

TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure/ One-off contract)

Purchase of consultancy services for the Evaluation of the Council of Europe's work under the Programme line Violence against Women and Domestic Violence Contract N° 2021/1

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Directorate of Internal Oversight of the Council of Europe will implement in 2021 an evaluation of the Council of Europe's work under the Programme line Violence against Women and Domestic Violence. In that context, it is looking for a Provider for the provision of consultancy services (See Section A and Annex 1 of the Act of Engagement).

A. TENDER PROCEDURE 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 €5,000 for intellectual services) and € 150,000 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: DIO evaluation - Violence against Women and Domestic Violence.** 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 Council of Europe 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: Question - DIO evaluation - Violence against Women and Domestic Violence.**

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 March 2021
Email for submission of tenders/offers ▶	Dio@coe.int
Email for questions ▶	Dio.evaluation@coe.int
Expected starting date of execution ▶	12 March 2021

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

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

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 to be provided;
- 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.
- **the financial proposal providing in particular information on travel and per diem as the budget may be amended, with the agreement of both parties, to take into account any changes to the possibility to travel, in the light of the current pandemic situation, during the course of the assignment.**

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.

Eligibility criteria

Eligible consultant(s) will have the following qualifications:

- Extensive knowledge of evaluation principles, methodology and best practices;
- Proven knowledge of qualitative and quantitative methods mentioned in the evaluation matrix (Appendix 4 of the ToR), in particular contribution analysis and qualitative comparative analysis (QCA);
- Proven record of at least 15 years' experience in designing, managing and leading evaluations in the context of international cooperation;
- Extensive thematic knowledge and experience in (evaluation of) interventions in the area of Violence against Women and Domestic Violence;
- Professional fluency in oral and written English.

Award criteria

Quality of the technical offer (80%), which should include the following items:

1. Proposed methodology

This chapter should be structured in the following manner:

1.1. Approach and methodology

- Proposed methodology and an opinion on the key issues related to the achievement of the contract objectives, in particular, in relation to the questions listed in the evaluation matrix (Appendix 4 of

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.

the ToR). Any comments on the TOR that are important for the successful execution of the contract, thus demonstrating the degree of understanding of the assignment.

- An explanation of the risks and assumptions affecting the execution of the contract and of how the quality of the deliverables for the assignment will be assured.
- A description of any support that the consultant would need from the contractor during the execution of the contract.

1.2. Timetable of activities

- The schedule, sequence and duration of proposed activities including the timing of major milestones in the execution of the contract, demonstrating the ability of consultants to carry out assignments within deadlines indicated in the ToR.
- The expected number of working days required for each activity.
- For the financial proposal based upon the possibility to travel: the expected travel costs for all planned trips (per trip).

2. Qualifications of the consultant(s)

2.1. CV(s) of all consultants working on the assignment

- Consultant(s) must demonstrate qualifications in line with the ToR.

2.2. Work samples

- Consultants are encouraged to include two final reports of (comparable) assignments they possibly carried out.

2.3. References

- The proposals should contain the contact details of a minimum of three references.

2.4. Declaration of honour

- Applicants should sign a declaration of honour with respect to exclusion criteria and the absence of a conflict of interest (Signature of Act of Engagement).

- Financial offer (20%).

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

The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

E. NEGOTIATIONS

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

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A technical and financial project proposal based on the Terms of Reference (see Section A of the Act of Engagement) as described under D**
- **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);
- Registration documents, for legal persons only;
- CV(s) of all consultants working on the assignment;
- Contact details of three referees.

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 of Europe reserves the right to reject the tender.

³ The Act of Engagement must be completed, signed, scanned in its entirety (i.e. including all the pages) and sent as a compiled document. For all scanned documents, .pdf files are preferred.

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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