

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of local consultancy services for the provision of expertise to draft Georgian Bar Association (“GBA”) communications strategy under the project “Support to the Judicial Reform in Georgia” Contract No 1-22/01/2019

The Council of Europe is currently implementing a Project on Support to the Judicial Reform in Georgia. One particular component of the Project entails carrying out expertise on the GBA organisational strategy. In that context, it is looking for a Provider for the provision of consultancy services for drafting three years communications strategy and one year action plan, to be requested by the Council on an as needed basis.

TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 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 either a natural person, or a legal person except consortia. 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_Local consultancy_Communications Strategy for the GBA.** 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_Local consultancy_ Communications Strategy for the GBA.**

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|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 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 ▶ | 05 February 2019 |
| Email for submission of tenders/offers ▶ | judiciaryreform.georgia@coe.int |
| Email for questions ▶ | judiciaryreform.georgia@coe.int |
| Expected starting date of execution ▶ | 18 February 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.](#)

A. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

B. 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 .

C. 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.

Eligibility criteria

- University degree in law, political sciences, social sciences, international relations, public administration or related fields;
- At least 5 years experience of socio-legal research using appropriate research methodology including at least 3 years research experience in the areas of equal opportunities, inclusivity and diversity;
- Excellent knowledge of the Georgian language and a very good knowledge of English language(at least level B2 of the CEFR);
- A financial offer not exceeding the limit set out in the Act of Engagement.

Award criteria

- Quality of the offer (90%), including:
 - Relevance of the experience of the tenderer in the fields identified by the Call (50%);
 - Research, drafting and analytical skills (25%);
 - Consultancy or other relevant work experience in international projects and/or in projects related to justice (15%).
- Financial offer (10%).

Multiple tendering is not authorised.

D. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- A completed and signed copy of the **Act of Engagement**³ (See attached);
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria. Where relevant (in the case of a company), a detailed CV for each individual allocated to work under the contract should be included, together with an indication of the tasks to which they will be assigned;
- Registration documents, for legal persons only;
- Contact details of 3 (three) references;

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.

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.

- Sample, not exceeding 3 pages (i.e. an extract), of an article, report, or other professional writing recently drafted in English, by the tenderer. Where relevant, a sample of the work of each individual allocated to work under the contract should be included;
- Motivation letter, not exceeding 1 page, describing how the tenderer meets the requirements of the expected services. Tenderers may supplement motivation letters with documents proving their knowledge, such as programmes of events and descriptions of projects they participated in, titles and references of research they undertook and summaries of reports they produced.

**All documents shall be submitted in English, failure to do so will result in the exclusion of the tender.
If any of the documents listed above are missing, the Council 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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