

TENDER FILE / TERMS OF REFERENCE
(Restricted consultation procedure / One-off contract)

**Purchase of services for monitoring study on the
implementation of the National Strategy for Civil Society
Development in Ukraine**

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Contract N° 8592/2019/25

The Council of Europe is currently implementing a Project "Promoting civil participation in democratic decision-making process in Ukraine" until 31 August 2020. In that context, it is looking for a Provider for the provision of services for monitoring study on the implementation of the National Strategy for Civil Society Development in Ukraine for the period 2016 – 2019, with recommendations for its implementation for 2020.

A. TENDER RULES

This tender procedure is a restricted consultation 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 €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 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 a duly registered company in accordance with the Ukrainian legislation. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the present Tender File and Act of Engagement.

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_MONITORING STUDY 8592/2019/25.** 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_TENDER_MONITORING STUDY 8592/2019/25.**

Type of contract ▶	One-off contract
Duration ▶	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement)
Deadline for submission of tenders/offers ▶	14 July 2019
Email for submission of tenders/offers ▶	volodymyr.kebalo@coe.int
Email for questions ▶	volodymyr.kebalo@coe.int
Expected starting date of execution ▶	22 July 2019

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 1333 of 29 June 2011 on the procurement procedures of the Council of Europe.

B. EXPECTED DELIVERABLES

Background of the Project

Within the Council of Europe Action Plan for Ukraine 2018–2021, the Council of Europe is currently implementing a Project “Promoting civil participation in democratic decision-making process in Ukraine” until 31 August 2020. In the framework of the implementation of the Project Component I “Enhanced national institutional and policy frameworks for civil society development and participation”, the monitoring study on the implementation of the National Strategy for Civil Society Development in Ukraine shall be carried out upon request and in cooperation with the Department of Information and Public Communications of the Secretariat of the Cabinet of Ministers of Ukraine.

Context of the purchase

The monitoring study shall be based on the technical specification detailed below and in the Terms of Reference, which are an integral part of the expected deliverables.

The monitoring study shall be conducted and written in Ukrainian. The English version of the text may be provided along with the Ukrainian version; it would be accepted only if the translation is done at a very high professional level of English. The monitoring study shall contain a minimum of 20 pages and a maximum of 30 pages (Arial Narrow 11, line spacing 1,15) and include an executive summary, findings based on desk work and interviews, recommendations for the preparation of an implementation plan of the Strategy in 2020. The monitoring study shall be appended by additional information including infographic illustrations of the study findings and lists of meetings and participants, any other useful information.

The deadline for completion is set to **21st October 2019**.

The study findings and recommendations will be discussed during dedicated events in October and November 2019. The representative (s) of the research team will be required to attend and present the study.

C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send a **quote (Pro Forma invoice)** on their letterhead 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.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests (by signing the Act of Engagement,² you declare on your honour not being in any of the below situations)

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;
- 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 or are likely to be in a situation of conflict of interests.

² The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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 above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

Eligibility criteria

- The tenderer must be either a duly registered legal company except consortia, or duly registered private entrepreneur in accordance with the Ukrainian legislation;
- The tenderer must be specialized at least in one of the following fields: civil society, NGO development, civil participation, political or social or legal studies with a very good knowledge in the field of civil society;
- The tenderer must have proven experience in research, data collection and assessment, drafting evaluation reports;
- The tenderer must be able to provide the results of monitoring study by 15 October 2019;
- Excellent knowledge of Ukrainian (C2 level of the Common European Framework of Reference for Languages / mother tongue);
- Very good knowledge of English (C1 level of the Common European Framework of Reference for Languages).

Award criteria

- Quality of the offer (70%), including:
 - Quality of the approach paper and professional capacity of the proposed team (see section E);
- Financial offer (30%).

Multiple tendering is not authorised.**E. DOCUMENTS TO BE PROVIDED**

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement³ (See attached)**
- For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
- Scanned copies of registration documents confirming type of economic activity of the tenderer;
- Samples of previously conducted alike monitoring studies / research work;
- **Portfolio of the team**, including CVs of those who will be involved in the study and how (in a form of a word or pdf document and up to 10 pages);
- Cover email with a **proposal that shall contain information about the methodology and work plan, as well as the timeline of the study.**

All documents shall be submitted in English, except registration documents and samples of deliverables, 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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³ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.