



## CALL FOR TENDERS

### FOR THE PROVISION OF LOCAL INTELLECTUAL SERVICES FOR IMPLEMENTING THE PROJECT "ALIGNING LAWS AND POLICIES WITH THE ISTANBUL CONVENTION"

**2023/AO/72**

<b>Object of the procurement procedure</b> ▶	PROVISION OF LOCAL INTELLECTUAL SERVICES IN THE FIELD OF VIOLENCE AGAINST WOMEN AND DOMESTIC VIOLENCE
<b>Project</b> ▶	"ALIGNING LAWS AND POLICIES WITH THE ISTANBUL CONVENTION"
<b>Organisation and buying entity</b> ▶	Council of Europe <a href="#">Click here to enter text</a>
<b>Type of contract</b> ▶	<b>Framework Contract</b>
<b>Duration</b> ▶	Until 28 February 2026
<b>Expected starting date</b> ▶	18 October 2023
<b>Tender Notice Issuance date</b> ▶	04 September 2023
<b>Deadline for tendering</b> ▶	<b>25 September 2023</b>

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES**..... 10  
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 LOCAL INTELLECTUAL SERVICES FOR IMPLEMENTING THE PROJECT "ALIGNING LAWS AND POLICIES WITH THE ISTANBUL CONVENTION" 2023/AO/72

#### A. BACKGROUND

The Council of Europe project 'Aligning laws and policies with the Istanbul Convention' (2023-2026) aims at strengthening the institutional capacities to prevent and counter violence against women and domestic violence in line with the standards of the Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention). The project uses the Istanbul Convention as a compass for its actions and builds on the guidance produced in previous projects on combating violence against women and domestic violence, largely focusing on implementing the most pressing recommendations issued in the [assessment conducted](#) on the alignment of laws, policies and other measures with the Istanbul Convention.

The Council of Europe is looking for 28 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on preventing and combating violence against women and domestic violence in Kosovo\*<sup>1</sup>.

This Contract is currently estimated to cover up to 34 activities, to be held by 28.02.2026. 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 600.000 Euros and the total amount of the object of the present tender should in principle not exceed **150,000 Euros tax exclusive** 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 Council of Europe project 'Aligning laws and policies with the Istanbul Convention' (2023-2026) aims at strengthening the institutional capacities to prevent and counter violence against women and domestic violence in line with the standards of the Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention). The project uses the Istanbul Convention as a compass for its actions and builds on the guidance produced in previous projects on combating violence against women and domestic violence, largely focusing on implementing the most pressing recommendations issued in the assessment conducted on the alignment of laws, policies and other measures with the Istanbul Convention.

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Conduct research; provide expert inputs to legal and policy documents; develop and deliver capacity building trainings for legal professionals and school teachers on violence against women, domestic violence and women's access to justice including through the use of the Council of Europe HELP (European Human Rights Education for Legal	10

<sup>1</sup> \*All reference to Kosovo, whether to the territory, institutions or population, in this text shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo.

Professionals) online platform. Develop manuals for teachers or legal professionals on all forms of violence as per the Istanbul Convention.	
Lot 2: Develop guidelines and deliver capacity building/trainings for staff working in centres for social work on violence against women and domestic violence.	5
Lot 3: Develop a treatment programme for perpetrators of domestic violence, deliver capacity building/ training to service providers and mentor the service delivery in line with the Council of Europe curriculum for perpetrator programmes among others.	3
Lot 4: Conduct research on gender-based discrimination and women at risk of intersectional discrimination, develop guidelines for service delivery and provide capacity building/ training to support service providers.	4
Lot 5: Develop tools on monitoring and evaluation of project activities.	3
Lot 6: Develop awareness raising materials on violence against women and domestic violence.	3

Lot 1 concerns work in co-operation with the Academy of Justice and the University of Pristina – Faculty of Law and the capacity building of schoolteachers on all forms of violence as per the Istanbul Convention.

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

- Design and deliver trainings for legal professionals including through the use of the HELP courses on violence against women and domestic violence.
- Provide expert inputs to reports.
- Draft analytical reports, conduct research, needs assesment reports and policy briefs.
- Participate in events.

Lot 2 concerns work in co-operation with the Social Services Division of the Ministry of Justice.

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

- Draft guidelines/ work manuals for social workers.
- Develop methodology and deliver training for social workers working on violence against women and domestic violence.

Lot 3 concerns work in co-operation with the Ministry of Justice and the Ministry of Health.

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

- Deliver training on the Curriculum for the training of professionals working on perpetrators programmes.
- Draft a programme for perpetrators of domestic violence, based on the Curriculum.
- Deliver training for trainers on the delivery of the perpetrators programme.
- Mentor the pilot programme for perpetrators of domestic violence.
- Facilitate and participate events.

Lot 4 concerns work in cooperation with the Agency for Gender Equality and Ministry of Justice.

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

- Draft analytical reports, conduct research, needs assesment reports and guidelines.
- Deliver training on the implementation of guidelines.

Lot 5 concerns work related to monitoring and evaluation of project activities and interventions.

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

- Develop monitoring and evaluation tools.
- Conduct monitoring and evaluation for project's interventions.

Lot 6 concerns work in cooperation with the Ministry of Justice, the Ministry of Education, Science, Technology and Innovation, the Agency for Gender Equality.

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

- Develop awareness raising materials and tools (online and offline)
- Advise in delivery methods and channels to maximise dissemination for awareness raising.
- Design and deliver trainings for media, civil society and other relevant stakeholders

The Council will select the abovementioned number of Provider(s) per lot, if sufficient tenders meet the criteria indicated below. Tenderers are invited to indicate for which lot(s) they are tendering (see Section A of the Act of Engagement).

### **C. SCOPE OF THE FRAMEWORK CONTRACT**

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

Under Lot 1:

The listed activities should be carried out by the selected consultant/s together with international consultant(s) and in co-operation with the Council of Europe project team. These may include:

- Align the Human Rights Education for Legal Professionals (HELP) online courses on women's access to justice and violence against women and domestic violence with the local legislation and practice and tutor their implementation.
- Undertake translation and proofreading of the HELP online course in Albanian and Serbian languages as necessary.
- Participate in the launch and other events linked to the HELP online course on women's access to justice and VAW and DV.
- Provide expert inputs to legal and policy documents.
- Conduct research on court practices and other substantial matters related to the prosecution and adjudication of cases of violence against women and domestic violence.
- Draft a policy brief based on the findings of research on court practices.
- Participating in conferences and events related to the prosecution and adjudication of cases of violence against women and domestic violence.
- Assist in proofreading materials from English to Serbian and/or Albanian.
- Provide expert inputs on the alignment of the Academy of Justice curriculum with the Istanbul Convention.
- Develop a manual for schoolteachers on all forms of violence against women in line with the standards of the Istanbul Convention.

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.

Under Lot 2:

The listed activities should be carried out by the selected consultant together with international consultant(s) and in co-operation with the Council of Europe project team. These may include:

- Develop guidelines/work manuals on dealing with cases of VAW and DV, and case management templates for Centres for Social Work in line with the Istanbul Convention and other relevant international standards, taking into account existing good practices.
- Develop and deliver capacity building activities/training for the staff of Centres for Social Work on the implementation of the guidelines and work manuals developed within the project.

Under Lot 3:

The listed activities should be carried out by the selected consultant together with international consultant(s) and in co-operation with the Council of Europe project team. These may include:

- Develop a programme for perpetrators of domestic violence based on the "[Curriculum for the training of professionals working on programmes for perpetrators of domestic violence](#)" and "[Policy brief on Implementing perpetrator programmes in Kosovo\\*](#)".
- Deliver capacity building activities and training on the implementation of the "[Curriculum for the training of professionals working on programmes for perpetrators of domestic violence](#)".
- Provide Training of Trainers for service providers of the programme for perpetrators of domestic violence.
- Mentor the piloting and service provision of the programme for perpetrators of domestic violence.

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.

Under Lot 4:

The listed activities should be carried out by the selected consultant together with international consultant(s) and in co-operation with the Council of Europe project team. These may include:

- Conduct a study on women at risk of intersectional discrimination.
- Develop guidelines for delivering quality support services to women at risk of intersectional discrimination, in line with the Istanbul Convention and other relevant international standards and good practices.
- Provide peer to peer trainings to support services on the implementation of the guidelines on women at risk of intersectional discrimination.

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.

Under Lot 5:

The listed activities should be carried out by the selected consultant in co-operation with the Council of Europe project team. These may include:

- Develop tools for the monitoring and evaluation of the pilot programme for perpetrators of domestic violence, and evaluate the pilot programme.
- Develop tools for monitoring and evaluation capacity building training and other project actions.

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.

Under Lot 6:

The listed activities should be carried out by the selected consultant together with international consultant(s) and in co-operation with the Council of Europe project team. These may include:

- Develop materials and tools for **running gender sensitive awareness raising activities on violence against women and domestic violence** in line with the Istanbul Convention and other international standards and good practice.
- Prepare the methodology and conduct peer to peer trainings and **workshops for media, institutions and women NGOs** through sharing of best practices.

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 (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.

#### **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 commits 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 for the relevant lot 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.

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. If a Provider is unable to take an Order or if no reply is given on his or her behalf within that deadline, the Council may call on another 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>2</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>2</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>3</sup>

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, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- 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 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;
- have been involved in mismanagement of the Council of Europe funds or public funds;
- are or appear to be in a situation of conflict of interest;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;

### *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):

#### *For Lot 1, 2, 3, and 4*

- University Degree in Law, Social Science, Social Work, Gender Studies, Human Rights or other related fields
- at least one year relevant professional experience in at least one of the following areas: conducting research and developing training methodologies, learning materials, in conducting trainings for professionals in the area of violence against women and domestic violence and women's access to justice;
- Proven professional experience in editing and proofreading in English in the area of violence against women and domestic violence on at least one project;
- Excellent oral and written English and Albanian or Serbian, at least C1 CEFR.

For lot 5:

- University Degree in Social Science, Social Work, Gender Studies, Law Human Rights or other related fields
- relevant professional experience in monitoring and evaluation in at least one project.
- Excellent oral and written English and Albanian or Serbian, at least C1 CEFR.

For lot 6:

- University Degree in Communication, Journalism, Marketing, or other related fields

<sup>3</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 and sixth 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.



- At least one year relevant professional experience in at least one of the following areas: designing awareness raising materials and tools and developing training methodologies, learning materials and in conducting trainings for media and other professionals in the area of violence against women and domestic violence;
- Excellent oral and written English and Albanian or Serbian, at least C1 CEFR.

#### *Award criteria*

- Quality of the offer (75%), including:
  - Thematic expertise in the field related to the scope of the project **(45%)**
  - Writing and language skills **(30%)**
- Financial offer **(25%)**.

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

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

- **One completed and signed copy of the Act of Engagement.**<sup>4</sup>
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the criteria above; for legal persons, a detailed CV(s), preferably in Europass Format, of person(s) allocated to the execution of the contract demonstrating clearly that the tenderer fulfils the criteria above.
- Registration documents, for legal persons only;
- Three examples of previous professional work relevant to the scope of the Project;
- 2 (two) referees' contact details.

**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.**

**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>4</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 LOCAL INTELLECTUAL SERVICES FOR IMPLEMENTING THE PROJECT “ALIGNING LAWS AND POLICIES WITH THE ISTANBUL CONVENTION” 2023/AO/72

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

##### 1.1 Name and address

##### COUNCIL OF EUROPE

Council of Europe Gender Equality Division, Capacity Building and Co-operation Projects Unit

##### 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, 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>5</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:

- Technical specifications/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, a legal person or consortia of legal and/or natural persons.

#### 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, and shall be exclusively sent to the following address: [vaw.pristina@coe.int](mailto:vaw.pristina@coe.int)

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

#### ARTICLE 8 – MODALITIES 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) with reference no. **2023/AO/72** in the subject field. 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 September 2023** by 23:59 CET.

#### 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>5</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>6</sup>
  - A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the criteria above; for legal persons, a detailed CV(s), preferably in Europass Format, of person(s) allocated to the execution of the contract demonstrating clearly that the tenderer fulfils the criteria above.
  - Registration documents, for legal persons only;
  - Three examples of previous professional work relevant to the scope of the Project;
  - 2 (two) referees' contact details.
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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) with reference no. **2023/AO/72** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is **25 September 2023** by 23:59 CET.

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<sup>6</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.