation.

The Council of Europe is looking for a maximum of 41 (forty-one) Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise in the fields: 1) preventing and combating violence against women and 2) women's participation in public and political life. This Contract is currently estimated to cover up to 8 (eight) activities to be held by 30 April 2020. 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 556,000.00 Euros and the total amount of the object of the 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.

Within the frame of the Project the below listed outputs are expected:

- Development of two researches in the fields of 1) preventing and combating violence against women and 2) women's participation in public and political life followed by respective publications.
- Development of learning and training activities in the fields of 1) preventing and combating violence against women and 2) women's participation in public and political life.
- Development of publications.
- Implementation of peer-to-peer exchanges, seminars and trainings.
- Raised awareness and increased knowledge on violence against women and women's participation in public and political life.

### Expected types of deliverables

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
<p><b>Lot 1:</b> Compiling experiences of other countries in drafting and adopting laws on preventing violence against women and domestic violence, and analysing Russian legislation, policies and practices in the field of preventing and combating violence against women and domestic violence</p>	3
<p>The listed below activity should be carried out by an international consultant,</p>	

<p>together with a national consultant:</p> <ul style="list-style-type: none"> <li>➤ Carry out comprehensive <b>research</b> in the field of preventing and combating violence against women (with a particular focus on constraints and gaps in terms of prevention, protection and prosecution of violence against women).</li> <li>➤ Participate in and contribute to project events focused on combating violence against women and domestic violence, including through moderating/facilitating discussions and/or preparing and delivering presentation(s) or materials.</li> </ul> <p>Dates to deliver preliminary research results: July 2019; final results: September 2019.</p>	
<p><b>Lot 2:</b> Providing review and analysis of the current situation of gender equality priorities and gender balance within the parties represented at the federal and regional parliaments (including non-parliamentary parties), and the related legislative framework in the field of women's political participation in Russia</p> <p>The listed below activity should be carried out by an international consultant, together with a national consultant:</p> <ul style="list-style-type: none"> <li>➤ Carry out comprehensive <b>research</b> in the field of women's participation in public and political life (with a particular focus on stocktaking of political participation of women in the Russian Federation and providing recommendations on promoting women's participation in political and public decision-making). The research shall use the 2016 Analytical Report on Balanced Participation of Women and Men in Decision Making after the third round of monitoring of Recommendation Rec (2003)3 as a reference point.</li> <li>➤ Participate in and contribute to project events focused on achieving balanced participation of women in political and public life, including through moderating/facilitating discussions and/or preparing and delivering presentation(s) or materials.</li> </ul> <p>Dates to deliver final results: mid-October 2019.</p>	3
<p><b>Lot 3:</b> Seminar on interagency cooperation-models</p> <p>The listed below activity should be carried out by international consultants, in close cooperation with each other:</p> <ul style="list-style-type: none"> <li>➤ Participate in and contribute to a <b>2-day seminar</b> on inter-agency cooperation models to prevent and combat violence against women (to be carried out in a selected region of the Russian Federation), including through moderating/facilitating discussions and/or preparing and delivering presentation(s) or materials.</li> </ul> <p>Approximate dates to deliver: January – February 2020.</p>	3
<p><b>Lot 4:</b> Conference on women's participation in public and political decision making</p> <p>The listed below activity should be carried out by international consultants, in close cooperation with each other:</p> <ul style="list-style-type: none"> <li>➤ Participate in and contribute to a <b>1,5-day seminar/conference</b> on women's participation in public and political decision making, including through moderating/facilitating discussions and/or preparing and delivering presentation(s) or materials.</li> </ul> <p>Approximate dates to deliver: October – November 2019.</p>	10
<p><b>Lot 5:</b> Media trainings</p> <p>The listed below <b>2-day activity</b> should be carried out by international consultants, in close cooperation with each other and one national consultant:</p> <ul style="list-style-type: none"> <li>➤ Develop and conduct a <b>training</b> on awareness raising on the prevention of violence against women for project partners, including journalists and media agencies;</li> <li>➤ Develop and conduct a <b>media training</b> on best media practices, voluntary and self-regulatory codes on reporting on women in public/political decision</li> </ul>	8

<p>making;</p> <ul style="list-style-type: none"> <li>➤ Contribute to developing criteria for selecting the winner of the competition for the best social advertisement dedicated to raising awareness on the prevention of violence against women;</li> <li>➤ Contribute to developing criteria for selecting the winner of the competition for the best reporting on women in public/political decision making.</li> </ul> <p>Approximate dates to deliver: June 2019.</p>	
<p><b>Lot 6:</b> Training the mentors</p> <p>The listed below activity should be carried out by international consultants, in close cooperation with each other and one national consultant:</p> <ul style="list-style-type: none"> <li>➤ Develop and conduct <b>1-day training for mentors (training-of-trainers)</b> on mentoring women leaders to foster participation of women in public and political decision making.</li> <li>➤ Develop and conduct/facilitate <b>1-day mentoring session</b> – in the world café format – for mentees by trained mentors.</li> </ul> <p>Approximate dates to deliver: July-August 2019.</p>	8
<p><b>Lot 7:</b> Publications on violence against women</p> <p>The listed below activities should be carried out by international consultants, in close cooperation with each other and one national consultant:</p> <ul style="list-style-type: none"> <li>➤ Review and adapt to the Russian context <b>publications</b> on violence against women.</li> </ul> <p>Approximate dates to deliver: throughout the project duration</p>	3
<p><b>Lot 8:</b> Publications on participation of women in political and public decision making</p> <p>The listed below activities should be carried out by international consultants, in close cooperation with each other and one national consultant:</p> <ul style="list-style-type: none"> <li>➤ Review and adapt to the Russian context <b>publications</b> on balanced participation of women and men in political and public decision making.</li> </ul> <p>Approximate dates to deliver: throughout the project duration.</p>	3

**Lots 1-2** aim at providing a comprehensive overview of existing national mechanisms, laws and practices in the two focus areas of the Project. These two researches will serve a) as a baseline of the current situation in Russia and b) as a source for future evidence-based policy making in the country. The research on Focus Area 1 will include a desk review, two fact-finding missions and a number of personal interviews. The research on Focus Area 2 will include a desk review and use of the 2016 Analytical Report on Balanced Participation of Women and Men in Decision Making after the third round of monitoring of Recommendation Rec (2003) 3 as a reference point.

**Lots 3-6** aim at increasing the knowledge of the Russian authorities responsible for the implementation of the NASW. They also aim at promoting exchange of know-how and promising experiences in the two focus areas of the Project between Russian and European stakeholders through two different types of activities, namely seminars and trainings. The consultants – depending on the scope, aims and duration of the given activity – will have to prepare and carry out lectures, presentations, case-studies, round tables, debates and other learning exercises.

**Lots 7-8** aim at preparing and adapting existing publications on violence against women and achieving balanced participation of women and men in political and public decision-making.

**Lots 1-8:** the consultants may be asked to undertake missions to provide the expected deliverables. Costs of the missions will be borne by the Project.

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).

### Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to:

- Preparing research, training modules and training materials
- Conducting trainings/seminars and delivering presentations
- Participating in the events (workshops, conferences, high level meetings)
- Drafting analytical reports (assessments, gap analyses, etc.)
- Reviewing and proof-reading materials, handbooks, etc.

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 things, informing the Council as soon as the Provider 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.

### 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. 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 D below) the global fee corresponding to each deliverable, calculated on the basis of the unit 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 delivered on the basis of Order Forms submitted by the Council to the selected Providers, 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);
- 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 2 (two) 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 quote<sup>2</sup> (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)<sup>3</sup>

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.

#### *Eligibility criteria*

- Master's Degree in Law, Journalism, Social Sciences or other relevant field;
- Professional experience of 5 years or more in carrying out research (developing research methodologies and conducting researches/studies – for lots 1-2), developing trainings, materials and/or conducting trainings for professionals (for lots 3-8) in the thematic areas related to the scope of the project;
- Proven experience in working with authorities and institutions on gender equality and/or prevention of violence against women in an international context;
- Excellent oral and written English.

#### *Award criteria*

- Quality of the offer (90%), including:
  - Thematic expertise in the field related to the scope of the project;
  - Consultancy or other relevant work experience, preferably within the context of international projects;
  - Working knowledge of Russian is desirable;
  - Writing and language skills.
- Financial offer (10%).

The Council reserves the right to hold interviews with eligible tenderers. Multiple tendering is not authorised.

<sup>2</sup> 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.

<sup>3</sup> The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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 above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

**F. DOCUMENTS TO BE PROVIDED**

- A completed and signed copy of the **Act of Engagement**<sup>4</sup> (See attached);
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- At least one sample of previous professional work relevant to the scope of the Project;
- 2 (two) referees' contact details (phone numbers and email addresses);
- Registration documents, for legal persons only.

**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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<sup>4</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.