



## CALL FOR TENDERS

FOR THE PROVISION OF INTERNATIONAL CONSULTANCY SERVICES IN THE AREAS OF WOMEN EMPOWERMENT, GLOBAL EDUCATION AND YOUTH COOPERATION

**2021A009**

<b>Object of the procurement procedure</b> ▶	International Consultancy Services in the areas of Women Empowerment, Global Education and Youth Cooperation
<b>Project</b> ▶	North-South Centre of the Council of Europe
<b>Organisation and buying entity</b> ▶	Council of Europe North-South Centre
<b>Type of contract</b> ▶	<b>Framework Contract</b>
<b>Duration</b> ▶	Until 31 December 2021, renewable until 31 December 2025.  At the end of its initial term, the Framework Contract will be tacitly renewed for a further term of one year, and shall renew each year thereafter, unless either party notifies the other in writing of its intention to terminate the contract at the latest 1 (one) month before the renewal date. The contract shall not be renewed beyond 31/12/2025 and shall end on this date unless either party has already validly terminated the contract.
<b>Expected starting date</b> ▶	1 July 2021
<b>Tender Notice Issuance date</b> ▶	26 March 2021
<b>Deadline for tendering</b> ▶	<b>25 April 2021</b>

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES**..... 13  
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 IN THE AREAS OF WOMEN EMPOWERMENT, GLOBAL EDUCATION AND YOUTH COOPERATION

**2021A009**

#### A. BACKGROUND

The European Centre for Global Interdependence and Solidarity – the North-South Centre (NSC) – raises European awareness about global interdependence and solidarity related issues and promotes intercultural dialogue through a multilateral and interregional co-operation framework, and through a quadrilogue approach bringing together representatives of governments, parliaments, local and regional authorities and civil society. The North-South Centre also represents Council of Europe's window to the South and is a relevant instrument of its policy towards neighbouring regions.

The mission of the Centre is to empower civil society, in particular [women](#) and [youth](#), through intercultural dialogue and global citizenship education to play an active role in Council of Europe's member states and neighbouring regions.

For this purpose, the North-South Centre of the Council of Europe is looking for a **maximum of 230 Providers** (provided enough tenders meet the criteria indicated below) in order to support the implementation of the North-South Centre's activities and projects in the areas of areas of women empowerment, global education and youth cooperation.

This Contract is currently estimated to cover up to 90 activities, to be held by 31 December 2025. 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 3.000.000 Euros and the total amount of the object of present tender should in principle not exceed 640,000.00 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 present tendering procedure aims to select Provider(s) to support the implementation of the North-South Centre's activities and projects and is divided into the following lots:

<b>Lots</b>		Maximum number of Providers to be selected
<b>Lot 1</b>	<ul style="list-style-type: none"> <li>▪ <b>Drafting analytical reports (assessments, gap analysis...)</b></li> <li>▪ <b>Researching</b></li> <li>▪ <b>Monitoring and evaluation</b></li> <li>▪ <b>Revising and proof-reading documents for publication</b></li> <li>▪ <b>Designing and delivering training modules and producing training materials, online and/or offline, based on formal and non-formal education methodologies</b></li> <li>▪ <b>Tutoring courses and workshops online and/or offline</b></li> <li>▪ <b>Conducting/ facilitating/ sharing expertise at offline and online trainings/ workshops/ conferences/ high level meetings</b></li> <li>▪ <b>Providing analysis of specific legal contexts</b></li> </ul> <p>in the following fields:</p> <p><b>Women Empowerment, women's rights and gender equality</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Violence against women and domestic violence</li> <li>• Migrant, refugee, asylum-seeking women and girls</li> <li>• Trafficking and exploitation of women and girls</li> <li>• Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality</li> <li>• Gender mainstreaming in education and media</li> </ul>	<b>60</b>
<b>Lot 2</b>	<ul style="list-style-type: none"> <li>▪ <b>Drafting analytical reports (assessments, gap analysis...)</b></li> <li>▪ <b>Researching</b></li> <li>▪ <b>Monitoring and evaluation</b></li> <li>▪ <b>Revising and proof-reading documents for publication</b></li> <li>▪ <b>Designing and delivering training modules and producing training materials, online and/or offline, based on formal and non-formal education methodologies</b></li> <li>▪ <b>Tutoring courses and workshops online and/or offline</b></li> <li>▪ <b>Conducting/ facilitating/ sharing expertise at offline and online trainings/ workshops/ conferences/ high level meetings</b></li> <li>▪ <b>Providing analysis of specific legal contexts</b></li> </ul> <p>in the following fields:</p> <p><b>Global Education/Global Citizenship Education (GE/GCED)</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Global competences for democratic citizenship</li> <li>• Intercultural dialogue/learning</li> <li>• Interreligious dialogue</li> <li>• Agenda 2030 for Sustainable Development</li> <li>• Environmental degradation, Climate change, Loss of biodiversity</li> <li>• Media literacy</li> <li>• Diaspora communities</li> <li>• Interregional cooperation in the fields mentioned above</li> </ul>	<b>30</b>

<b>Lot 3</b>	<ul style="list-style-type: none"> <li>• <b>Drafting analytical reports (assessments, gap analysis...)</b></li> <li>• <b>Researching</b></li> <li>• <b>Monitoring and evaluation</b></li> <li>• <b>Revising and proof-reading documents for publication</b></li> <li>• <b>Designing and delivering training modules and producing training materials, online and/or offline, based on formal and non-formal education methodologies</b></li> <li>• <b>Tutoring courses and workshops online and/or offline</b></li> <li>• <b>Conducting/ facilitating/ sharing expertise at offline and online trainings/ workshops/ conferences/ high level meetings</b></li> <li>• <b>Providing analysis of specific legal contexts</b></li> </ul> <p>in the following fields:</p> <p><b>Youth Cooperation</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Governance and democratic participation: Youth participation and youth structured dialogue</li> <li>• Intergenerational dialogue</li> <li>• Access to youth rights</li> <li>• Interregional cooperation in the field of Youth</li> <li>• Youth, Peace and Security</li> <li>• Digital community building, digital communication, digital youth work, gamification, online youth events, social media</li> </ul>	<b>90</b>
<b>Lot 4</b>	<ul style="list-style-type: none"> <li>• <b>Providing graphic harvesting / facilitation / recording (creating visual summaries) during in-person and online activities and meetings</b> on themes related with one or more fields described in this call, namely:</li> </ul> <p><b>Women Empowerment, women’s rights and gender equality</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Violence against women and domestic violence</li> <li>• Migrant, refugee, asylum-seeking women and girls</li> <li>• Trafficking and exploitation of women and girls</li> <li>• Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality</li> <li>• Gender mainstreaming in education and media</li> </ul> <p><b>Global Education/Global Citizenship Education (GE/GCED)</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Global competences for democratic citizenship</li> <li>• Intercultural dialogue/learning</li> <li>• Interreligious dialogue</li> <li>• Agenda 2030 for Sustainable Development</li> <li>• Environmental degradation, Climate change, Loss of biodiversity</li> <li>• Media literacy</li> <li>• Diaspora communities</li> <li>• Interregional cooperation in the fields mentioned above</li> </ul> <p><b>Youth Cooperation</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Governance and democratic participation: Youth participation and youth structured dialogue</li> <li>• Intergenerational dialogue</li> <li>• Access to youth rights</li> <li>• Interregional cooperation in the field of Youth</li> <li>• Youth, Peace and Security</li> <li>• Digital community building, digital communication, digital youth work, gamification, online youth events, social media</li> </ul>	<b>20</b>

<p><b>Lot 5</b></p>	<ul style="list-style-type: none"> <li>• <b>Providing musical creation and facilitation as pedagogical tools/methodologies for/during activities/meetings</b> on themes related with one or more fields described in this call, namely: <ul style="list-style-type: none"> <li>• <b>Women Empowerment, women’s rights and gender equality</b>, including, but not limited to: <ul style="list-style-type: none"> <li>• Violence against women and domestic violence</li> <li>• Migrant, refugee, asylum-seeking women and girls</li> <li>• Trafficking and exploitation of women and girls</li> <li>• Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality</li> <li>• Gender mainstreaming in education and media</li> </ul> </li> <li>• <b>Global Education/Global Citizenship Education (GE/GCED)</b>, including, but not limited to: <ul style="list-style-type: none"> <li>• Global competences for democratic citizenship</li> <li>• Intercultural dialogue/learning</li> <li>• Interreligious dialogue</li> <li>• Agenda 2030 for Sustainable Development</li> <li>• Environmental degradation, Climate change, Loss of biodiversity</li> <li>• Media literacy</li> <li>• Diaspora communities</li> <li>• Interregional cooperation in the fields mentioned above</li> </ul> </li> <li>• <b>Youth Cooperation</b>, including, but not limited to: <ul style="list-style-type: none"> <li>• Governance and democratic participation: Youth participation and youth structured dialogue</li> <li>• Intergenerational dialogue</li> <li>• Access to youth rights</li> <li>• Interregional cooperation in the field of Youth</li> <li>• Youth, Peace and Security</li> <li>• Digital community building, digital communication, digital youth work, gamification, online youth events, social media</li> </ul> </li> </ul> </li> </ul>	<p><b>20</b></p>
<p><b>Lot 6</b></p>	<ul style="list-style-type: none"> <li>• <b>Designing content for campaigns:</b> <ul style="list-style-type: none"> <li>• <b>Campaign design (webpage structure, content, visuals and resources);</b></li> <li>• <b>Campaign promotion (launching &amp; communication strategy, social media management);</b></li> <li>• <b>Campaign monitoring, communication strategy, social media management;</b></li> <li>• <b>Data collection, reporting and infographic with campaign results</b></li> </ul> </li> <li>on themes related with one or more fields described in this call, namely: <ul style="list-style-type: none"> <li>• <b>Women Empowerment, women’s rights and gender equality</b>, including, but not limited to: <ul style="list-style-type: none"> <li>• Violence against women and domestic violence</li> <li>• Migrant, refugee, asylum-seeking women and girls</li> <li>• Trafficking and exploitation of women and girls</li> <li>• Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality</li> <li>• Gender mainstreaming in education and media</li> </ul> </li> <li>• <b>Global Education/Global Citizenship Education (GE/GCED)</b>, including, but not limited to: <ul style="list-style-type: none"> <li>• Global competences for democratic citizenship</li> <li>• Intercultural dialogue/learning</li> <li>• Interreligious dialogue</li> <li>• Agenda 2030 for Sustainable Development</li> <li>• Environmental degradation, Climate change, Loss of biodiversity</li> <li>• Media literacy</li> <li>• Diaspora communities</li> <li>• Interregional cooperation in the fields mentioned above</li> </ul> </li> <li>• <b>Youth Cooperation</b>, including, but not limited to: <ul style="list-style-type: none"> <li>• Governance and democratic participation: Youth participation and youth structured dialogue</li> <li>• Intergenerational dialogue</li> <li>• Access to youth rights</li> <li>• Interregional cooperation in the field of Youth</li> <li>• Youth, Peace and Security</li> <li>• Digital community building, digital communication, digital youth work, gamification, online youth events, social media</li> </ul> </li> </ul> </li> </ul>	<p><b>10</b></p>

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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section F below), is **equivalent to or higher than 2 out of 5** will be selected under each Lot.

## C. SCOPE OF THE FRAMEWORK CONTRACT

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

**Lot 1: Drafting analytical reports (assessments, gap analysis...); researching; monitoring and evaluation; revising and proof-reading documents for publication; designing and delivering training modules and producing training materials, online and/or offline, based on formal and non-formal education methodologies; tutoring courses and workshops online and/or offline; conducting/ facilitating/ sharing expertise at offline and online trainings/ workshops/ conferences/ high level meetings; providing analysis of specific legal contexts** in the following fields:

**Women Empowerment, women's rights and gender equality**, including, but not limited to:

- Violence against women and domestic violence
- Migrant, refugee, asylum-seeking women and girls
- Trafficking and exploitation of women and girls
- Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality
- Gender mainstreaming in education and media

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.

**Lot 2: Drafting analytical reports (assessments, gap analysis...); researching; monitoring and evaluation; revising and proof-reading documents for publication; designing and delivering training modules and producing training materials, online and/or offline, based on formal and non-formal education methodologies; tutoring courses and workshops online and/or offline; conducting/ facilitating/ sharing expertise at offline and online trainings/ workshops/ conferences/ high level meetings; providing analysis of specific legal contexts** in the following fields:

**Global Education/Global Citizenship Education (GE/GCED)**, including, but not limited to:

- Global competences for democratic citizenship
- Intercultural dialogue/learning
- Interreligious dialogue
- Agenda 2030 for Sustainable Development
- Environmental degradation, Climate change, Loss of biodiversity
- Media literacy
- Diaspora communities
- Interregional cooperation in the fields mentioned above

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.

Lot 3: **Drafting analytical reports (assessments, gap analysis...); researching; monitoring and evaluation; revising and proof-reading documents for publication; designing and delivering training modules and producing training materials, online and/or offline, based on formal and non-formal education methodologies; tutoring courses and workshops online and/or offline; conducting/ facilitating/ sharing expertise at offline and online trainings/ workshops/ conferences/ high level meetings; providing analysis of specific legal contexts** in the following fields:

**Youth Cooperation**, including, but not limited to:

- Governance and democratic participation: Youth participation and youth structured dialogue
- Intergenerational dialogue
- Access to youth rights
- Interregional cooperation in the field of Youth
- Youth, Peace and Security
- Digital community building, digital communication, digital youth work, gamification, online youth events, social media

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.

Lot 4: **Providing graphic harvesting / facilitation / recording (creating visual summaries) during in-person and online activities and meetings** on themes related with one or more fields described in this call, namely:

**Women Empowerment, women's rights and gender equality**, including, but not limited to:

- Violence against women and domestic violence
- Migrant, refugee, asylum-seeking women and girls
- Trafficking and exploitation of women and girls
- Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality
- Gender mainstreaming in education and media

**Global Education/Global Citizenship Education (GE/GCED)**, including, but not limited to:

- Global competences for democratic citizenship
- Intercultural dialogue/learning
- Interreligious dialogue
- Agenda 2030 for Sustainable Development
- Environmental degradation, Climate change, Loss of biodiversity
- Media literacy
- Diaspora communities
- Interregional cooperation in the fields mentioned above

**Youth Cooperation**, including, but not limited to:

- Governance and democratic participation: Youth participation and youth structured dialogue
- Intergenerational dialogue
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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.



Lot 5: **Providing musical creation and facilitation as pedagogical tools/ methodologies for/during activities/meetings** on themes related with one or more fields described in this call, namely:

**Women Empowerment, women's rights and gender equality**, including, but not limited to:

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- Migrant, refugee, asylum-seeking women and girls
- Trafficking and exploitation of women and girls
- Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality
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**Global Education/Global Citizenship Education (GE/GCED)**, including, but not limited to:

- Global competences for democratic citizenship
- Intercultural dialogue/learning
- Interreligious dialogue
- Agenda 2030 for Sustainable Development
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- Governance and democratic participation: Youth participation and youth structured dialogue
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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.

Lot 6: **Designing content for campaigns: Campaign design (webpage structure, content, visuals and resources); campaign promotion (launching & communication strategy, social media management); campaign monitoring, communication strategy, social media management; data collection, reporting and infographic with campaign results** on themes related with one or more fields described in this call, namely:

**Women Empowerment, women's rights and gender equality**, including, but not limited to:

- Violence against women and domestic violence
- Migrant, refugee, asylum-seeking women and girls
- Trafficking and exploitation of women and girls
- Non-discrimination, gender stereotypes, sexism, multiple discrimination and intersectionality
- Gender mainstreaming in education and media

**Global Education/Global Citizenship Education (GE/GCED)**, including, but not limited to:

- Global competences for democratic citizenship
- Intercultural dialogue/learning
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**Youth Cooperation**, including, but not limited to:

- Governance and democratic participation: Youth participation and youth structured dialogue
- Intergenerational dialogue
- Access to youth rights
- Interregional cooperation in the field of Youth
- Youth, Peace and Security
- Digital community building, digital communication, digital youth work, gamification, online youth events, social media

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 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).

#### **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.

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 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.

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 Service 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 .

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<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.

### 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>

Potential suppliers or bidders shall be excluded from participating in the tender procedure where they:

- a. 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;
- b. 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;
- c. have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- d. 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, residence or establishment;
- e. 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;
- f. have been involved in mismanagement of the Council of Europe funds or public funds;
- g. are or appear to be in a situation of conflict of interest in relation to the tender procedure.

All bidders shall deliver, when submitting their tender, a declaration on their honour certifying that they are not in any of the above-mentioned situations.

The Council of Europe reserves the right to ask successful bidders to supply the following supporting documents:

- a. for the items in a), b), c) and f), 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 these requirements are met;
- b. for the items in d), a certificate issued by the competent authority of the country of incorporation.

### *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):

- Fluency in either English or French (minimum C1 level or equivalent);
- Minimum of three years proven experience in the field/s relevant to the lot/s they are tendering for;
- Possess a bank account under the Provider's legal name;

### *Award criteria*

- Quality of the offer (60%), including:
  - (20%) Thematic expertise gained from experience in drafting knowledge products such as books, articles, research and policy papers, baseline and comparative studies, desk reviews, handbooks, etc. and/or thematic expertise gained from experience in developing or applying methodologies, protocols, guidelines, toolkits, or from carrying out trainings, etc.
  - (20%) Quality of previously developed work, in like manner of original creations, provided for in a portfolio;
  - (15%) Drafting skills in English or French;
  - (5%) Experience in working in multicultural contexts and dealing with intercultural working approaches.
- Financial offer: (40%)

<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 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;
- 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).

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

**Multiple tendering is not authorised.**

#### **G. DOCUMENTS TO BE PROVIDED**

- One completed and signed copy of the Act of Engagement;<sup>3</sup>
- A list of all owners and executive officers, for legal persons only;
- Registration documents, for legal persons only;
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A motivation letter in English or French (1 page maximum) highlighting the most relevant expertise regarding the lot(s) tendered for;
- Minimum two original samples of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, portfolios, etc.) related to the lot(s) tendered for;
- Two references (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 IN THE AREAS OF WOMEN**  
**EMPOWERMENT, GLOBAL EDUCATION AND YOUTH COOPERATION**  
**2021AO09**

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

**1.1 Name and address**

**COUNCIL OF EUROPE**

North-South Centre of the Council of Europe  
 Rua de São Caetano, 32  
 1200-829 Lisboa, Portugal

**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, Moscow, 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:

- 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, or a legal person except consortia.

**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: [nscinfo@coe.int](mailto:nscinfo@coe.int)

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

**ARTICLE 8 – MODALITY 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). 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 25 April 2021.

**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>
  - A list of all owners and executive officers, for legal persons only;
  - Registration documents, for legal persons only;
  - A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria;
  - A motivation letter in English or French (1 page maximum) highlighting the most relevant expertise regarding the lot(s) tendered for;
  - Minimum two original samples of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, portfolios, etc.) related to the lot(s) tendered for;
  - Two references (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). Tenders submitted to another e-mail account will be excluded from the procedure;

The deadline for the submission of tenders is **25 April 2021**.

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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.