

TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

Purchase of intellectual services for the preparation, processing, analysis, reporting and visualisation of GRECO monitoring data, and data related to cooperation activities. [Contract N° DGI-GRECO]



The Council of Europe's Group of States against Corruption (GRECO) regularly produces statistical, analytical and visual information related to its monitoring activities, including the implementation of GRECO recommendations by its member States, trends identified through evaluation and compliance procedures and other activities falling within its mandate. In that context, it is looking for Provider(s) for the provision of consultancy services to support the preparation and processing of datasets, statistical analyses, reporting and visualisation of data through charts, graphs, dashboards and other visualisation products, as well as methodological support for the interpretation and presentation of monitoring results.

The services may be used, *inter alia*, for the preparation of GRECO's annual General Activity Report, thematic studies, presentations, briefing materials, strategic planning documents, analyses of data relating to cooperation activities in the area of fight against economic crime, and other outputs 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 €184,000 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 - framework contract - GRECO.** 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, in English or French, 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 - framework contract - GRECO.**

Type of contract ►	Framework Contract
Duration ►	Until 31 December 2030
Deadline for submission of tenders/offers ►	30 September 2026 23h59 (Strasbourg time)
Email for submission of tenders/offers ►	DGI-GRECO@coe.int
Email for questions ►	DGI-EconomicCrime@coe.int
Expected starting date of execution ►	15 October 2026

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 Council of Europe's Group of States against Corruption (GRECO) regularly produces statistical, analytical and visual information derived from its monitoring activities. Such information supports GRECO's assessment of the implementation of anti-corruption standards by its member States and contributes to institutional reporting, strategic planning, public communication, thematic analysis and other activities carried out within GRECO's mandate.

In particular, GRECO publishes an annual General Activity Report presenting, *inter alia*, statistical information on the implementation of GRECO recommendations by its member States. These statistics are primarily based on GRECO evaluation, compliance and *ad hoc* reports made public during the relevant reference period and may concern one or several GRECO evaluation rounds, depending on the reporting requirements for the year concerned.

In addition to the preparation of statistics for the annual General Activity Report, GRECO may require support for the collection, processing, verification, analysis and reporting/presentation of data relating to its monitoring activities. Such support may include the preparation of datasets, statistical analyses, reporting and visualisation through charts, graphs, dashboards, briefing materials, thematic overviews and other visualisation products intended for internal or external use. Similar services may also be required for analysing data pertaining to cooperation activities in the area of fight against economic crime.

In this regard, the Council of Europe is looking for **up to eight Providers** (provided enough tenders meet the criteria indicated below) with demonstrated expertise in statistical analysis, data processing, data visualisation and institutional reporting to provide consultancy services on an as-needed basis.

This Contract is currently estimated to cover up to two annual assignments per reference year, primarily linked to the preparation of statistical datasets, analyses and visualisation products for GRECO's annual General Activity Report. Such assignment is expected to require approximately 15 to 18 working days and may cover activities undertaken over two consecutive calendar years, including the finalisation of draft outputs in January of the following year. The precise timetable and deliverables will be specified in the relevant assignment. This estimate is for information purposes 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 assignments, depending on the evolving needs of the GRECO and the Organisation.

For information purposes only, the total amount of the object of present tender **shall not exceed 50 000 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.

Scope of the Framework Contract

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

- 1) Review GRECO reports to extract, record and compile relevant data relating to the implementation of GRECO recommendations;
- 2) Prepare, clean, validate, maintain and update the relevant datasets;
- 3) Calculate statistical indicators and identify relevant trends;
- 4) Prepare statistical tables, charts, graphs and other visualisation products;
- 5) Support the presentation of results in reports and other institutional outputs;
- 6) Revise and update deliverables in light of comments provided by the Secretariat.

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.

The use of generative artificial-intelligence tools in the preparation of deliverables is prohibited, unless expressly authorised in writing by the Council of Europe. The Service Provider shall not upload, disclose or otherwise submit Council of Europe or GRECO materials, data or documents to any external artificial-intelligence tool or service, whether directly or through a third party. This restriction does not prevent the use of standard statistical, spreadsheet, database or data-visualisation software.

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 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).

C. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once 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 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.

Only those Providers whose score, following the assessment of the Award Criteria (see Section E below), is equivalent to or higher than **60** will be selected.

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);

² It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

- 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 submitting a tender, 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 an actual, potential or perceived conflict of interest; a conflict of interests arises where any person has a personal interest which is such as to influence, or appear to influence, the impartial and objective exercise of their responsibilities under this procedure. A personal interest includes any advantage to themselves, their relatives or personal relationships (including based on political or national affinity), business or financial interests or any other interest shared with another party. If tenderers have any personal interests that are relevant to this tender procedure, **they must fully disclose these in a separate document submitted with the tender;**
- 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;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- are subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer's owner(s) or executives will also exclude the tenderer from participating in this tender procedure.

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;
- 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).

Eligibility criteria

The eligibility criteria determine the conditions for participating in a procurement procedure and define the essential requirements that each bidder must comply with. Bidders shall demonstrate that they fulfil the following criteria:

Eligibility criteria	Document/s to be submitted
<u>Education</u> : University degree 2 nd cycle or higher or equivalent qualification in one of the following fields: statistics, data analysis, computer science, information technology, economics, political science, law, social sciences, public policy, governance, or another field relevant to the services to be provided.	CV
<u>Work experience</u> : At least three (3) years of professional work experience with a focus on in one of the following fields: statistical analysis, data processing, quantitative research, data visualisation, monitoring and evaluation, or related fields.	CV
<u>Specific thematic expertise</u> : Demonstrated expertise and experience (as evidenced by the information included in the supporting documents) in the preparation of datasets, statistical tables, charts, graphs and other data visualisation products for institutional, governmental, international organisation or research purposes, as well as proficiency in spreadsheet and data analyses tools, including Microsoft Excel, Power BI or equivalent software, as evidenced by the information included in the supporting documents.	CV Samples of previous work Motivation letter
<u>Language skills</u> : Written and spoken fluency in English (minimum level C1 of the Common European Framework of Reference for Languages (CEFR). Knowledge of French at B2 level or above will be considered an asset.	CV Samples of previous work

The above eligibility criteria will be assessed **on the basis of the documents listed in the table and, where relevant, on the basis of other supporting documents** listed in Section G.

For legal persons only: legal persons are requested to include in their bids the profiles of **a maximum of 2 (two)** natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors. **Each natural person included in the bid will be assessed against the above eligibility criteria.** The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles met the eligibility criteria.⁴

For consortia only: each consortium member **will be assessed against the eligibility criteria above.** Consortium members who are legal persons are requested to provide the profiles of a maximum of 2 (two) natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors.

Each natural person included in the bid submitted by a consortium – whether as an individual consortium member or as a natural person attached to a legal person – will be assessed against the above eligibility criteria. The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles meet the eligibility criteria.⁵ For a consortium to be validly constituted, at least two consortium members must satisfy the eligibility criteria.

Award criteria

The award criteria aim at assessing the quality of a bid in order to **identify the bid/s offering the best value for money**. Eligible bids will be assessed against the following award criteria:

Award criteria	Document/s to be submitted
Quality of the offer (80 points), including: - Professional experience in the field of expertise covered by this tender (50 points), including: - Statistical analysis, data processing and data visualisation expertise (25 points);	CV Motivation letter Samples of previous work (e.g. statistical reports,

⁴ If awarded a contract, legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, the legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

⁵ If awarded a contract, consortium members who are legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, consortium members who are legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay.

○ Relevant experience in preparing statistical reports, annual reports, dashboards or similar analytical products for international organisations, public institutions, monitoring mechanisms or research bodies (25 points); ▪ Quality of sample deliverables recently produced, and evidencing authorship (30 points), including: ○ Quality, relevance and adequacy of previous work samples (15 points); ○ Language skills and quality of written communication (15 points).	datasets, charts, dashboards or similar analytical products)
Financial offer (20 points)	Completed and signed Act of Engagement

The above award criteria will be assessed based on the bidder's capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

Additional rules applicable to the submission and assessment of the bids

The bidders' attention is drawn to the following additional rules governing the assessment of the bids:

- The Council reserves the right to hold interviews with prima facie eligible tenderers;
- Unless expressly provided otherwise in the tender documents, a bidder may not submit more than one bid for the same procurement procedure. Bidding for more than one lot – where a contract is divided into lots – is allowed;
- In the same procurement procedure, natural person may not submit a bid on his/her own behalf and, at the same time, be included in a bid submitted by a legal person or a consortium. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the natural person from the procurement procedure;
- In the same procurement procedure, a legal person may not submit a bid and, at the same time, be a member of a consortium also bidding under the same procurement procedure. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the legal person from the procurement procedure;
- The Council reserves the right to reject any bid if, in its sole judgment, the financial offer is abnormally low or high. The Council may request clarification from the bidder before making its determination.

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

- **One** completed and signed copy of the Act of Engagement;⁶
- A list of all owners and executive officers, for legal persons only;
- Registration documents, for legal persons only;
- When relevant, a document disclosing the provider's personal interests that are relevant for this procedure, in compliance with the instructions laid down above under the 'Exclusion Criteria' above (Section 'Assessment');
- All the documents listed above, under Section E, necessary for the assessment of the bid under the eligibility and award criteria:
 - CV in English or French of the tenderer (preferably in Word format);
 - CVs of persons assigned to the execution of the contract (for legal persons and consortia only) (preferably in Word format);
 - Motivation letter demonstrating the tenderer's understanding of the Council of Europe needs as well as its compliance with the eligibility criteria listed above. The motivation letter shall also indicate the areas of expertise of the tenderer in the areas of work covered by the tender;
 - At least one sample of an English or French text drafted in the past 10 (ten) years by the tenderer; the legal persons shall submit one such sample for each person assigned to the execution of the contract;
 - 3 (three) professional referees' contact details.

⁶ 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.

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.

Documents may be submitted via file sharing services such as WeTransfer, Dropbox, OneDrive, etc.). In this case, the link must mandatorily remain active for at least 30 days after the deadline for the submission of the bids. Failure to ensure this may lead to the bid being excluded from the procurement procedure.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read.

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