



## CALL FOR TENDERS

### FOR THE PROVISION OF INTELLECTUAL SERVICES IN THE FRAMEWORK OF ACTIVITIES RELATED TO PLACES OF DEPRIVATION OF LIBERTY AND/OR THE PREVENTION OF TORTURE AND ILL-TREATMENT IN MOROCCO, TUNISIA OR OTHER COUNTRIES IN THE MENA REGION

**2021/AO/73bis**

<b>Object of the procurement procedure</b> ▶	Call for tenders for national and international consultants within the framework of activities related to places of deprivation of liberty and/or the prevention of torture and ill-treatment in Morocco, Tunisia or in other countries of the region MENA
<b>Project</b> ▶	Activities related to places of deprivation of liberty and/or the prevention of torture and ill-treatment in Morocco, Tunisia or other countries in the MENA region
<b>Organisation and buying entity</b> ▶	Council of Europe Directorate General of Human Rights and Rule of Law (DGI), Service for the implementation of human rights, justice and legal cooperation standards Division of Transversal Challenges and Multilateral Projects
<b>Type of contract</b> ▶	<b>Framework Contract</b>
<b>Duration</b> ▶	Until 31 December 2023 With the possibility of tacit annual renewals until 31 December 2025
<b>Expected starting date</b> ▶	14 March 2022
<b>Tender Notice Issuance date</b> ▶	21 January 2022
<b>Deadline for tendering</b> ▶	24 February 2022

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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:

**ONE OR MORE 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** and the Terms of Reference.

**STEP 2:** Any question relating to this call for tenders procedure must be sent, in French or in English, **at the latest one week before the deadline for submitting tenders** and only to the following address: [npm.cooperation@coe.int](mailto:npm.cooperation@coe.int)

This address is only intended for the submission of procedural questions, and should not be used for the submission of tenders.

**STEP 3:** Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the Terms of reference (below).

**STEP 4:** Send your **TENDER**, in accordance with the Tender Rules.

## PART I –TERMS OF REFERENCE

### CALL FOR TENDERS

#### FOR THE PROVISION OF INTELLECTUAL SERVICES IN THE FRAMEWORK OF ACTIVITIES RELATED TO PLACES OF DEPRIVATION OF LIBERTY AND/OR PREVENTION OF THE TORTURE AND ILL-TREATMENT IN MOROCCO, TUNISIA OR OTHER COUNTRIES IN THE MENA REGION

**2021/AO/73bis**

#### A. BACKGROUND

Within the framework of Joint Programmes with the Council of Europe and/or projects financed by voluntary contributions, the Council of Europe implements activities related to places of deprivation of liberty and/or the prevention of torture and cruel, inhuman or degrading treatment or punishment in Morocco, Tunisia or other countries in the MENA region.

The Council of Europe is looking for a maximum of **90 Providers**, provided enough tenders meet the criteria indicated below distributed according to the lots (see Acte of Engagement). The main interlocutors of this project are the bodies and individuals playing a key role in the establishment of effective National Preventive Mechanisms (NPMs) and, when NPMs exist, their members and staff. However, other authorities and bodies, including non-governmental ones, may be involved as they work on issues related to places of deprivation of liberty and/or play a role in the successful establishment and functioning of NPMs and in preventing torture and ill-treatment.

This Contract is currently estimated to cover up to 200 *activities*, to be held by 31/12/2025. 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 1,5 million Euros and the total amount of the object of present tender should in principle not exceed 400 000 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 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: International consultants for intellectual services relating to workshops and training	25
Lot 2: International consultants for intellectual services relating to advice, support and assistance	25
Lot 3: Local Moroccan consultants for intellectual services to be carried out in the context of training and the production of books and/or publications	20
Lot 4: Local Tunisian consultants for intellectual services to be carried out in the context of training and the production of books and/or publications	20

Lot 1 includes :

- Training sessions combining theoretical teaching coupled with individual and collective coaching during joint visits to different types of places of deprivation of liberty, including the preparation of visit reports ("TrainAction");
- Distance and/or face-to-face training for NPM members and staff on international and European norms and standards in relation to national standards;
- Distance and/or face-to-face training for members and staff of independent national bodies responsible for the prevention of torture and ill-treatment, lawyers, civil society and other relevant partners on how to respond effectively and strategically to allegations and cases of torture and ill-treatment;
- Workshops for independent national bodies responsible for the prevention of torture, relevant partners, civil society and the media on cooperation and networking strategies;
- Any other thematic distance and/or face-to-face training for members and staff of independent national bodies responsible for the prevention of torture and ill-treatment or for other stakeholders in the field of torture prevention, detention, alternative sentencing and probation.

Lot 2 includes :

- Remote and/or face-to-face support and sharing of good practices with independent national bodies responsible for the prevention of torture and ill-treatment to address strategic, practical and theoretical issues that may arise in the course of NPMs' day-to-day activities, including visits to places of deprivation of liberty or when reporting on such visits;
- Remotely and/or face-to-face support to NPMs in the drafting of annual and thematic reports or in the preparation of Handbooks, Guides or any book and/or publications developed for or by NPMs in the MENA region;
- Support in the holding of Colloquiums of independent national bodies responsible for the prevention of torture and ill-treatment or any other event thereof, as well as for the drafting of their various types of reports;
- The advice of independent national bodies responsible for the prevention of torture and ill-treatment in terms of internal regulations, budget, code of conduct, internal structure, work plans, teamwork, conflict management, external communication and any other needs requested from the NPMs;
- Support for independent national bodies responsible for the prevention of torture and ill-treatment on how to make proposals or observations relating to the legislation in force, including secondary legislation, or draft or proposed legislation relating to the prevention of torture and ill-treatment;
- Advice and/or assistance to independent national bodies responsible for the prevention of torture and ill-treatment in preparing and coordinating collaboration with key actors, including strengthening strategic relations with the media and the public in general, with national authorities and civil society, as well as with relevant international or foreign actors, with the view to ensuring that the work of NPMs has an impact on conditions in places of deprivation of liberty;
- The development of curricula for courses related to the prevention of torture and ill-treatment, where possible in collaboration with national educational institutions;
- The accompaniment and support of independent national bodies responsible for the prevention of torture and ill-treatment in the design and/or development of research centres, taking into account the specific needs of NPMs.

Lot 3 includes :

- Contribution to the preparation and drafting of Handbooks, Guides or any other book, brochure and/or publication and audiovisual materials (capsules and others) developed for or by the independent Moroccan bodies responsible for the prevention of torture and ill-treatment (including the Moroccan NPM) and relating to subjects within the scope of their respective mandates;
- National presentations to the media, legal professionals, civil society and/or any other relevant natural or legal persons of Handbooks, Guides or any other book, brochure and/or publication and audiovisual materials (capsules and others) developed for or by the independent Moroccan

bodies responsible for the prevention of torture and ill-treatment (including the Moroccan NPM) and relating to subjects within the scope of their respective mandates;

- Distance and/or face-to-face training for members and staff of the independent Moroccan bodies responsible for the prevention of torture and ill-treatment (including the Moroccan NPM) on national norms and standards in relation to international and European norms and standards.

Lot 4 includes :

- Contribution to the preparation and drafting of Handbooks, Guides or any other book, brochure and / or publication and audiovisual materials (capsules and others) developed for or by the independent Tunisian bodies responsible for the prevention of torture and ill-treatment (including the Tunisian NPM) and relating to subjects within the scope of their respective mandates;
- National presentations to the media, legal professionals, civil society and/or any other relevant natural or legal persons of Handbooks, Guides or any other book, brochure and/or publication and audiovisual materials (capsules and others) developed for or by the independent Tunisian bodies responsible for the prevention of torture and ill-treatment (including the Tunisian NPM) and relating to subjects within the scope of their respective mandates;
- Distance and/or face-to-face training for members and staff of the independent Tunisian bodies responsible for the prevention of torture and ill-treatment (including the Tunisian NPM) on national norms and standards in relation to international and European norms and standards.

The Council will select the above mentioned 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 F below), is equivalent to or higher than **3/5** will be selected under each Lot.

### **C. SCOPE OF THE FRAMEWORK CONTRACT**

In the event of a contract with the Council of Europe, the signatory of the Act of engagement will provide the deliverables, in accordance with the terms provided in this consultation file, in the Act of engagement as well as in future order forms.

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

- Analysis and research;
- Training or workshops, including in the field;
- Writing or contributing to the writing of texts such as studies, reports, reviews, guides, handbooks or any other relevant book or publication;
- Animation of meetings or events;
- Development of course curricula.

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 and deadlines 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 developments 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 or French (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 Part A of the Act of Engagement. These fees are final and not subject to review.

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).

#### **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);
- 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 4 (Four) 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>1</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 Service 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.

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<sup>1</sup> It must strictly respect the fees indicated in Part 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.

## F. ASSESSMENT

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>2</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, 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 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](http://www.sanctionsmap.eu)).

*Eligibility criteria for lots 1 and 2 (international consultants):*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G) :

- Minimum of 4 (four) years of relevant professional experience in at least one of the following areas:
  - International standards relating to the rights of persons deprived of their liberty, places of deprivation of liberty, the prevention of torture and ill-treatment, probation, alternative sentencing and any other relevant subject in this field;
  - Practical experience of monitoring places of deprivation of liberty as a member of an international and/or European body for monitoring conditions of detention (CPT, SPT, others);
  - Experience as a member or employee of an NGO or Association with an international scope that protects the rights of persons deprived of their liberty;
  - Fluency in at least one of the two official languages of the Council of Europe (French or English), both spoken and written.

*Eligibility criteria for lots 3 and 4 (national consultants):*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G):

- Minimum of 4 (four) years of relevant professional experience in at least one of the following areas:
  - Moroccan (for lot 3) and Tunisian (for lot 4) national standards relating to the rights of persons deprived of their liberty, places of deprivation of liberty, prevention of torture and ill-treatment, probation, alternatives sentencing and any other relevant subject in this field;
  - National practical experience (Moroccan for lot 3 and Tunisian for lot 4) as a former member and / or employee of a body or institution promoting the prevention of torture

<sup>2</sup> 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).

and ill treatment (including the national torture prevention mechanism - NPM), of civil society (including NGOs or national associations) or of the prison administration.

- Fluency in at least one of the two official languages of the Council of Europe (French or English), both spoken and written.
- Fluency in the Arabic language, both spoken and written.

Only offers submitted in French or English for all the lots will be deemed admissible.

*Award criteria for lots 1 and 2 (international consultants) :*

- Criterion 1: quality (70%), including:
  - Number of years of relevant experience, see eligibility criteria above (22%);
  - Experience in formulating recommendations and/or in conducting international and/or European reforms relating to places of deprivation of liberty, prevention of torture and/or ill-treatment (15%);
  - Experience in supporting or carrying out one or more Book(s) related to places of deprivation of liberty and/or the prevention of torture and ill-treatment at an international and/or European level ( 10%);
  - Knowledge of the international and/or European context relating to places of deprivation of liberty, the prevention of torture and ill-treatment (10%);
  - Knowledge of the Moroccan and/or Tunisian context, and possibly of another country in the MENA region, relating to places of deprivation of liberty, the prevention of torture and ill-treatment will be an asset (5%);
  - Expertise in the gender approach to integrate this dimension into deliverables and services will be an asset (5%);
  - Knowledge of the Arabic language will be an asset (3%).
- Criterion 2: financial (30%)

*Award criteria for lots 3 and 4 (national consultants):*

- Criterion 1: quality (70%), including:
  - Number of years of relevant experience, see eligibility criteria above (25%);
  - Knowledge of the Moroccan (for lot 3) and Tunisian (for lot 4) context, and possibly of another country in the MENA region, relating to places of deprivation of liberty, the prevention of torture or ill-treatment (15%);
  - Moroccan (for lot 3) and Tunisian (for lot 4) national experience in formulating recommendations and/or carrying out reforms relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (10%);
  - Experience in contributing to the realisation of one or more Book(s) related to places of deprivation of liberty, the prevention of torture and/or ill-treatment at the national level in Morocco (for lot 3 ) and Tunisia (for lot 4) (10%);
  - Knowledge of the international and/or European context relating to places of deprivation of liberty, the prevention of torture and ill-treatment desirable will be an asset (5%);
  - Expertise in the gender approach to integrate this dimension into deliverables and services will be an asset (5%).
- Criterion 2: financial (30%)

The Council reserves the right to hold interviews with eligible tenderers. Only those Providers whose score, following the assessment of the Award Criteria, is equivalent to or higher than **3/5** will be selected under each Lot.

**Multiple tendering is not authorised.**



**G. DOCUMENTS TO BE PROVIDED**

- A completed and signed copy of the Act of Engagement;<sup>3</sup>
- A detailed CV, preferably in Europass format, demonstrating unequivocally that the tenderer meets the eligibility criteria;
- As part of a submission for lot 1 and/or lot 2, a free format Document briefly summarising the circumstances explaining knowledge of the international and/or European context relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (including, where appropriate, in the formulation of recommendations and/or in the conduct of international and/or European reforms). Demonstrating additional knowledge of the context of one or more MENA countries in this area would be an asset;
- As part of a submission for Lot 3, a free format Document succinctly summarising the circumstances explaining knowledge of the Moroccan context relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (including, where appropriate, in the formulation of recommendations and/or in the conduct of international and/or European reforms). Demonstrating additional knowledge of the international and/or European context in this area would be an asset;
- As part of a submission for lot 4, a free format Document succinctly summarising the circumstances explaining knowledge of the Tunisian context relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (including, where appropriate, in the formulation of recommendations and/or in the conduct of international and/or European reforms). Demonstrating additional knowledge of the international and/or European context in this area would be an asset.

**All documents shall be submitted in English or French, 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>3</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.

## PART II – TENDER RULES

### CALL FOR TENDERS

#### FOR THE PROVISION OF INTELLECTUAL SERVICES IN THE FRAMEWORK OF ACTIVITIES RELATED TO PLACES OF DEPRIVATION OF LIBERTY AND/OR PREVENTION OF TORTURE AND ILL-TREATMENT IN MOROCCO, TUNISIA OR OTHER COUNTRIES IN THE MENA REGION

2021/AO/73bis

#### ARTICLE 1 - IDENTIFICATION OF THE CONTRACTING AUTHORITY

##### 1.1 Name and address COUNCIL OF EUROPE

Directorate General of Human Rights and Rule of Law (DGI),  
Service for the implementation of human rights, justice and legal  
cooperation standards

Division of Transversal Challenges and Multilateral Projects

Avenue de l'Europe

67075 Strasbourg

FRANCE

##### 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, Yerevan, Geneva, Kyiv, Lisbon, Moscow, 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.<sup>4</sup>

Further details on the project are provided in the Terms of Reference.

#### ARTICLE 2 - PLACE OF SERVICE AND EXECUTION

Unless otherwise provided by national law:

- Deliverables produced exclusively in written form are deemed to have been made at the location of the service provider;
- The other deliverables are deemed to have been made at their place of performance.

#### ARTICLE 3 - VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

#### ARTICLE 4 - 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 5 - CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of parts that are not shown in red in the original tender and/or in the Act

of Engagement will cause the immediate rejection of the tender concerned.

#### ARTICLE 6 – 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 7 - LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

#### ARTICLE 8 - 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: [npm.cooperation@coe.int](mailto:npm.cooperation@coe.int)

This address is to be used for the submission of procedural questions, and should not be used for the submission of tenders. For modalities of tendering, please refer to the below Article.

#### ARTICLE 9 - MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **in electronic copy**.

**Electronic copy** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int). Tenders submitted to another e-mail account will be excluded from the procedure.

#### ARTICLE 10 - DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 24 February 2022 at 11.59 p.m., French time.

#### ARTICLE 11 - NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

#### ARTICLE 12 - 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.

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<sup>4</sup> Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int)

# FINAL CHECK LIST

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## 1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- A completed and signed copy of the Act of Engagement;
  - A detailed CV, preferably in Europass format, demonstrating unequivocally that the tenderer meets the eligibility criteria;
  - As part of a submission for lot 1 and/or lot 2, a free format Document briefly summarising the circumstances explaining knowledge of the international and/or European context relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (including, where appropriate, in the formulation of recommendations and/or in the conduct of international and/or European reforms). Demonstrating additional knowledge of the context of one or more MENA countries in this area would be an asset;
  - As part of a submission for Lot 3, a free format Document succinctly summarising the circumstances explaining knowledge of the Moroccan context relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (including, where appropriate, in the formulation of recommendations and/or in the conduct of international and/or European reforms). Demonstrating additional knowledge of the international and/or European context in this area would be an asset;
  - As part of a submission for lot 4, a free format Document succinctly summarising the circumstances explaining knowledge of the Tunisian context relating to places of deprivation of liberty, the prevention of torture and/or ill-treatment (including, where appropriate, in the formulation of recommendations and/or in the conduct of international and/or European reforms). Demonstrating additional knowledge of the international and/or European context in this area would be an asset.
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## 2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **in electronic copy**.

**Electronic copy** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int). Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders 24 February 2022 at 11.59 p.m., French time.