



## CALL FOR TENDERS

### FOR THE PROVISION OF NATIONAL INTELLECTUAL CONSULTANCY SERVICES FOR THE ENHANCEMENT AND SUPPORT OF BARNAHUS STRUCTURES IN FINLAND AND FOR THE PROTECTION OF CHILDREN AGAINST SEXUAL EXPLOITATION AND SEXUAL ABUSE

**2022A049**

<b>Object of the procurement procedure ►</b>	National intellectual consultancy services for the enhancement and support of Barnahus structures in Finland and for the protection of children against sexual exploitation and sexual abuse
<b>Project ►</b>	VC 2964; Joint EU DG Reform-CoE Project on Ensuring child-friendly justice through the effective operation of the Barnahus-Units in Finland
<b>Organisation and buying entity ►</b>	Council of Europe Children's Rights Division
<b>Type of contract ►</b>	<b>Framework Contract</b>
<b>Duration ►</b>	Until 30 June 2025, tacitly renewed for a further term of one year
<b>Expected starting date ►</b>	10 September 2022
<b>Tender Notice Issuance date ►</b>	05 September 2022
<b>Deadline for tendering ►</b>	<b>25 August 2022</b>

## TABLE OF CONTENTS

This Tender File contains:

- **The TERMS OF REFERENCE**..... 3  
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 NATIONAL TECHNICAL SUPPORT AND INTELLECTUAL CONSULTANCY SERVICES FOR THE ENHANCEMENT AND SUPPORT OF BARNAHUS STRUCTURES IN FINLAND AND FOR THE PROTECTION OF CHILDREN AGAINST SEXUAL EXPLOITATION AND SEXUAL ABUSE 2022AO49

#### A. BACKGROUND

The Council of Europe is currently implementing a Project on Ensuring child-friendly justice through the effective operation of the Barnahus-Units in Finland. It is co-financed by the EU Structural Reform Support Programme and implemented in close cooperation with the EU DG Reform and the Finnish National Institute of Health and Welfare (THL) for the period 1/9/2021 to 29/2/2024.

Barnahus is a leading European model for a child-friendly multidisciplinary and interagency response to child sexual exploitation and abuse. In 2019, Finland initiated its own nationwide Barnahus project to be implemented around the core of five university hospital expert units specialising on forensic psychology/psychiatry (Barnahus-units). The EU-CoE Joint Project Barnahus in Finland sets to support the Finnish authorities in addressing the needs and challenges identified since the launch of their project so as to reduce significant existing delays in the pre-trial and judicial processes involving children.

The project is divided into three main components:

1. Improving the legislative and policy framework for the functioning of Barnahus services in Finland;
2. Strengthening inter- and multi-agency coordination mechanisms to reduce the delays in the duration of the judicial processes related to child victims of violence;
3. Increasing awareness on child sexual abuse through child participation.

The Council of Europe is looking for up to 36 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on review and analysis of legislation, policies and institutional framework related to the establishment and operation of Barnahus in Finland; development of tools and guidance for professionals to combat child sexual abuse, including case management; training and sensitisation of professionals, children and parents on child sexual abuse and violence against children in Finland and more specifically in the context of Barnahus.

This Contract is currently estimated to cover up to 50, to be held by 29/02/2024. 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 666,667 Euros and the total amount of the object of present tender should in principle not exceed 100 000 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 36 Provider(s) to support the implementation of the project and is divided into five (5) lots as detailed below.

Relevant Council of Europe standards for all lots include the Council of Europe Convention on the Protection of children against sexual exploitation and sexual abuse (Lanzarote Convention), Council of Europe Guidelines on child-friendly justice, integrated national strategies for the protection of children from violence and the rights of the child in the digital environment.

Lots	Maximum number of Providers to be selected
------	--

<b>Lot 1:</b> Analysis, review and drafting of <b>legal, policy and institutional framework</b> in Finland in line with international standards and good practices.	8
<b>Lot 2:</b> Training and support for <b>legal professionals</b> on violence against children, including forensic interviewing and child sexual exploitation and abuse both online and offline.	8
<b>Lot 3:</b> Targeted and interdisciplinary training and support for professionals working for and with children with focus on <b>interagency coordination, forensic interviewing, collaboration and case management</b> ; awareness raising and sensitisation of target groups on Barnahus and child sexual exploitation and abuse both online and offline.	8
<b>Lot 4:</b> Training and support of relevant professionals on <b>medical examinations of child victims of violence</b> .	6
<b>Lot 5:</b> <b>Child participation and child safeguarding</b>	6

**Lot 1** concerns the provision of intellectual services for the **analysis, review and drafting of legislation, policies and institutional framework** relevant to the establishment, operation, monitoring and evaluation of Barnahus in Finland and for the prevention and protection of children against sexual and other forms of violence in Finland in line with relevant Council of Europe, EU law, other international standards and good practices in this area.

**Lot 2** concerns the provision of intellectual services for the **development of training materials, courses and other supporting materials** as well as **planning and delivery of training for legal professionals** (judges, prosecutors, lawyers and criminal investigation officers) in the area of combating child sexual exploitation and abuse (CSEA), including online CSEA and forensic interviewing of children, and/or in the context of effective and child-friendly operation of Barnahus in Finland with a focus on the role of legal professionals in that process.

**Lot 3** concerns the provision of intellectual services for the **development of training, sensitisation materials and other supporting tools** as well as **planning and delivery of interdisciplinary and targeted training** with an objective to facilitate and strengthen child-friendly interagency coordination, collaboration and case management within Barnahus and among professionals and local authorities working for and with children (social workers, law enforcement officers, health care professionals, psychologists, educators and other relevant child protection actors), as well as to **promote Barnahus** and **sensitise and raise awareness** for the **prevention and protection of children against violence** including in the digital environment and with emphasis on child sexual exploitation and abuse and **forensic interviewing of children**. The target groups for awareness raising, sensitisation and promotional activities include children, parents, professionals working with and for children and their families as well as the wider public in Finland.

**Lot 4** concerns the provision of intellectual services for the **development of training and sensitisation materials, strategies and programmes and other supporting tools** as well as **planning and delivery training and support** for professionals carrying out or performing **medical examinations of child victims of violence**. Target groups include clinical psychologists, law enforcement officers for the forensic interviewing of children and forensic doctors and health care professionals for the medical examinations of children.

**Lot 5** concerns the provision of intellectual services related to the **development of strategies, guidance and other supporting tools** related to **child participation** and **child safeguarding** as well as **planning and delivery of training and facilitation of activities** in these areas. 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).

### C. SCOPE OF THE FRAMEWORK CONTRACT

The pre-selected Providers may be requested to work independently or as part of a team with other Provider(s). Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide the following types of services:

Under **Lot 1: Analysis and review of legislation and policies**

- Review and analysis of policy documents, strategies, legislation, secondary legislation (draft documents and/or documents in force) and/or practice and provision of advice (in the form of an oral and/or written advice), preparation of legal opinions, comments, recommendations, reports etc.;
- Drafting of analytical reports (risk assessments, needs and gap analysis, institutional reviews, etc.);
- Carrying out research relevant to the lot;
- Monitoring of the effectiveness of Barnahus set up and procedures and development of strategies and tools for that purpose;
- Development of internal guidelines/protocols/materials on specific aspects related to the theme of the lot;
- Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations;
- Mentoring beneficiaries on specific working processes and/or cases relevant to the lot.

**Under Lot 2: Training and support for legal professionals**

- Assessment of training needs and gaps of target groups;
- Mapping of existing training materials and identification of good practices at European and/or international level for potential replication in Finland;
- Development and adaptation of training courses, programmes, strategies and training materials (e.g. session plans, manuals, guidebooks, etc.) relevant to the lot, the needs of target groups and the context in Finland;
- Conducting training relevant to the lot;
- Support for the development of internal guidelines, protocols, check-lists, monitoring and other tools on specific aspects related to child-friendly justice, forensic interviewing of children the role of legal professionals in Barnahus and case management of child sexual abuse cases (e.g. on ensuring the best interests of the child and the principle of due process throughout criminal investigation and court proceedings);
- Mentoring beneficiaries on specific working processes and/or cases relevant to the lot;
- Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations.

**Under Lot 3: Targeted and interdisciplinary training and support for professionals working for and with children with focus on interagency coordination, collaboration and case management; awareness raising and sensitisation of target groups on Barnahus, forensic interviewing of children and child sexual exploitation and abuse both online and offline**

- Assessment of training needs and gaps of target groups;
- Mapping of existing training materials and identification of good practices at European and/or international level for potential replication in Finland;
- Development and adaptation of training courses, programmes, strategies and training materials (e.g. session plans, manuals, guidebooks, etc.) relevant to the lot, the needs of target groups and the context in Finland;
- Conducting training relevant to the lot;
- Support for the development of internal guidelines, protocols, checklists, terms of references, other tools and materials to strengthen and facilitate interagency procedures, forensic interviewing of children, collaboration within Barnahus and case management of child sexual abuse cases.
- Advice and consultation on the physical infrastructure of Barnahus based on lessons learnt and best practices from other countries;
- Mentoring beneficiaries on specific working processes and/or cases relevant to the lot;
- Drafting, development and adaptation of awareness raising, prevention and informational materials for different target groups (children, parents, educators, wider public) in one or more of the following areas: risks and consequences of child sexual exploitation and abuse (CSEA), detection and reporting of CSEA, the Barnahus model and the interagency approach in Finland, rights of the child including in the digital environment (e.g. data protection, right to correspondence and privacy), online safety;
- Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations.

**Under Lot 4: Training and support for professionals carrying out medical examinations of child victims of violence.**

- Research of existing practices relevant to the lot;
- Assessment of needs and gaps of target groups for training and sensitisation relevant to the lot;
- Mapping of existing training and sensitisation materials, programmes and strategies and identification of good practices at European and/or international level for potential replication in Finland;
- Development and adaptation of training courses, programmes, strategies and training materials (e.g. session plans, manuals, guidebooks, etc.) relevant to the lot, the needs of target groups and the context in Finland;
- Conducting training relevant to the lot;
- Support for the development of internal guidelines, protocols, checklists, other tools and materials to strengthen and guide the forensic medical examination within Barnahus;
- Design and development of strategies, activities and tools for sensitisation for target groups;
- Mentoring beneficiaries on specific working processes and/or cases relevant to the lot;
- Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations.

#### Under **Lot 5: Child participation and child safeguarding**

- Development of strategies, internal guidelines, procedures, checklists, other tools and materials on child participation and child safeguarding in Barnahus and during case management of child sexual abuse cases from the initial report, referral to Barnahus and to court proceedings and convictions;
- Drafting and preparation of child-friendly materials inspired by good practice examples at European/international level;
- Development of methodologies for carrying out child participation activities and support for the facilitation, follow-up and analysis of child consultations;
- Mapping of existing training materials on child safeguarding and identification of good practices at European and/or international level for potential replication in Finland;
- Assessment of training needs and gaps of target groups as relevant to the lot;
- Development and adaptation of training courses, programmes, strategies and training materials (e.g. session plans, manuals, guidebooks, etc.) relevant to the lot, the needs of target groups and the context in Finland;
- Conducting training relevant to the lot;
- Mentoring beneficiaries and partners on specific working processes relevant to the lot; Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations.

The above lists are not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above lists 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.

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).

### Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers of the relevant lot 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.

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 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>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 .

### 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>

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;

<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.

<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 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;
- 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).

- 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;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

#### *Eligibility criteria*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

#### For natural persons:

- **For all Lots:**
  - A university/higher education degree in law, social sciences, psychology, human rights/children's rights, medical sciences or a related field;
  - At least 3 years of professional experience at international level or at national level of the country of residence/origin in the areas related to the fields of expertise as described within the specific Lots under the scope of this contract;
  - Good written and verbal command of English language (B2), excellent written and verbal command of Finnish language (Native, C1-C2).
- **For Lot 2 (Training and support for legal professionals) in addition:**
  - At least 1 year of professional experience as criminal investigation officer/prosecutor/judge, including documented experience in the area of child sexual abuse investigation/prosecution/trial, including online child sexual abuse and exploitation OR at least 3 years of practical experience in providing training to criminal investigation officers and/or prosecutors and/or judges on the fight against child sexual abuse.
- **For Lot 4 (Training and support for medical examinations) in addition:**
  - **Medical examinations:**
    - At least 3 years of experience as a paediatrician or in a related field;
    - At least 1 year of experience in performing medical examinations on children victim of sexual abuse OR at least 3 years of experience in medical research on children victims of sexual abuse.

#### For legal persons:

Same requirements as for natural persons mentioned above, to be applied for the natural persons allocated to the execution of the contract.

#### **Award criteria**

#### For natural persons:

- Quality of the offer (70%), including:
  - Professional experience in the fields of expertise covered by this tender, including length of experience and proven track record of practical achievements in the given field;
  - If provided, relevance and quality of examples and sample deliverables (e.g. draft materials recently produced, training outlines or training methodologies employed);
  - Practical experience from working in a Barnahus-type context is considered as an advantage.
- Financial offer (30%).

#### For legal persons:



Same requirements as for natural persons mentioned above, to be applied for the natural persons allocated to the execution of the contract.

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;
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A list of all owners and executive officers, for legal persons only;
- CVs of persons allocated to the execution of the contract, for legal persons only;
- **Motivation letter** demonstrating the tenderer's understanding of the Council of Europe needs and clearly indicating relevant professional experience and expertise for the lot(s) tendered for;
- Additional as relevant: links and/or samples of previous work if available in English.

**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.**

\* \* \*

---

<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 NATIONAL INTELLECTUAL CONSULTANCY SERVICES FOR THE ENHANCEMENT AND SUPPORT OF BARNAHUS STRUCTURES IN FINLAND AND FOR THE PROTECTION OF CHILDREN AGAINST SEXUAL EXPLOITATION AND SEXUAL ABUSE 2022AO49

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

###### 1.1 Name and address

###### COUNCIL OF EUROPE

Avenue de l'Europe

F-67075 Strasbourg Cedex

###### 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, 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:

- 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: [children@coe.int](mailto:children@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. **2022AO49** 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 August 2022 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.

\* \* \*

<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

---

## 1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One** completed and signed copy of the Act of Engagement;
  - A list of all owners and executive officers, for legal persons only;
  - A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
  - CVs of persons allocated to the execution of the contract, for legal persons only;
  - Motivation letter demonstrating the tenderer's understanding of the Council of Europe needs and clearly indicating relevant professional experience and expertise for the lot(s) tendered for;
  - Additional as relevant: links and/or samples of previous work if available in English.
- 

## 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. **2022AO49** 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 August 2022 by 23:59 CET.