

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

Purchase of national consultancy services on various aspects of Drug Prevention

Contract N° PG_BH9239_25.11.2024/1



(Competitive bidding procedure / Framework Contract)

The Council of Europe is currently implementing and until 30.06.2026 will implement a **Project "Strengthening the Role of Key Actors in Drug Prevention"**. In that context, it is looking for Provider(s) for the provision of national consultancy services on various aspects of drug prevention 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 €6,000 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 180 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_National Consultancy PG_BH9239_25.11.2024/1.** 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 - National consultancy PG_BH9239_28.10.2024/1.**

Type of contract ▶	Framework contract
Duration ▶	Until 30 June 2026
Deadline for submission of tenders/offers ▶	28 October 2024 23:59 Tbilisi time
Email for submission of tenders/offers ▶	prevention@coe.int
Email for questions ▶	prevention@coe.int
Expected starting date of execution ▶	25 November 2024

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

The project "Strengthening the Role of Key Actors in Drug Prevention" is implemented by the Pompidou Group and is built on the outcomes and lessons learned of the previous Project "Developing a Drug Prevention Support Network for Parents and Professionals in Georgia". The Project will continue to provide international 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 in the drugs field with Georgian professionals and provide advice in aligning drug policies and practices with human rights standards. In the framework of the second phase, Pompidou Group will expand co-operation with Georgian authorities to further shape country's drug prevention approaches.

The Council of Europe is looking for 20 providers for Lots 1 and 2 (10 per lot) and 10 providers for Lots 3 and 4 (five per lot), provided that sufficient tenders meet the criteria outlined below. The selected providers will support the implementation of the project with specific expertise in drug prevention, mental health, and disorders or addictions related to drug use, as well as data collection and research methods.

This Contract is currently estimated to cover up to 30 activities in the framework of the project. This is estimated figure 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 600 000 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 – Provide technical advice and expertise on implementing and upscaling drug prevention interventions.	10
Lot 2 – Advise on, research, and analyse legislative and policy issues related to drug policy, rehabilitation, treatment, and specific laws.	10
Lot 3 – Design and develop training resources for professionals and deliver trainings on psychosocial and mental health issues related to drug use.	5
Lot 4 – Support the application of research methods, data collection, and evaluation of prevention programmes.	5

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, depending on their sphere of expertise, may be asked to provide the following deliverables within Lots 1-4:

<p>Lot 1: Provide technical advice and expertise on implementing and upscaling drug prevention interventions.</p> <p>(10 consultants)</p>	<p>Lot 1 concerns providing technical advice and expertise in implementing, assessing and upscaling drug prevention interventions, programmes and initiatives. This includes the development of related training resource materials (packages) and delivering relevant capacity-building seminars, workshops and/or trainings in drug prevention field and drug prevalence related factors. The target audience includes a range of specialists (psychologists, social workers, law enforcement officers, teachers, resource officers, addiction specialists, doctors etc.) of mid-level management civil servants, including specialists working at the municipal/self-government level, who primarily work with the project's end beneficiaries (children, adolescents and parents).</p> <p>In addition, the lot relates to strengthen intersectoral cooperation between different state institutions and agencies involved in drug prevention and broader drug policy issues aiming to develop evidence-based interventions and knowledge in the field, in accordance with international and European good practices. Key activities include but are not limited to:</p> <ul style="list-style-type: none"> • Develop drug prevention modules and trainings for range of specialists, including media outlets and social media influencers. • Conduct training of trainers on prevention programmes. • Develop prevention interventions to be introduced at the national and municipal levels. • Design, prepare, and deliver capacity-building activities (workshops, seminars, trainings, trainings of trainers, and similar), and programmes on drug prevention, including preparation of relevant materials.
<p>Lot 2: Advise on, research, and analyse legislative and policy issues related to drug policy, rehabilitation, treatment, and specific laws.</p> <p>(10 consultants)</p>	<p>Lot 2 concerns providing advice, research, assessment, facilitation and analysis on the legislative, policy and related issues concerning drug policy and related legislative regulations. This includes analysis of the laws and regulations and providing relevant recommendations and guidance to ensure alignment with human rights standards, including child-friendly justice and practices, drug treatment and rehabilitation field. Key activities include, but are not limited to:</p> <ul style="list-style-type: none"> • Facilitate and deliver workshops involving state institutions' various targeted specialists (e.g., community police officers, media outlets, municipal actors and specialists, resource officers, teachers, multi-agency and intersectoral groups etc.) on drug prevention, in line with evidence-informed standards aiming to improve participants' understanding, role and capacity in drug prevention. • Provide expert advice and draft national strategic policy documents. • Provide expert advice and guidance on setting up/developing treatment and rehabilitation services for people who use drugs and have drug use disorders to prevent risks and harms related to drug use.
<p>Lot 3: Design and develop training resources for professionals and deliver trainings on psychosocial and mental health issues related to drug use.</p> <p>(5 consultants)</p>	<p>Lot 3 concerns design/development of training resources (e.g. handbooks and handouts) for professionals (psychologists, social workers, doctors) on psychosocial and mental health effects of trauma, crisis management, identifying stress-related symptoms in adolescents with drug prevalence and risk-related behaviours and delivering capacity building trainings and workshops, including but not limited to:</p> <ul style="list-style-type: none"> • Provide external supervision and guidance on addressing mental health, trauma and crisis situations. • Update relevant resource materials and guidebooks. • Deliver trainings and trainings of trainers. • Provide practical recommendations, guidance and advice through case studies and peer to peer discussions.
<p>Lot 4: Support the application of research methods, data collection, and evaluation of</p>	<p>Lot 4 concerns support on and application of research methods, data collection and conduct of sociological surveys/studies, analysis and evaluation of prevention programmes, including but not limited to:</p>

<p>prevention programs.</p> <p>(5 consultants)</p>	<ul style="list-style-type: none"> • Conduct and facilitate focus-groups with specialists and end beneficiaries on evaluation of prevention programmes. • Design questionnaires, collect, and analyse data, including reporting and evaluation of prevention interventions to measure their effectiveness. • Present research results, data, and relevant outcomes.
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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 on the basis of 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 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 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:

- 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 currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;

Eligibility criteria

Lots 1-2

- University Degree in Psychology, Addiction Studies, Social Sciences, Law and/or other related fields. Master's degree in above mentioned fields will be considered as an asset.
- A minimum of 5 years of professional experience in one or more of the areas covered by the respective Lot, namely providing expertise in the field of drug and psychoactive substance abuse prevention field, drug policy, including clinical, academic and/or legal practice.
- Working experience with public authorities at all levels and/or civil society organisations on strategic and policy planning, monitoring and evaluation.

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.

- Excellent knowledge of the legal, policy and institutional framework and context related to drug policy in Georgia, as well as of the international standards and best practices either in drug prevention field and/or drug policy.
- Good understanding of Georgia's drug policy scene and issues in the field of drug prevention among parents, children and adolescents.
- Knowledge of the Council of Europe relevant norms, standards and recommendations in the field of drug policy, drug prevention and human rights.
- Excellent knowledge of Georgian and English (at least B2 level) languages, both oral and written.
- Demonstrated experience in conducting research/expert analysis and assessment/thematic expertise and skilled to produce high quality written materials.

Award criteria:

Lots 1-2

- Quality of the offer (70 points), including:
 - Relevance of the experience of the tenderer in the areas covered by this lot (s), including previous similar assignments with international organisations and/or Council of Europe (40 points);
 - Strong background in developing resource packages and delivering training on the topics appropriate to specific lot (30 points).
- Financial offer (30 points).

Eligibility Criteria

Lot 3

- University Degree in Psychiatry, Medicine and/or Addiction Studies. Master's degree in above mentioned fields 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.
- Good understanding of Georgia's drug policy scene and issues in the field of drug prevention among parents, children and adolescents.
- Knowledge of the Council of Europe relevant norms, standards and recommendations in the field of drug policy, drug prevention and human rights.
- Excellent knowledge of Georgian and English (at least B2 level) languages, both oral and written.
- Demonstrated experience in conducting research/expert analysis and assessment/thematic expertise and skilled to produce high quality written materials.

Award criteria:

Lot 3

- Quality of the offer (70 points), including:
 - Relevance of the experience of the tenderer in the areas covered by this lot (s), including previous similar assignments with international organisations and/or Council of Europe (40 points).
 - Strong background in developing resource packages and delivering training on the topics appropriate to specific lot (30 points).
- Financial offer (30 points).

Eligibility Criteria

Lot 4

- University Degree in Sociology, Social Sciences and/or related fields. Master's degree in above mentioned fields will be considered as an asset.
- A minimum of 5 years of experience on providing expertise in the field of research methods, data collection, surveys and analysis.
- Working experience with public authorities at all levels and/or civil society organisations on research methods, data collection, surveys and assessments.
- Knowledge of the Council of Europe relevant norms, standards and recommendations on human rights standards.
- Excellent knowledge of Georgian and English (at least B2 level) languages, both oral and written.
- Demonstrated experience in conducting research/data collection, monitoring and evaluation.

Award criteria:

Lot 4

- Quality of the offer (70 points), including:
 - Relevance of the experience of the tenderer in the areas covered by this lot (s), including previous similar assignments with international organisations and/or Council of Europe; (40 points).
 - Strong background in research methods and data collection (30 points).
- Financial offer (30 points).

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 PROVIDED

- A completed, signed and scanned copy of the Act of Engagement (See attached).
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria.
- Registration documents, **for legal persons only**.
- 3 (three) referees' contact details.
- At least one sample 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.
- Motivation letter (up to 1 page), which proves that tenderer fulfils the eligibility criteria and has experience that matches the areas mention in the relevant LOTS.

Act of Engagement, Motivation letter and the CV shall be submitted in English. All other documents may be submitted in English or Georgian languages. 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.

The deadline for applications is 28 October 2024. The application submitted after the deadline will be rejected automatically.