



CALL FOR TENDERS

FOR THE PROVISION OF NATIONAL CONSULTANCY SERVICES (LEGAL, CAPACITY BUILDING AND COMMUNICATION) TO IMPROVE LEGAL AID IN NORTH MACEDONIA

2023A009

Object of the procurement procedure ►	National Consultancy services to support improvements in the free legal aid system in North Macedonia
Project ►	Towards a Consolidated and More Efficient Free Legal Aid (FLA) System in North Macedonia
Organisation and buying entity ►	Council of Europe DG I - Justice and Legal Co-operation Department Co-operation Programmes Division
Type of contract ►	Framework Contract
Duration ►	Until 31 December 2026
Expected starting date ►	10 April 2023
Tender Notice Issuance date ►	16 February 2023
Deadline for tendering ►	13 March 2023

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
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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 G 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 CONSULTANCY SERVICES (LEGAL, CAPACITY BUILDING AND COMMUNICATION) TO IMPROVE LEGAL AID SYSTEM IN NORTH MACEDONIA 2023A009

A. BACKGROUND

Within the framework of the European Union/Council of Europe co-operation initiative Horizontal Facility for the Western Balkans and Turkey, phase III, the Council of Europe is implementing the Action: "Towards a Consolidated and More Efficient Free Legal Aid (FLA) System in North Macedonia" from 1 January 2023 and until 31 December 2026. The action aims at supporting the main actors in consolidating and broadening the efficiency, quality, scope, accessibility, and awareness of free legal aid provision in North Macedonia by addressing identified shortcomings. It builds upon the results achieved in the implementation of the two previous actions on this issue (HF I - HF-35 "Supporting Free Legal Aid Reforms in 'the former Yugoslav Republic of Macedonia' and HFII – HF12 "Supporting enhanced access to higher quality Free Legal Aid services in North Macedonia) by addressing the remaining challenges emerging from the initial implementation of the recent legislation on Free Legal Aid (hereinafter FLA) and by ensuring that all actors can efficiently provide quality services to FLA beneficiaries.

This (third) phase considers the analysis performed under the two previous actions and the needs expressed by its stakeholders. It aims at completing the development of the regulatory framework and of the capacities of the main actors to ensure that FLA system of North Macedonia becomes entirely efficient, of high quality, suited to address the legal needs of the population providing an improved and wider access to justice in a professional, transparent and self-sustainable way.

The Council of Europe is looking for up to 30 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise in the field of free legal aid (including provision, management, analysis and reform of free legal aid services and capacity building).

This Contract is currently estimated to cover up to 35 activities, to be held by 31 December 2026. 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 900 000 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. LOTS

The Action proposes to consolidate, institutionalise and sustain the progress achieved through an overall reform of a strengthened FLA Central Unit of the Ministry of Justice, the establishment of a quality control system, more effective provision of FLA also in criminal proceedings and a stronger role of the Bar Association in the education of FLA lawyers.

It is built along three main lines of action:

- (1) Professional and independent functioning of the State system for Free Legal Aid in a reliable, integrated, strategic and sustainable manner;
- (2) Harmonization and reform of the system of legal aid in criminal proceedings in line with the European standards;

(3) Further capacity building of legal aid providers (Ministry of Justice, Bar Association, CSOs, Legal Clinics) and facilitated and broadened access to legal aid services for beneficiaries, particularly marginalized and vulnerable groups.

Duration of the project: 48 months (1 January 2023 – 31 December 2026).

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: Legal analysis and policy advice in the area of free legal aid reform	15
Lot 2: Capacity-building for free legal aid providers, including staff of the Ministry of Justice, lawyers, Civil Society Organizations (CSOs), legal clinics and other stakeholders	10
Lot 3: Communication and public awareness raising on free legal aid	5

Lot 1 concerns national/local consultancy to support to the improvements of the Free Legal Aid System in North Macedonia through provision of expert advice, opinions, assessments, conducting analysis, recommendations, strategies, action plans and proposals of other specific tools and other materials as per the specific needs.

Lot 2 concerns national/local consultancy to support capacity-building for free legal aid providers, including staff of the Ministry of Justice, lawyers, Civil Society Organizations (CSOs), legal clinics and other stakeholders through conducting training needs assessments, development of training materials, delivery of trainings, evaluation of trainings etc.

Lot 3 concerns national/local consultancy to support the authorities in raising the awareness for Free Legal Aid through development and producing information and promotional materials, communication with media, conducting awareness events etc.

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).

C. SCOPE OF THE FRAMEWORK CONTRACT

Throughout the duration of the Framework Agreement, being instructed, supervised and coordinated by designated staff members from the Council of Europe Headquarters and Programme Office in Skopje, as well as in cooperation with other international and/or national consultants, as applicable, preselected consultants may be asked to:

Under Lot 1 - Legal analysis and policy advice in the area of free legal aid reform

1. Conduct analysis, provide advice and elaborate proposals on issues related to the delivery, monitoring and financing of free legal aid, on the collection and management of relevant data, on ensuring coordination among stakeholders, on presenting and promoting relevant statistics related with legal needs survey reports and on comparative best practices;
2. Draft recommendations, strategies, action plans and proposals for the harmonization, revision or improvement of the legal and regulatory frameworks as well as of practices and working methods;
3. Provide advice, opinions and expertise through assessments, needs analyses, identification of challenges; mapping of good practices, drafting of legal opinions, reports and recommendations on free legal aid; conduct needs assessment and evaluation missions; conduct research; draft and revise relevant documents and deliver presentations;
4. Provide advice on and contribute to the selection, definition and analysis of qualitative and quantitative indicators on the functioning, efficiency and quality of free legal aid and provide advice and recommendations for improved quality thereof;

5. Elaborate proposals, provide advice and contribute to the planning, conduct, facilitation, decision-making and follow-up of working group and/or coordination meetings and to drafting sessions for the development of specific documents (white papers, manuals, guidelines, operational procedures, etc.), tools and other materials as per the specific need;
6. Analyse and provide advice on ways to support and improve the work and performance of main free legal aid stakeholders, including, but not limited to, in the field of free legal aid in criminal proceedings, comprising the Ministry of Justice, the Bar Association, Civil Society Organizations, Legal Clinics, law and court professionals;
7. Contribute to the content of training curricula and material as well as to material to be used for communication or awareness rising purposes.

Under Lot 2 - Capacity-building for free legal aid providers, including staff of the Ministry of Justice, lawyers, Civil Society Organizations (CSOs), legal clinics and other stakeholders

1. Conduct training needs assessment and/or evaluation missions;
2. Develop or adapt, as needed, training curricula, training modules (including on-line modules), training materials and training manuals for various stakeholders in the free legal aid system; provide written contributions for the development of other training related documents, materials and tools on various aspects of legal aid provision, including but not limited to legal aid for children and juvenile justice;
3. Design and deliver Training-of-Trainers, training sessions and provide targeted mentoring to trained trainers;
4. Provide expertise, advice and proposals in the design and implementation of alternative and complementary methods (including e-learning, on-job training, mentoring...) to ensure continuous learning of professionals in the free legal aid system;
5. Design and implement approaches and tools for the evaluation of the training provided and to ensure sustainability of results;
6. Participate and/or deliver presentations to regional and/or national meetings, such as conferences, round tables, seminars, training sessions, workshops, consultation meetings and other relevant events, including through moderating/facilitating discussion.

Under Lot 3 - Communication and public awareness raising on free legal aid

1. Develop, produce and distribute different informational and promotional materials to inform and explain to the public various aspects related to access to free legal aid and the functioning of the free legal aid system (including legal aid in criminal proceedings);
2. Provide support to Ministry of Justice in the implementation of the communication strategy on free legal aid, including providing support in the monitoring and assessment of impact and results;
3. Provide support to Ministry of Justice and other legal aid providers (Legal Clinics and CSOs authorised for FLA) in the development and conduct of the awareness raising campaign on the availability of legal aid services (including providing support for organisation of awareness raising events, micro-promotions, info sessions and other awareness raising initiatives, media briefings with journalists, communication with media);

Preselected consultants will be required to ensure that all their work contribute to greater gender equality and that needs of vulnerable groups are taken into account.

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).

D. FEES

Tenderers are invited to indicate their unit fees, 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 E below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract.

E. 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 of 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 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 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

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.

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.

F. 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, 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;
- 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 G):

For Lot 1

1. University degree in law, political sciences, social sciences, international relations, public administration or related fields;
2. At least 5 years of professional experience working on issues of access to justice and free legal aid , of which at least 2 years acquired in a local context;
3. Excellent knowledge of Macedonian and English languages (at least level B2 of the CEFR);
4. At least 2 (two) specific experiences in the area of free legal aid system reform, provision of FLA services, reviewing of internal regulations concerning decision-making, quality of services, monitoring and evaluation of free legal aid services;

For Lot 2

1. University degree in law, political sciences, social sciences, international relations, public administration, education or related fields;
2. At least 5 years of professional experience in areas related to capacity building and/or adult education, preferably on issues related to access to justice and free legal aid reform, of which at least 2 years acquired in local context;
3. Excellent knowledge of Macedonian and English languages (at least level B2 of the CEFR);
4. At least 2 (two) years of experience in developing training programmes and materials and providing training using the adult learning methodology, preferably in the areas of free legal aid and/or evaluation and monitoring.

For Lot 3

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 and sixth 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;
- For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).

1. University degree or relevant training and/or professional experience in the field of communication, marketing or design;
2. At least 5 years of professional experience in areas related to communications and production of promotional and information materials, preferably working with public bodies or in the area of access to justice;
3. Excellent knowledge of Macedonian and English (at least level B2 of the CEFR);

Award criteria

For Lot 1

1. The financial offer as indicated in the Table of fees (20%);
2. Relevance of the experience of the tenderer in the areas covered by this call, including consultancy or other relevant work experience in local context in the area of Legal Aid and Access to Justice. (60%);
3. Research, drafting and analytical skills (20%);

For Lot 2:

1. The financial offer as indicated in the Table of fees (20%);
2. Relevance of the experience of the tenderer in the areas covered by this call, including proven experience (in local context) in developing training programme and materials, providing training using the adult learning methodology, and in developing training material (60%);
3. Writing and presentation skills (20%);

For Lot 3:

1. The financial offer as indicated in the Table of fees (20%);
2. Relevance of the experience of the tenderer in the areas covered by this call, including consultancy or other relevant work experience in similar projects in the region (60%);
3. Communication, writing and presentation skills (20%);

The Council reserves the right to hold interviews with tenderers

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

Documents to be submitted by natural persons:

- **One** completed and signed copy of the Act of Engagement;³
- Detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria, including relevance of the experience of the tenderer, including contact details of 3 (three) references.
- Motivation letter describing 1) the tenderer's interest in and specific contribution to the present consultancy (max one page) and 2) outlining how the tenderer meets each of the eligibility and award criteria mentioned above under item F. A text of maximum 200 words per each criterion shall describe, preferably with reference to concrete examples, the tenderer's relevant experience and competences in relation to the given criterion. Text exceeding the 200 words per criterion will not be considered.
- Sample (in English) of a recent article, legal opinion, report, training curricula or presentation, or another relevant text providing evidence for experience in and knowledge of the issues covered by the call drafted by the tenderer.

Documents to be submitted by legal persons:

- **One** completed and signed copy of the Act of Engagement;⁴
- A list of all owners and executive officers, for legal persons only;
- Detailed CVs of persons allocated to the execution of the contract, including contact details of 3 (three) references;

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.

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.

- Motivation letter describing 1) the tenderer's interest in and specific contribution to the present consultancy (max one page) and 2) outlining how the tenderer meets each of the eligibility and award criteria mentioned above under item F. A text of maximum 200 words per each criterion shall describe, preferably with reference to concrete examples, the tenderer's relevant experience and competences in relation to the given criterion. Text exceeding the 200 words per criterion will not be considered.
- Sample (in English) of a recent article, legal opinion, report, training curricula or presentation, or another relevant text, providing evidence for experience in and knowledge of the issues covered by the call, drafted by the persons allocated to the execution of the contract.

At the time a specific assignment is ordered from a tenderer (natural person) belonging to the category of local⁵ civil servant or other public administration staff under the third phase of the Horizontal Facility, the respective tenderer will be required to submit a written confirmation by his/her employer that secondary activities are allowed by national/local legislation and that the employer authorises the tenderer to carry out the object of this tender procedure as a secondary activity. In the absence of such a confirmation, the Council of Europe reserves the right to withdraw the order.

Alternatively, at the time a specific assignment is ordered from a tenderer (legal person) assigning the production of the expected deliverables to an individual belonging to the category of local civil servant or other public administration staff under the third phase of the Horizontal Facility, the respective tenderer will be required to verify and provide the Council of Europe with the necessary supporting documents confirming that this individual submitted a written confirmation by his/her employer that secondary activities are allowed by national/local legislation and that the employer authorises the individual to carry out the object of this tender procedure as a secondary activity. In the absence of such a confirmation, the Council of Europe reserves the right to withdraw the order.

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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⁵ For the purpose of this document, the term « local » designates consultants from one of the Horizontal Facility Beneficiaries region and Türkiye.

PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES (LEGAL, CAPACITY BUILDING AND COMMUNICATION) TO IMPROVE LEGAL AID SYSTEM IN NORTH MACEDONIA 2023AO09

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of Human Rights and Rule of Law
Co-operation Programs Division

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, 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.⁶

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, a legal person or consortia of legal and/or natural persons.]

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 or French], and shall be exclusively sent to the following address:

DG1.FLA.NM@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 **electronically**.

Electronic copies shall be sent only to cdm@coe.int with reference no. **2023AO09** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 13 March 2023 by 23:59 CET.

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.

* * *

⁶ 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:

For natural persons:

- **One** completed and signed copy of the Act of Engagement;⁷
- Detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria, including relevance of the experience of the tenderer, including contact details of 3 (three) references.
- Motivation letter describing 1) the tenderer's interest in and specific contribution to the present consultancy (max one page) and 2) outlining how the tenderer meets each of the eligibility and award criteria mentioned above under item F. A text of maximum 200 words per each criterion shall describe, preferably with reference to concrete examples, the tenderer's relevant experience and competences in relation to the given criterion. Text exceeding the 200 words per criterion will not be considered.
- Sample (in English) of a recent article, legal opinion, report, training curricula or presentation, or another relevant text providing evidence for experience in and knowledge of the issues covered by the call drafted by the tenderer.

For legal persons:

- **One** completed and signed copy of the Act of Engagement;⁸
- A list of all owners and executive officers, for legal persons only;
- Detailed CVs of persons allocated to the execution of the contract, including contact details of 3 (three) references;
- Motivation letter describing 1) the tenderer's interest in and specific contribution to the present consultancy (max one page) and 2) outlining how the tenderer meets each of the eligibility and award criteria mentioned above under item F. A text of maximum 200 words per each criterion shall describe, preferably with reference to concrete examples, the tenderer's relevant experience and competences in relation to the given criterion. Text exceeding the 200 words per criterion will not be considered.
- Sample (in English) of a recent article, legal opinion, report, training curricula or presentation, or another relevant text, providing evidence for experience in and knowledge of the issues covered by the call, drafted by the persons allocated to the execution of the contract.

2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to cdm@coe.int with reference no. **2023A009** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 13 March 2023 by 23:59 CET.

⁷ 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.

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