



## CALL FOR TENDERS

FOR THE PROVISION OF

**National consultancy services within the Project on Human rights and women in the armed forces in Armenia – PHASE II.**

**2020A034**

<b>Object of the procurement procedure</b> <input type="checkbox"/>	Purchase of national consultancy services within the Project on Human rights and women in the armed forces in Armenia – PHASE II.
<b>Project</b> <input type="checkbox"/>	Human rights and women in the armed forces in Armenia – PHASE II / PMM ID 2691
<b>Organisation and buying entity</b> <input type="checkbox"/>	Council of Europe Directorate General Human rights and Rule of law Human rights Policy and Cooperation Department Human Rights National Implementation Division
<b>Type of contract</b> <input type="checkbox"/>	<b>Framework Contract</b>
<b>Duration</b> <input type="checkbox"/>	Until 31 December 2022
<b>Expected starting date</b> <input type="checkbox"/>	19 August 2020
<b>Tender Notice Issuance date</b> <input type="checkbox"/>	03 July 2020
<b>Deadline for tendering</b> <input type="checkbox"/>	26 July 2020

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES** ..... 11  
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 F 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 CONSULTANCY SERVICES WITHIN THE PROJECT ON HUMAN RIGHTS AND WOMEN IN THE ARMED FORCES IN ARMENIA – PHASE II.

2020A034

#### A. BACKGROUND / BRIEF PROJECT DESCRIPTION

<b>Project title</b>	<b>Human rights and women in the armed forces in Armenia – phase II (hereinafter – the project)</b>
<b>Country</b>	Armenia
<b>Budget</b>	630 000 €
<b>Funding</b>	<b>The Council of Europe Action Plan for Armenia 2019-2022</b>
<b>Duration</b>	24 months (1 June 2020 – 31 May 2022)
<b>Partners and beneficiaries</b>	Ministry of Defence (MoD); Ministry of Justice (MoJ); Office of the Representative of the Republic of Armenia Governmental Agent of the Republic of Armenia before the European Court of Human Rights (Governmental Agent); Security Council (SC); Human Rights Defender's Office (HRDO); Justice Academy (JA), Law Enforcement Bodies and the Civil Society organisations (CSOs)
<b>Main objective</b>	The <b>main objective</b> of the Project is to ensure that human rights in the armed forces in Armenia are respected and promoted, and the role of women in the military is enhanced.
<b>Expected results</b>	<p>1. Legislative, regulatory framework and procedures are improved for effectively preventing, investigating and eradicating human rights violations in the armed forces, and the commitments of state authorities on gender equality and gender mainstreaming in the armed forces are translated into action:</p> <p><i>1.1. The Council's expert recommendations are reflected in the draft legislation and other regulatory frameworks pertaining to effectively preventing, investigating and eradicating human rights violations in the armed forces, including more specifically discrimination of and inequality among women and men</i></p> <p>2 Relevant institutions have enhanced capacities to prevent, conduct effective investigation of human rights violations in the armed forces, including capacities to ensure full and effective equality of women and men:</p> <p><i>2.1. Internal regulatory instruments and procedures to ensure effective investigation of fatalities in the armed forces and full and effective equality of women and men in the military are established by key stakeholders;</i></p> <p><i>2.2. Improved exchange of information and cooperation between stakeholders concerning the implementation of the European Convention on Human Rights (ECHR) and execution of the Court's judgments related to human rights violations in the armed forces in Armenia is ensured;</i></p> <p><i>2.3. The cooperation between the Human Rights Defender's Office (HRDO) and the MoD in the protection of human rights violations in the armed forces is improved; transparency and stakeholder participation is enhanced.</i></p> <p>3 Military officers, including gender advisors, are empowered to deal with human rights issues in the armed forces, including discrimination, and ensure strong and coherent</p>

	<p>leadership in support of implementation of gender equality and gender mainstreaming policies:</p> <p>3.1. <i>A trained group of gender advisors – champions of human rights - demonstrate professional competence and increased knowledge of the relevant substantive areas of work and provide support and content expertise on mainstreaming a gender approach into key elements of the MoD's work;</i></p> <p>3.2. <i>Increased awareness, knowledge and skills of military personnel and future conscripts vis-à-vis human rights and equality in the context of the armed forces</i></p>
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The Council of Europe is looking for a maximum of 40 Providers within the Tender concerned (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on the human rights protection and addressing equality between men and women in the armed forces in Armenia in the context of the European human rights standards and the best European practices.

This Contract is currently estimated to cover approximately 50 activities, to be held by *31 December 2022*. 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 630 000 Euros and the total amount of the object of present tender should in principle not exceed 60,000 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. SCOPE OF THE FRAMEWORK CONTRACT

### Lots

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
<b>Lot 1: Policy and legal drafting support in the context of drafting or revision of policy and/or legal framework, internal legal acts and regulatory and administrative frameworks</b> (e.g. Criminal Code, Criminal Procedure Code (with respect to regulations related to the military), the Law on Military Service and the Status of Military Servants, Disciplinary Code ,etc.) with regard to one and/or more of the following sub-themes: the protection of human rights/ external and internal oversight (i.e. disciplinary, whistle-blowing systems etc.) psychological aspects/prevention of discrimination of and inequality among women and men as well as gender-based violence <b>within the armed forces</b> .	8
<b>Lot 2: Institutional, operational capacity development and the awareness raising</b> with regard to one and/or more of the following sub-themes: protection of human rights, incl. effective investigation and prevention of human rights violations in the armed forces; external and internal oversight (i.e. disciplinary, whistle-blowing systems etc.); psychological aspects; and/or prevention of discrimination of and inequality among women and men as well as gender-based violence <b>within the armed forces</b> .	8
<b>Lot 3: Facilitation of the execution of the European Court of Human Rights judgments, in particular as regards the human rights violations in the armed forces</b> , and institutional capacity development of the Office of the Representative of Armenia before the ECtHR in this respect.	4

<b>Lot 4: Training, including training needs assessments, preparation and/or delivery of training of trainers' courses, training, seminars etc., with regard to one and/or more of the following sub-themes:</b> protection of human rights, incl. effective investigation and prevention of human rights violations in the armed forces;; external and internal oversight (i.e. disciplinary, whistle-blowing systems etc.); psychological support aspects; and/or prevention of discrimination of and inequality among women and men as well as gender-based violence <b>within the armed forces.</b>	8
<b>Lot 5: Studies and surveys in the field of the human rights in the armed forces: field work, interview and data entry stage</b>	6
<b>Lot 6: Studies and surveys in the field of the human rights in the armed forces: data analysis and report writing stage</b>	6

**Lot 1 concerns the provision of national policy and legal expertise in the context of drafting or revision of policy and/or legal framework, internal legal acts and regulatory and administrative frameworks (e.g. Criminal Code, Criminal Procedure Code (with respect to regulations related to the military), the Law on Military Service and the Status of Military Servants, Disciplinary Code ,etc.) with regard to one and/or more of the following sub-themes: the protection of human rights/ external and internal oversight (i.e. disciplinary, whistle-blowing systems etc.) psychological aspects/prevention of discrimination of and inequality among women and men as well as gender-based violence within the armed forces.**

The Council of Europe assists the national authorities of its Member States to ensure the compliance of their current and draft policies and legislation with the European human rights standards and best practices, enshrined in the Council of Europe's acts the most important of which is the Convention for the Protection of Human Rights and Fundamental Freedoms (the Convention), the case-law of the European Court of Human Rights (ECtHR/the Court), other relevant Council of Europe instruments and best European practices. This is ensured through review of policy documents, codes, laws, by-laws and administrative frameworks and their drafts, formulation of recommendations on their improvement and their discussion with the relevant domestic authorities. The Providers are expected to ensure national expertise with respect to the provision of review and expert opinions, participate in expert consultations, round tables, discussions, assessment missions etc. within the theme of the LOT concerned.

**Lot 2 concerns the provision of national expertise on institutional, operational capacity development and the awareness raising with regard to one and/or more of the following sub-themes: protection of human rights, incl. effective investigation and prevention of human rights violations in the armed forces; external and internal oversight (i.e. disciplinary, whistle-blowing systems etc.); psychological aspects; and/or prevention of discrimination of and inequality among women and men as well as gender-based violence within the armed forces.**

Strengthening the institutional and operational capacity of the beneficiary institutions to apply European human rights standards, and/or to mainstream gender aspects within the context of military service helps to ensure that they have sufficient capacity to effectively fulfil their roles. This element of the Project is aimed at supporting the Armenian authorities in strengthening their institutional, operational capacities, as well as to raise the awareness of both military personnel and public at large on the aspect of the LOT concerned. The respective project actions will be aimed at the following categories of target groups: 1) acting and future military servicepersons; 2) female servicepersons; 3) legal professionals, in particular military police, military investigators, military prosecutors and judges; 4) staff of the Ministry of Defence; 5) staff of the Office of the Human Rights Defender and of the Government Agent before the ECtHR, 6) military universities. The Providers are expected to ensure the national expertise to perform relevant needs assessment and review, experience sharing; to contribute to the development of the methodologies, internal practical tools, guidelines, and/or awareness raising actions; support the research in the areas of the LOT concerned.

**Lot 3 concerns the provision of *national expertise with regard to facilitation of the execution of the European Court of Human Rights judgments, in particular as regards the human rights violations in the armed forces, and institutional capacity development of the Office of the Representative of Armenia before the ECtHR in this respect.***

The process of the execution of the cases where problems were identified by the Court is a complex process, and it should be, therefore, well-co-ordinated on the domestic level. Being such co-ordinator, a Government Agent before the ECtHR should be in contact with competent domestic bodies responsible for individual phases of the execution process; According to the Council of Europe Committee of Ministers (CM) recommendations, Government Agent should be authorised to get relevant information, to work with the bodies issuing decisions in the course of the execution process and, if necessary, to perform or initiate the appropriate measures to accelerate the execution process. In this context, a Government Agent is also an agent of harmonisation of the national legislation with the best practices of other Council of Europe member states.

There are a few important Court's judgments against Armenia in the context of the violation of human rights within the military service, - under the supervision of the Council of Europe CM. In this respect expert support needed to ensure better execution of the judgements of the Court and contributing to the institutional strengthening of the institute of the Government Agent following the recent reforms period. It is expected that Providers with their national expertise and experience in the area of the LOT concerned will be able to support the best realisation of the mandate and mission of the Government Agent in Armenia to facilitate its institutional and professional enhancement aimed at increasing the effectiveness of the execution of the Court's relevant judgments at the national level.

**Lot 4 concerns the provision of *national expertise with regard to training, including training needs assessments, preparation and/or delivery of training of trainers' courses, training, seminars etc. with regard to one and/or more of the following sub-themes: protection of human rights, incl. effective investigation and prevention of human rights violations in the armed forces;; external and internal oversight (i.e. disciplinary, whistle-blowing systems etc.); psychological support aspects; and/or prevention of discrimination of and inequality among women and men as well as gender-based violence within the armed forces.***

Human rights education and training are important elements of improving professional capacity of the beneficiary institutions to protect human rights at the domestic level. The training activities designed in cooperation with the Council of Europe are primarily based on the Convention and the case law of the European Court of Human Rights and/or following best European practices with regard to the practical needs of the target groups. This element of the Project is aimed at supporting the Armenian authorities in assessment the training needs and subsequent preparation and/or delivery of training courses for the following categories of beneficiaries: 1) acting and future military servicepersons – on both general and practical aspects of human rights and equality in the armed forces, and 2) legal professionals, in particular, military investigators, military prosecutors and judges, 3) Office of the Human Rights Defender and 4) military universities, inter alia, on prevention and effective investigation of ill-treatment and gender-based violence in the armed forces. The Providers are expected to ensure the national expertise with respect to performance of assessment and/or review of training methodologies, tools, development of trainings/educational courses, on the topics of the LOT concerned.

**Lot 5 concerns the provision of *fieldwork during the studies and surveys conducted by the Project***

Within the framework of the Project conducting studies and surveys are planned, including on the causes of fatalities and other human rights violations in the armed forces, including the existence of sub-culture and cases of discrimination and sexual harassment against female servicepersons; on human rights and psychological education support aspects, etc. The Providers are expected to conduct the fieldwork during these studies and surveys, including conducting interviews based on the predefined procedure, entering data and to the electronic system and other tasks related to the fieldwork of the LOT concerned.

**Lot 6 concerns the provision of *national expertise during the data analysis and report writing stage of studies and surveys conducted by the Project***

Within the framework of the Project conducting studies and surveys are planned, including on the causes of fatalities and other human rights violations in the armed forces, including the existence of sub-culture and cases of discrimination and sexual harassment against female servicepersons, on human rights and psychological education support aspects etc. The Providers are expected to provide national expertise during the data analysis and report writing stage of the studies and surveys conducted by the Project in cooperation with international

and/or national consultants or independently, in the form of oral and/or written advice, including but not limited to drafting documents, reports and conducting data analysis.

***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).***

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to perform one and/or more of the following types of deliverables:

**Under Lot 1:**

- Assessing the draft legal acts and the legal acts that are in force as well as regulatory and administrative frameworks as to the compliance with the national legal requirements and national policies;
- Conducting legal reviews, drafting and/or revising national legal as well as regulatory and administrative frameworks, preparing legal and policy papers on the areas concerning this LOT;
- Participating in expert consultation meetings with international consultants and state authorities;
- Making presentations during working group meetings, workshops and/or follow-up roundtables or conferences.

**Under Lot 2:**

- Supporting in the drafting of the methodology to assess institutional and/or operational capacity building needs from the perspective of national legal regulations;
- Conducting institutional, operational capacity needs assessment, drafting reports;
- Participating in discussions and providing recommendations during the meeting the institutional or operational capacity needs of legal professionals and representatives of other professions vis-à-vis one or several human rights related topics;
- Developing and/or adapting coaching, guiding and/or awareness raising materials to the needs of a specific target group of professionals in cooperation with international consultants;
- Providing quality assurance of coaching, guiding and/or awareness raising materials;

**Under Lot 3:**

- Providing advice and expertise to the Government Agent's Office in the context of the execution of the relevant ECtHR judgments;
- Providing drafting support to the Government Agent's Office on promoting the application of national mechanisms and developing methodological tools for management of the execution of the judgments of the ECtHR;
- Providing recommendations for relevant aspects of the institutional reforms implementation with a reference to the best practices of the Council of Europe member states;
- Drafting materials/manuals on national legal frameworks and/or practice related to the execution of ECtHR judgments related to human rights violations in the armed forces with the reference to the better compliance with the relevant standards and recommendations of the Council of Europe.
- Providing consultations and/or presentations during meetings, workshops, round tables and conferences.

**Under Lot 4:**

- Proposing methodology to assess training needs;
- Conducting training needs assessment and drafting training needs assessment reports;
- Providing concrete recommendations on training needs of legal professionals and representatives of other professions vis-à-vis one or several topics;
- Designing training courses for the target audience;
- Designing training of trainers' courses for the target audience;
- Developing and/or adapting training materials to the needs of specific group of professionals;
- Providing quality assurance of training materials;
- Providing methodological advice on delivery of adult training;
- Delivering training for the target audiences;
- Delivering training of trainers;
- Delivering training to staff of national training institutions;
- Preparing and making presentations during workshops, seminars and round tables.

**Under Lot 5:**

- Conducting interviews with the targeted participants of the studies and surveys with high degree of accuracy and integrity and in accordance with the pre-defined terms and procedure;
- Following the rules and instructions for the interviews as defined by the Project;
- Filling-in questionnaires into the electronic system in accordance with the individually assigned plan and based on the terms and procedure defined by the Project;
- Other deliverables related to the fieldwork of the studies and surveys conducted by the Project.

**Under Lot 6:**

- Extracting, compiling and modelling of raw data for the purposes of obtaining constructive information that can be applied for formulating conclusions as well as predicting outcomes or supporting hypothesis and/or recommendations to be made in the report with respect to a study concerned;
- Developing draft recommendations on all identified issues or non-compliances with the Council of Europe standards and best practices of Council of Europe member states if any;
- Drafting the final report on the surveys and studies conducted under the Project;
- Other deliverables related to the data analysis and report writing stage of the studies and surveys conducted under the Project.

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 scope and the field of expertise, object and scope of the present Framework Contract within the theme of the lot concerned.

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).]

**C. 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.

Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section **Erreur ! Source du renvoi introuvable.** below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract.

**Other expenses**

In the event of the Provider being required to travel for the purposes of the contract, and provided the Terms of reference for a specific deliverable to be indicated in each Order Form do not stipulate that the global fees already include travel and subsistence expenses, the Council undertakes, subject to its prior agreement, to reimburse travel and subsistence allowances in compliance with the Council's applicable Rules.<sup>1</sup>

See more about the terms and conditions of the reimbursement of *Other expenses* in the *provision 4.4. of the Section C. Legal conditions* of the Act of Engagement.

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<sup>1</sup> CM/Del/Dec(2010)1089/11.3 appendix 9 [https://search.coe.int/intranet/Pages/result\\_details.aspx?ObjectId=09000016805ceb14](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=09000016805ceb14)



## D. 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>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.

### 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.

## E. 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;
- are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- are or are likely to be in a situation of conflict of interests.

<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.

<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 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.

### 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 LOTS 1, 2, 3, 4 and 6:

- A university degree in law, political sciences, social sciences, international relations, public administration, public policy, economics or related fields;
- At least 5 years of professional experience in areas related to the fields of expertise within the themes of LOTS 1, 2, 3, 4 and 6 under the scope of the contract above;
- Fluency in Armenian (mother tongue);
- Knowledge of English (at least, B1/B2 level according to the [CEFR](#)).

For lot 5:

- Bachelor's Degree or equivalent in Sociology, Public Administration or a related field;
- At least one year of professional experience in the areas related to conducting surveys, conducting face to face interviews;
- At least one year of professional experience in working as a data entry operator, data entry specialist, data entry clerk or an information processing specialist;
- Fluency in Armenian (mother tongue).

### Award criteria

- Quality of the offer (90%), including:
  - Thematic expertise in the relevant area, in-depth knowledge of the relevant national policies and regulations, and/or practices related to the themes of a respective Lot, as well as a good knowledge of international standards and recommendations of the Council of Europe in the areas covered by the Lots of this call (30%)
  - Relevance of the experience of the tenderer at the national level in the areas covered by the Lots of this call, including previous similar assignments with international organisations. The relevant experience in data modelling and analysis will be advantage *for LOT 6* (30%)
  - Knowledge of the national context in the areas covered by the Lots of this call (30%)
- Financial offer (10%).

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

**Multiple tendering is not authorised.**

## F. DOCUMENTS TO BE PROVIDED

- A completed and signed Act of Engagement.<sup>4</sup>
- Registration documents, for legal persons only;
- A detailed CV (4 pages maximum), preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Motivation letter (1 page maximum);
- At least two examples of previous relevant work, which shall confirm the relevance of experience vis-à-vis a specific LOT/s a (*with the exception of LOT 5, in case it will be impossible to submit examples due to confidentiality reasons*) candidate is applying to;
- Minimum two references (only position of reference persons; phone numbers and emails).

**All documents shall be submitted in English, failure to do so will result in the exclusion of the tender.**

***\*As regards the examples of previous relevant work, those can be submitted in Armenian. Submission of at least one example of previous relevant work in English, would be an advantage.***

**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>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.

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## PART II – TENDER RULES

### CALL FOR TENDERS

#### FOR THE PROVISION OF NATIONAL CONSULTANCY SERVICES WITHIN THE PROJECT ON HUMAN RIGHTS AND WOMEN IN THE ARMED FORCES IN ARMENIA – PHASE II. 2020AO34

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

##### 1.1 Name and address

##### COUNCIL OF EUROPE

Directorate General Human rights and rule of law  
Human rights and policy cooperation department  
Human rights national implementation division

##### 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>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, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement

is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms (see Section **Erreur ! Source du renvoi introuvable.** above on ordering procedure).]

#### 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: [DGI-HRImplementation@coe.int](mailto:DGI-HRImplementation@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 tenders** 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;

- Tenders shall be submitted by the required deadline showing the file reference number and object, as follows:

CoE\_Tenders Board\_2020AO34 National Consultancy  
Services\_HRWAF II project\_Armenia

#### ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 26 July 2020 (**midnight, French time**).

#### 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>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:

- A completed and signed Act of Engagement.<sup>6</sup>
- Registration documents, for legal persons only;
- A detailed CV (4 pages maximum), preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Motivation letter (1 page maximum);
- At least two examples of previous relevant work, which shall confirm the relevance of experience vis-à-vis a specific LOT/s (*with the exception of LOT 5, in case it will be impossible to submit examples due to confidentiality reasons*) a candidate is applying to;
- Minimum two references (only position of reference persons; phone numbers and emails).

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## 2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **both electronically**.

**Electronic tenders** 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.

- Tenders shall be submitted by the required deadline showing the file reference number and object in the title of the email, as follows:

CoE\_Tenders Board\_**2020A034**\_National Consultancy Services\_HRWAF II project\_Armenia

The **deadline** for the submission of tenders is **26 July 2020 (midnight, French time)**.

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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.