



## CALL FOR TENDERS

### FOR THE PROVISION OF INTERNATIONAL CONSULTANCY SERVICES ON IMPLEMENTATION OF EUROPEAN STANDARDS IN THE FIELDS OF BIOMEDICINE AND HEALTHCARE

**2023/AO/25**

<b>Object of the procurement procedure ►</b>	International consultancy services
<b>Project ►</b>	Protection of Human Rights in Biomedicine II
<b>Organisation and buying entity ►</b>	Council of Europe Office in Yerevan
<b>Type of contract ►</b>	<b>Framework Contract</b>
<b>Duration ►</b>	Until 31 December 2024, renewable until 31 December 2026
<b>Expected starting date ►</b>	01 May 2023
<b>Tender Notice Issuance date ►</b>	20 March 2023
<b>Deadline for tendering ►</b>	10 April 2023

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.

- **The TENDER RULES**..... 11

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 INTERNATIONAL CONSULTANCY SERVICES ON IMPLEMENTATION OF EUROPEAN STANDARDS IN THE FIELDS OF BIOMEDICINE AND HEALTHCARE**

##### **A. BACKGROUND**

The Council of Europe is currently implementing and until 31/12/2024 (with possible extension) will implement a Project on the "Protection of Human Rights in Biomedicine II". In that context, it is looking for Provider(s) for the provision of international consultancy services on implementation of human rights European standards in the field of biomedicine and healthcare to be requested by the Council on an as needed basis.

The Project on the "Protection of Human Rights in Biomedicine II" is the logical continuation of the first cooperation project in Armenia in the field of biomedicine and will be implemented within the Council of Europe Action Plan for Armenia for 2023-2026.

The Project aims to raise awareness on and facilitate implementation of the European human rights' and ethical standards in the field of biomedicine, such as informed consent for any medical intervention, protection of private life and right to information, non-discrimination, including on the basis of genetic heritage, prohibition of financial gain in transplantation.

The Project has four main pillars:

- Supporting the national authorities in their efforts to bring the legal norms in the field of biomedicine and healthcare closer to the European human rights and ethical standards.
- Further establishing the National Ethics Committee for healthcare professionals, as well as strengthening the capacities of healthcare professionals on adopted ethical rules for the best interest and protection of patients' rights;
- Strengthening healthcare and legal practitioners' skills and capacities to apply human rights and ethical standards (e.g. informed consent for medical intervention, protection of private life and right to information, non-discrimination, transplantation of organs and tissues, provision of mental health services, reproductive health rights and etc.).
- Supporting the development of public dialogue on human rights issues in the field of biomedicine and healthcare.

The Project will contribute to the following specific outcomes of the Council of Europe Action Plan for Armenia:

- Relevant legislation and law-enforcement practices, including in the field of mental health services are brought into line with the principles enshrined in the Oviedo Convention;
- The overall level of human rights protection in the biomedical field is increased;
- The overall level of health literacy is increased;
- Armenia is better prepared for the possible future ratification of the Oviedo Convention.

The Council of Europe will focus on capacity and knowledge building in the field of human rights protection in biomedicine.

In that context, the Council of Europe is looking for a maximum of 20 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on human rights protection in biomedicine and healthcare.

This Contract is currently estimated to cover up to 25 activities, to be held by 31/12/2024. 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 600 000 Euros and the total amount of the object of present tender should in principle not exceed 59 000 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 Project on the "Protection of Human Rights in Biomedicine II" is the continuation of the first cooperation project in Armenia in the field of biomedicine.

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: European standards in the field of Health Law and human rights enshrined in the ECHR, Oviedo Convention and its Additional Protocols	6
Lot 2: European standards in field of Ethics Committees and ethical rules	4
Lot 3: European standards in the field of human rights protection in mental health services	5
Lot 4: European standards in the field of health literacy	5

Lot 1 concerns provision of international consultancy services on implementation of European standards in the field of Health Law, human rights enshrined in the ECHR, Oviedo Convention, and its Additional Protocols;

Lot 2 concerns provision of international consultancy services on implementation of European standards in the field of European standards in field of Ethics Committees and ethical rules;

Lot 3 concerns provision of international consultancy services on implementation of European standards in the field of European standards in the field of human rights protection in mental health services;

Lot 4 concerns provision of international consultancy services on implementation of European standards in the field of European standards in the field of health literacy.

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 Contract, pre-selected Providers may be asked to:

*Under Lot 1- European standards in the field of Health Law, human rights enshrined in the ECHR, Oviedo Convention, and its Additional Protocols*

- prepare legal and policy advice and analysis, with reference to human rights, European standards and best practice, in the field of biomedicine, in order to improve the legislative and institutional frameworks in Armenia. Legal and policy advice will cover topics including but not limited to informed consent, medical secret and confidentiality, genetic testing, transplantation of organs and tissues, prohibition of financial gain, biomedical research, reproductive health rights, blood donation, end-of-life rights;
- undertake specific research, carry out analysis of legal texts and data, provide recommendations to support the improvement of national legislation in the field of human rights in biomedicine and healthcare in Armenia;
- participate in expert working groups, high level meetings, workshops, seminars, round tables, trainings and conferences, deliver presentations, provide written input to peer reviews;
- prepare draft legislation, draft reports, legal opinions, training modules and training materials, policy advice and other relevant documents.

The above-listed tasks shall be provided in cooperation with national consultants and under the guidance of project staff (where appropriate).

*Under Lot 2- European standards in field of Ethics Committees and ethical rules*

- prepare legal and policy advice and analysis, with reference to European standards and best practice, in the areas of ethics committees and research ethics committees, in order to improve the legislative and institutional frameworks in Armenia. Legal and policy advice will cover topics including but not limited to principles and standards of ethical rules for healthcare professionals, ethical standards for ethics committees, requirements for ethics committee members;
- undertake specific research, carry out analysis of legal texts and data, provide recommendations to support the improvement of national legislation in the field of ethical issues in the field of healthcare in Armenia;
- participate in expert working groups, high level meetings, workshops, seminars, round tables, trainings and conferences, deliver presentations, provide written input to peer reviews;
- prepare draft legislation, draft reports, legal opinions, policy advice, training modules and training materials, and other relevant documents.

The above-listed tasks shall be provided in cooperation with national consultants and under the guidance of project staff (where appropriate). *Under Lot 3- European standards in the field of human rights protection in mental health services.*

- prepare legal and policy advice and analysis, with reference to European standards and best practice, in the areas of human rights protection in the field of mental health services, in order to improve the legislative and institutional frameworks in Armenia. Legal and policy advice will cover topics including but not limited to principles and standards of human rights protection in mental healthcare services;
- undertake specific research, carry out analysis of legal texts and data, provide recommendations to support the improvement of national legislation in the field of mental health services in the field of healthcare in Armenia;
- participate in expert working groups, high level meetings, workshops, seminars, round tables, trainings and conferences, deliver presentations, provide written input to peer reviews;
- prepare draft legislation, draft reports, legal opinions, policy advice, training modules and training materials, and other relevant documents.

The above-listed tasks shall be provided in cooperation with national consultants and under the guidance of project staff (where appropriate).

*Under Lot 4 – European standards in the field of health literacy.*

- prepare legal and policy advice and analysis, with reference to European standards and best practice, in the areas health literacy, in order to improve the institutional frameworks in Armenia. Legal and policy advice will cover topics including but not limited to principles and standards of Council of Europe with regards to health literacy;
- undertake specific research, carry out analysis of legal texts and data, provide recommendations to support the improvement of national legislation in the field of mental health services within the healthcare system in Armenia;
- participate in expert working groups, high level meetings, workshops, seminars, round tables, trainings and conferences, deliver presentations, provide written input to peer reviews;
- prepare guidelines, draft reports, legal opinions, policy advice, training modules and training materials, and other relevant documents.

The above-listed tasks shall be provided in cooperation with national consultants and under the guidance of project staff (where appropriate).

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 the Provider for the relevant lot 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 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.

## **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;

<sup>1</sup> 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.

<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.

- 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.

#### *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):

#### *Lot 1: European standards in the field of Health Law, human rights enshrined in the ECHR, Oviedo Convention, and its Additional Protocols*

- Master's Degree or equivalent in Law or Public Policy or Healthcare Management, or Social Sciences;
- Minimum five years of relevant experience in developing training modules or toolkits and/or undertaking research and/or providing legal advice, legal opinions, or recommendations on human rights in the field of biomedicine with reference to relevant international standards;
- Fluency in English or French: B2 according to the European language framework or its equivalent.

#### *Lot 2: European standards in field of Ethics Committees and ethical rules*

- Master's Degree or equivalent in Law or Public Policy or Healthcare Management, or Social Sciences;
- Minimum five years of relevant experience in undertaking research and/or providing legal advice, legal opinions, or recommendations on human rights in the field of biomedicine with reference to relevant international standards;
- Fluency in English or French: B2 according to the European language framework or its equivalent.

#### *Lot 3: European standards in the field of human rights protection in mental health services*

- Master's Degree or equivalent in Law or Public Policy or Healthcare Management, or Social Sciences, or Medicine;
- Minimum five years of relevant experience in developing training modules or toolkits and/or undertaking research and/or providing legal advice, legal opinions, or recommendations on human rights in the field of biomedicine with reference to relevant international standards;
- Fluency in English or French: B2 according to the European language framework or its equivalent.

#### *Lot 4: European standards in the field of health literacy*

- Master's Degree or equivalent in Law or Public Policy or Healthcare Management or Social Sciences or Journalism or PR or Communication;
- Minimum five years of relevant experience in developing training modules or toolkits and/or undertaking research and/or providing legal advice, legal opinions, or recommendations on human rights in the field of biomedicine with reference to relevant international standards;
- Fluency in English or French: B2 according to the European language framework or its equivalent.

#### *Award criteria*

#### *Lot 1: European standards in the field of Health Law, bioethics enshrined in the ECHR, Oviedo Convention, and its Additional Protocols*

##### Quality of the offer (80%):

- Thematic knowledge and related experience including:
  - Knowledge of the relevant international standards in the field of healthcare law and human rights in biomedicine, in particular those set by the Oviedo Convention of the Council of Europe;



- Knowledge and experience of bioethical issues;
- Experience of working with international organisations.
- Level and relevance of the capacities of the tenderer:
  - research, analysis and reporting skills;
  - capacity to adapt to the context.

Financial offer (20%).

*Lot 2: European standards in field of Ethics Committees and ethical rules*

Quality of the offer (80%):

- Thematic knowledge and related experience including:
  - Knowledge of the relevant international standards in the field of ethical rules and ethics committees in the field of healthcare, in particular those set by the Council of Europe;
  - Knowledge and experience of bioethical issues;
  - Experience of working with international organisations;
- Level and relevance of the capacities of the tenderer:
  - research, analysis and reporting skills;
  - capacity to adapt to the context.

Financial offer (20%).

*Lot 3: European standards in the field of human rights protection in mental health services*

Quality of the offer (80%):

- Thematic knowledge and related experience including:
  - Knowledge of the relevant international standards in the field of human rights protection in mental health services, in particular those set by the Oviedo Convention of the Council of Europe;
  - Knowledge and experience of issues of human rights protection in mental health services.
  - Experience of working with international organisations
- Level and relevance of the capacities of the tenderer:
  - research, analysis and reporting skills;
  - capacity to adapt to the context.

Financial offer (20%).

*Lot 4: European standards in the field of health literacy*

Quality of the offer (80%):

- Thematic knowledge and related experience including:
  - Knowledge of the relevant international standards in the field of health literacy, in particular those set by the Council of Europe;
  - Knowledge and experience of issues of health-related communication and media of healthcare sphere;
  - Experience of working with international organisations.
- Level and relevance of the capacities of the tenderer:
  - research, analysis and reporting skills;
  - capacity to adapt to the context.

Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

**G. DOCUMENTS TO BE PROVIDED**

- **One completed and signed copy of the Act of Engagement.**<sup>3</sup>
- Registration documents, for legal persons only;
- A detailed CV in English or French, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria. Where the tenderer is a legal person, this shall include the CV of the person(s) who will be assigned to carry out the work;
- Samples of previous work (draft legal act, legal opinion, presentation, training module, research paper, etc.) in English or French;
- Three referees' contact details (contacts, including phone number and e-mail address).

**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 INTERNATIONAL CONSULTANCY SERVICES ON IMPLEMENTATION OF EUROPEAN STANDARDS IN THE FIELDS OF BIOMEDICINE AND HEALTHCARE 2023/AO/25

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

##### 1.1 Name and address

##### COUNCIL OF EUROPE

Council of Europe Office in Yerevan

##### 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.<sup>4</sup>

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: [tender.armenia-bh8090@coe.int](mailto:tender.armenia-bh8090@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](mailto:cdm@coe.int) with reference no. **2023AO25** 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 10 April 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.

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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:

- **One completed and signed copy of the Act of Engagement.**<sup>5</sup>
  - Registration documents, for legal persons only;
  - A detailed CV in English, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria. Where the tenderer is a legal person, this shall include the CV of the person(s) who will be assigned to carry out the work;
  - Samples of previous work (draft legal act, legal opinion, presentation, training module, research paper, etc.) in English or French;
  - Three referees' contact details (contacts, including phone number and e-mail address).
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## 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](mailto:cdm@coe.int) with reference no. **2023AO25** 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 10 April 2023 by 23:59 CET.

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<sup>5</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.