

**TENDER FILE / TERMS OF REFERENCE
 (Competitive bidding procedure/ One-off contract)**

Purchase of consultancy services for conducting a training on report writing

Contract N° 27072023

The Council of Europe is currently implementing an initiative on enhancing the capacity of the Council of Europe Office staff in Georgia. This initiative aims at building staff members' capacity in research methods, reporting and persuasive communication / negotiations. The project is being implemented through capacity building activities for the staff and will also produce a toolkit based on the findings from scientific research applicable in the cooperation sector. The activities within the initiative will last until 31 December 2023. In this context, Council of Europe is looking for an international Service Provider that will be tasked to deliver a training on report writing to strengthen the staff's capacity of producing high quality, evidence-based and results-focused reports (see Section A of the Act of Engagement).

A. TENDER PROCEDURE RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Tender - provision of consultancy services for conducting a training on report writing.** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the Council of Europe Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions - Provision of consultancy services for conducting a training on report writing.**

Type of contract ▶	One-off contract
Duration ▶	Until complete execution of the obligations of the parties (see Article 2 of the Legal conditions as reproduced in the Act of Engagement)
Deadline for submission of tenders/offers ▶	25 August 2023
Email for submission of tenders/offers ▶	tbilisi.tenders@coe.int
Email for questions ▶	tbilisi.tenders@coe.int
Expected starting date of execution ▶	15 September 2023

B. EXPECTED DELIVERABLES

¹ The activities of the Council of Europe are governed by its [Statute](#) and its internal Regulations. Procurement is 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](#).

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The Project Management Methodology used by the Council of Europe in the cooperation sector aims at making its contributions to reforms more effective whilst integrating the principles of results-based project management during the process. While the theoretical framework is designed to facilitate evidence- and results-based approach during the various stages of project management process, it requires a certain level of expertise in data collection, analysis and reporting related issues among project teams. The staff often needs to communicate the results in a concise and comprehensive way. Moreover, the project teams frequently need to report on progress in several different ways to meet various objectives. Therefore, it is crucial for the project staff to be proficient in communicating project outcomes in a written and result-focused way.

The present tendering procedure aims to select international Service Provider to support the implementation of the capacity building activity through conducting a training on report writing for the staff at Council of Europe Office in Georgia.

The expected deliverables are described in **Section A of the Act of Engagement** (see attached).

C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services to be provided;
- 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.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement,² you declare on your honour not being in any of the below situations)

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;

² 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 above listed exclusion criteria are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

- 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.

Eligibility criteria

- Advanced university Degree in social and political sciences, development study, humanities or any other relevant field;
- Advanced knowledge of an evidence- and results-based project management approach and relevant working experience;
- Solid experience in designing, planning and delivering trainings in the concept of the evidence-based and results-focused report writing; developing training modules/curriculum, training materials etc.
- Demonstrated ability to work in international and multi-cultural environments;
- Experience in working with international organizations, public institutions, and/or civil society organizations;
- At least 5 years of experience in international projects or programmes and drafting reports, implemented in Eastern Europe, South Caucasus or Central Asia would be considered as an asset;
- Demonstrated analytical and reporting skills;
- Excellent oral and written English;

Award criteria

- Quality of the offer (80%), including:
 - Relevant experience in the field of international co-operation programmes and project management;
 - Relevant experience in evidence-based and results-focused report writing;
 - Relevant experience in designing and delivering trainings;
- Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

E. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement³ (see attached)**
- For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
- Registration documents, for legal persons only;
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A document describing the training methodology proposed.

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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³ The Act of Engagement must be completed, signed, scanned in its entirety (i.e. including all the pages) and sent as a compiled document. For all scanned documents, .pdf files are preferred.