

Advancing participatory and human rights-based local democracy in Georgia

Tender – mentorship and co-ordination of youth and citizen-led initiatives at local level in Georgia

Frequently asked questions:

Question: Are there specific requirements regarding the two written work samples to be submitted as part of the application? can I submit an article? Or, for example, would a doctoral thesis proposal also be acceptable? How formal should the writing be, and does it need to have been published somewhere? Would it be acceptable to submit a list/description of previously implemented initiatives and projects for this purpose?

Answer: There are no specific guidelines regarding the type of the written work samples to be submitted. Applicants may provide, for example, articles, project proposals, reports, methodologies, guidelines, presentations or other relevant written samples. There is no minimum or maximum word count or page limit for the written work samples. Both published and unpublished samples may be submitted. A list or description of previously implemented initiatives and projects would not be considered a written work sample in itself. However, such information may be included in the application where relevant, together with the requested written samples.

Question: What is the duration of the contract?

Answer: The contract is valid until 31 December 2027. At the end of its initial term, the contract will be tacitly renewed for a further term of one year unless either party notifies the other in writing of its intention to terminate the contract at the latest two months before the renewal date. The contract shall not be renewed beyond 31/12/2028 and shall end on this date unless either party has already validly terminated the contract.

Question: Could the bidder use WeTransfer to provide documents?

Answer: Documents may be submitted via file sharing services such as WeTransfer, Dropbox, OneDrive, etc. In this case, the link must mandatorily remain active for at least 30 days after the deadline for the submission of the bids. Failure to ensure this may lead to the bid being excluded from the procurement procedure.

Question: Can the bidder apply for several regions? If bidder does not meet the requirements for one region but meet the requirements for other, will he or she be automatically excluded?

Answer: Bidders may apply for as many lots as they wish. The lots are assessed separately. Therefore, not meeting the requirements for one lot would not automatically exclude the bidder from being considered for another lot, provided that the requirements for that lot are met.

Question: Is cooperation with local self-government/municipal authorities mandatory during the implementation of the service/project?

Answer: Assignments - in particular under lot 2 - may involve regular coordination and communication with local stakeholders depending on project needs and specific interventions, and therefore this could include local self-government/municipal authorities.

Experience of working with diverse stakeholders at local level, including local authorities, would be an asset.

Question: If the tender participant is a non-governmental organisation that has previously implemented projects funded by foreign donors, is it necessary for the organisation to be registered as an agent of foreign influence in order to participate in the tender?

Answer: It is the bidder's responsibility to ensure compliance with any relevant national legislation, internal rules, guidelines or regulations applicable. Please note that the sole inclusion in the pool of consultants does not create financial obligations neither for the Council of Europe nor for the consultants.

Question: Should the recommendation letter be in Georgian or in English?

Answer: It is required to provide three references' contact details (including phone number and e-mail address). The recommendation letter is not included in the list of documents to be provided. However, all documents shall be submitted in English, except for samples of previous written work and the registration documents which can be submitted in the local language (please note that if the original document is not in English, it should be accompanied with a summary in English), failure to do so will result in the exclusion of the tender.

Question: Should the application include the consent of the school principal in case the applicant works at a public school?

Answer: The consent of the school principal is not required as part of the list of documents to be provided. However, by signing the act of engagement where the Provider is a natural person who is employed in parallel to this Contract, he or she declares that he or she is not in a situation of conflict of interest, that he or she has been granted approval from his or her employer to perform paid services for the Council of Europe under the contract, and that he or she has been granted leave during the performance of his or her obligations under this contract.