**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / Framework Contract)**

**Purchase of national short -term consultancy services in the areas of drug and addiction policy, including prevention, law enforcement, treatment and harm reduction, in community and custodial settings.**

***Contract N°*** ***PG/AoE/3944/2025/12***

The Council of Europe is currently implementing a Project on “Supporting the Republic of Moldova in addressing the risks and harms related to drug use and addictive behaviors (January 2025 – December 2026)”. In that context, it is looking for Providers for the provision of short-term consultancy services in the areas of drug and addiction policy, including prevention, law enforcement, treatment and harm reduction, in community and custodial settings to be requested by the Council on an as needed basis.

1. TENDER 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 Europe[[1]](#footnote-2), the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 for intellectual services) and €171,000 tax exclusive.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 180 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 consortium of natural and/or legal 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 - PG/AoE/3944/2025/12 National Consultancy Services.** 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 CoE 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 - PG/AoE/3944/2025/12 National Consultancy Services.**

|  |  |
| --- | --- |
| **Type of contract ►** | Framework contract  |
| **Duration ►** | Until 31 December 2026 |
| **Deadline for submission of tenders/offers ►** | **08 September 2025** 16h00 CET |
| **Email for submission of tenders/offers ►** | **Pompidou.Group@coe.int**  |
| **Email for questions ►** | Pompidou.Group@coe.int Click here to enter email |
| **Expected starting date of execution ►** | 22 October 2025 |

1. EXPECTED DELIVERABLES

**Background of the Project**

The Council of Europe is currently implementing a Project on “Supporting the Republic of Moldova in addressing the risks and harms related to drug use and addictive behaviors (2025-2026)” that aims at improving the wellbeing and mental health of people through applying a comprehensive approach to addressing risks and harms of drug use and addictive behaviours, including in custodial settings, by placing human rights in the centre of drugs and addiction policies. The Project is implemented within the framework of the Council of Europe [Action Plan for the Republic of Moldova (2025-2028](https://rm.coe.int/ap-rm-ro-2025-2028/1680b477f1)) and reflects the 2021 [revised mandate of the Pompidou Group](https://rm.coe.int/revised-statute-and-internal-rules-of-procedure-2022/1680a9ad8b), which expands its scope to include addictive behaviors such as online addictions, licit substances and new forms of addictions.

The project follows from a six-month gap project implemented in July-December 2024 on “Supporting the Republic of Moldova in improving treatment and care for people coping with addictions” and builds on results of 13 years of successful cooperation between the Pompidou Group of the Council of Europe and the National Administration of Penitentiaries in ensuring a comprehensive drug treatment system in custodial settings and takes this cooperation forward by addressing non-substance related dependencies such as gambling disorders. At the same time, the Project assists the authorities of the Republic of Moldova in developing its first all-encompassing National Strategy on drugs and addictions in line with European standards and good practices, as well as institutional capacity building of allocating responsibility for drug policy coordination and implementation.

The Project seeks to achieve the following Objectives:

1. Professionals working on treatment and care of detained people, coping with or at risk of addictions, apply contemporary approaches and techniques in line with internationally recognised practices.
2. Policy makers and specialists (law enforcement, prevention, health and social professionals) apply the acquired knowledge and tools to implement comprehensive national approaches to addressing substance use and related dependences at policy and institutional levels.

The Council of Europe is looking for a maximum of 10 providers per each lot (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on drug and addictions policy, including prevention, law enforcement, treatment and harm reduction, in community and custodial settings*.*

This Contract is currently estimated to cover up to 40 activities, to be held by *31 December 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 present tender **should not exceed 70,000 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.

**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 |
| Lot 1: Design and implementation of national drug and addiction policy strategies and facilitation of multiagency cooperation  | 10 |
| Lot 2: Prevention, detection and investigation of drug trafficking and precursor diversion | 10 |
| Lot 3: Prevention of drug use and related risks and harms  | 10 |
| Lot 4: Addressing risks and harms of behavioural dependencies | 10 |
| Lot 5: Treatment and care for people with substance use disorders and behavioural dependencies (in community and custodial settings) | 10 |
| Lot 6: Harm reduction interventions (in community and custodial settings) | 10 |

**Lot 1 concerns consultancy services in one or more of the following areas:**

analyse national drug and addiction policies and provide evidence-based, multidisciplinary expertise across all four pillars (prevention, law enforcement, treatment, harm reduction) from a strategic perspective, with a view to designing or improving existing policies, including pursuing related legislative changes; expert assessment of sectoral strategies and action plans on drug policy and behavioural dependencies; providing review of and legal advice on selected national legislative and normative acts for their alignment with EU acquis; supporting the legal harmonisation process with EU standards; incorporating human rights into the design, implementation, monitoring and evaluation of drug and addiction policies under existing legal instruments; integrating a gender dimension at all levels of policy and decision making and ensuring inclusion of target groups and civil society; evaluating strategic and policy actions; supporting institutional reforms; facilitating of inter-institutional cooperation; and supporting institutional capacity building for drug and addiction policy coordination and implementation across responsible state institutions, etc.

**Lot 2 concerns consultancy services in one or more of the following areas:**

discuss, analyse and present modus operandi, risk management, profiling, detection and investigative measures for drug production, trafficking, related profits and precursor diversion; carry out needs assessment and support the development of regulations, protocols and operating procedures in the field of drug trafficking investigation in the online and digital environment as well as on storage and destruction of seized drugs; provide expert advice on aligning practices with international standards and the EU acquis, etc.

**Lot 3 concerns consultancy services in one or more of the following areas:**

carry out risk and needs assessment related to substance use and addictions; provide expert advice in the design, evaluation and adjustment of prevention interventions at all levels (universal, selective, indicated), meeting needs at different stages of life (childhood, adolescence, adulthood, etc,) and in varied settings (family, school, healthcare, prisons); support the design of comprehensive prevention approaches that include prevention of drug related risks and harms , etc.

**Lot 4 concerns consultancy services in one or more of the following areas:**

provide expert advice in the design, implementation, evaluation and adjustment of interventions that address behavioural dependencies such as social media addiction, gambling and video gaming , meeting needs at different stages of life (childhood, adolescence, adulthood, etc,) and in varied settings (family, school, healthcare, prisons); analyse related legal and policy framework; identify and transfer promising practices; collect data on and analyse different target groups; provide expert advice in the design, implementation and assessment of related public awareness actions, etc.

**Lot 5 –concerns consultancy services in one or more of the following areas in the field of treatment of substance use disorders:**

assist in the planning and implementation of comprehensive treatment and care interventions related to substance use and other addictions, including medically assisted and psychosocial programmes (in community and criminal justice settings); carry out risk and needs assessment; provide expert advice in the design, implementation, assessment and adjustment of treatment programmes for people with substance use and behavioural dependencies and related other mental health issues; support the development of standard operational procedures related to organising treatment and rehabilitation; assess the quality and effectiveness of treatment interventions; provide expert advice in the design of rehabilitation and reintegration programmes for people with substance use disorders, through building referral networks, multidisciplinary collaboration and partnerships with NGOs; support aligning practices with international standards and the EU acquis, etc.

**Lot 6 concerns consultancy services in one or more of the following areas:**

Carry out needs and gaps assessment; provide expert advice in the design, implementation and evaluation of comprehensive harm reduction strategies, including disease prevention and control programmes in both community and custodial settings, low threshold options for accessing health care services, overdose prevention programmes, self-help and support services; facilitate harm reduction networks and partnerships; support aligning practices with international standards and the EU acquis, etc.

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).

**Scope of the Framework Contract**

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

**Under Lot 1: Design and implementation of national drug and addiction policy strategies and facilitation of multiagency cooperation**

* Conduct needs assessment at strategic level (e.g. reform needs, institutional capacity, implementation gaps, etc.) with focus on respect of human rights standards and in light of the EU acquis;
* Draft analytical reports, legal opinions, comments, recommendations, expert reviews, comparative analysis, etc. based on existing needs and conditions as well as legal and administrative frameworks;
* Provide review of and legal advice on selected national legislative and normative acts for their alignment with EU standards and advise the legal harmonisation process with EU acquis;
* Collect, select and assess material in support of the design and implementation of national drug and addiction strategies;
* Draft and review strategies, action plans, policy documents and technical papers on specific drug and addiction policy issues, ensuring a human rights-based approach;
* Assess and evaluate impact of strategic and policy actions;
* Provide technical expertise and expert recommendations with a view to enhance inter-agency cooperation and consolidate the inter-institutional coordination mechanism, propose improvements or new models of inter-agency coordination, including terms of reference and working procedures, develop or review standard operating proceduresfor inter-agency collaboration, data sharing, and decision-making;
* Design. and deliver multidisciplinary training sessions for state actors supporting the implementation of strategic aims;
* Participate in and provide expert inputs and written contributions to specific expert working groups on strategic development and implementation;
* Deliver written and oral presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national stakeholders, including through moderating/facilitating discussions;
* Support international short-term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan context on specific topics;
* Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group / Council of Europe, etc.

**Under Lot 2: Prevention, detection and investigation of drug trafficking and precursor diversion**

* Prepare legal opinions, legal expertise, comments, recommendations, reports on legal acts, by-laws, institutional internal rules and regulations and policy documents in the field of prevention, detection and investigation of drug trafficking and precursor diversion;
* Provide technical advice on the development of national and institutional policies with regard to prevention, detection and combatting of specific forms of organised crime with focus on drug trafficking;
* Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures;
* Assess existing infrastructure, legislation, institutional and operational capabilities, gaps and needs for detecting and investigating of drug trafficking in online and digital environments;
* Provide expert advice for the development or review of protocols and methodologies and capacity building support on digital investigation of drug crimes;
* Assess existing infrastructure, legislation, institutional and operational capabilities, gaps and needs and provide expert advice and capacity building support for the development, review and implementation of procedures for recording, storage and destruction of seized narcotic substances;
* Participate in and provide expert inputs and contributions to specific expert working groups;
* Develop and deliver training materials and sessions on specific relevant topics;
* Deliver presentations in working groups, conferences, round-tables, seminars, workshops;
* Support international short-term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan context on specific topics.
* Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group / Council of Europe, etc.

**Under Lot 3: Prevention of drug use and related risks and harms**

* Conduct needs and gap assessment and review sector-specific legislative and policy framework;
* Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks;
* Provide technical expertise for the development, piloting and assessment of effective, age-appropriate, gender-sensitive and evidence-based drug prevention interventions/ programmes; to this end, collect, select and assess available resources;
* Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures;
* Provide technical advice on the development of data-driven and inclusive interventions with regard to drug use prevention;
* Participate in and provide expert inputs and written contributions to specific expert working groups;
* Design tailored training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks, deliver and evaluate training sessions;
* Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national stakeholders, including through moderating/facilitating discussions;
* Support international short-term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan context on specific topics.
* Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group / Council of Europe, etc.

**Under Lot 4: Addressing risks and harms of behavioural dependencies**

* Conduct needs and gap assessment and review sector-specific legislative and policy framework;
* Prepare analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks;
* Provide technical expertise for the design, development, piloting and evaluation of targeted interventions/ programmes that address addictive behaviours;
* Develop tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures;
* Participate in and provide expert inputs and written contributions to specific expert working groups;
* Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions;
* Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national stakeholders, including through moderating/facilitating discussions;
* Support international short-term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan background on specific topics.
* Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group / Council of Europe, etc.

**Under Lot 5: Treatment and care for people with substance use disorders and behavioural dependencies (in community and custodial settings)**

* Conduct risk and needs assessment on specific interventions related to substance use disorders and addictive behaviours;
* Draft analytical reports, opinions, recommendations, literature reviews, comparative analysis, etc. based on existing needs and conditions as well as legal and administrative frameworks;
* Provide technical expertise for development, use, evaluation of specific tools/ programmes; collect, select and assess material in support of the design, delivery and evaluation of drug treatment services and initiatives to reduce stigma and discrimination;
* Provide expertise and written contributions, materials on pilot initiatives, existing and planned drug treatment interventions, including those targeting vulnerable groups (e.g. women, youth, people in detention); to this end, collect, select and assess available resources, conduct field visits;
* Draft strategies, action plans, policy documents, technical specification documents related to treatment and rehabilitation of people with substance use disorders, based on human rights and scientific based approach and addressing the needs of specific target groups;
* Design specific tools such as training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks, operational guidelines, protocols relating to treatment and rehabilitation of people with dependencies,
* Deliver trainings on drugs and addictions based on developed training materials, treatment and risk and needs programmes;
* Deliver written contributions/presentations on drugs and addictions at conferences, round tables, seminars, training sessions, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions;
* Support international short-term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan background on specific topics.
* Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group / Council of Europe, etc.

**Under Lot 6: Harm reduction interventions (in community and custodial settings)**

* Conduct needs and gap assessment and review related legislative and policy framework in light with the European standards and EU acquis;
* Draft analytical reports, opinions, recommendations, comparative analysis, strategic documents, etc. based on existing needs and conditions as well as legal and administrative frameworks;
* Provide technical expertise for the development, piloting, evaluation and adjustment of specific interventions/ programmes, including those targeting vulnerable groups (e.g. women, youth, people in detention) and integration of international good practices; to this end, collect, select and assess available resources, conduct field visits;
* Develop information material, tools and guidelines including relevant technical specifications with respect to different operational protocols and required measures;
* Provide technical advice on the development or revision of internal management policies with regard to the thematic area;
* Participate in and provide expert inputs and written contributions to specific expert working groups;
* Design training curricula, modules and training materials, training of trainers programmes, manuals, guidebooks and deliver training sessions;
* Deliver presentations related to the thematic area at conferences, round tables, seminars, and other relevant events with national stakeholders, including through moderating/facilitating discussions;
* Support international short-term consultants with documents (legislation, rules, modules and any relevant document) and written advice on the Moldovan background on specific topics.
* Facilitate the development of desired deliverables as related to the above and as requested by the Pompidou Group / Council of Europe, etc.

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 for 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.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement]

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).]

1. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the daily fee, as agreed by this Contract.

1. HOW WILL THIS FRAMEWORK CONTRACT WORK? (Ordering PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected 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 for 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[[2]](#footnote-3) (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 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.

**Delivery**

Each deliverable has to be accompanied by the filled-out AI tool questionnaire list which is appended to this document.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)**[[3]](#footnote-4)**

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;
* are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
* 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 subject to restrictive measures applied by the United Nations Security Council or the European Union. In the case of legal persons, the restrictive measures imposed on the tenderer’s owner(s) or executives will also exclude the tenderer from participating in this tender procedure.

*Eligibility criteria*

The eligibility criteria determine the conditions for participating in a procurement procedure and define the essential requirements that each bidder must comply with. Bidders shall demonstrate that they fulfil the following criteria:

|  |  |
| --- | --- |
| Eligibility criteria | Document/s to be submitted |
| Education: University degree in one of the following fields: law; human rights; social sciences; addictology; political sciences; public administration; medicine; psychology; psychiatry; education or another relevant field. | CV |
| Work experience: At least 3 (three) years of experience at national level in the Republic of Moldova in one or more of the areas covered by the Lots. | CV |
| Specific thematic expertise: confirmed expertise in one or more of the areas covered by the Lots mentioned above as evidenced by the information included in the supporting documents. | CV Samples of previous work |
| Language skills: Have an excellent knowledge of oral and written Romanian (mother tongue level) and good knowledge of oral and written English language at least at a professional proficiency level B1.  | CV |

The above eligibility criteria will be assessed **on the basis of the documents listed in the table and, where relevant, on the basis of other supporting documents** listed in Section G.

**For legal persons only**: legal persons are requested to include in their bids the profiles of **a maximum of 5 (five)**natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors. **Each natural person included in the bid will be assessed against the above eligibility criteria**. The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles met the eligibility criteria.[[4]](#footnote-5)

**For consortia only**: each consortium member **will be assessed against the eligibility criteria above**. Consortium members who are legal persons are requested to provide the profiles of a **maximum of 5 (five)** natural persons proposed to be assigned to the contract. The status of each natural person included in the bid must be specified, and in particular whether they are employees or subcontractors.

**Each natural person included in the bid submitted by a consortium – whether as an individual consortium member or as a natural person attached to a legal person – will be assessed against the above eligibility criteria**. The Council reserves the right not to accept the inclusion in the contract of persons who do not meet the eligibility criteria or to reject a bid entirely if no profiles meet the eligibility criteria.[[5]](#footnote-6)

*Award criteria*

The award criteria aim at assessing the quality of a bidin order to **identify the bid/s offering the best value for money**. Eligible bids will be assessed against the following award criteria:

|  |  |
| --- | --- |
| Award criteria | Document/s to be submitted |
| Quality of the offer (80 points), including:* + Relevant thematic expertise and knowledge of Council of Europe standards and recommendations in areas covered by this call (40 points) - **please indicate the specific thematic expertise (e.g. gambling/gaming/social media) and the types of competence (e.g. evaluation/training delivery/legal review)**;
	+ Knowledge of the national and regional contexts in areas covered by this call (30 points) **– please indicate the specific setting(s) in which you have experience/knowledge (e.g. prison/school/health care);**
	+ Previous similar assignments with international organisations, including in English language (10 points);
 | * CV
* Examples of previous work
* Motivation letter
* References
 |
| Financial offer (20 points) | Completed and signed Act of Engagement |

The above award criteria will be assessed based on the bidder’s capacity, as outlined in the supporting document, or on the basis of a consolidated assessment of the combined capacity of all eligible profiles or consortium members if the bid is submitted by a legal person or a consortium.

*Additional rules applicable to the submission and assessment of the bids*

The bidders’ attention is drawn to the following additional rules governing the assessment of the bids:

* The Council reserves the right to hold interviews with prima facie eligible tenderers;
* Unless expressly provided otherwise in the tender documents, a bidder may not submit more than one bid for the same procurement procedure. Bidding for more than one lot – where a contract is divided into lots – is allowed;
* In the same procurement procedure, natural person may not submit a bid on his/her own behalf and, at the same time, be included in a bid submitted by a legal person or a consortium. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the natural person from the procurement procedure;
* In the same procurement procedure, a legal person may not submit a bid and, at the same time, be a member of a consortium also bidding under the same procurement procedure. In such cases, the Council of Europe reserves the right to exclude the bid submitted by the legal person from the procurement procedure.

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

1. NEGOTIATIONS

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

1. **DOCUMENTS TO BE PROVIDED**
* **One** completed and signed copy of the Act of Engagement;[[6]](#footnote-7)
* A list of all owners and executive officers, for legal persons only;
* All the documents listed above, under Section E, necessary for the assessment of the bid under the eligibility and award criteria
* A short motivation letter in English demonstrating the tenderer’s understanding of the Council of Europe needs and describing how the tenderer meets the eligibility and award criteria above, and indicating the types of competences (based on expected deliverables described above) possessed under the specific lot (2 pages maximum).
* 3 (three) relevant references, from previous employers or clients (name, surname, phone number and e-mail are sufficient).

* For legal persons only:
* Registration documents (in English or Romanian).
* Detailed CV(s) in English, preferably in Europass Format, of person(s), allocated to the execution of the contract, demonstrating clearly that the tenderer fulfils the criteria above.
* Not more than two examples (per person, preferably one in English and one in Romanian) of previous work/deliverables attributable to each natural person allocated to the execution of the contract, demonstrating clearly that the tenderer fulfils the criteria above: copies of or links to publications, legal assessments/analyses, reports, studies, training curricula, training modules etc. relevant to the experience the tenderer claims and the lots the tenderer is applying to.
* For natural persons only:
* Detailed CV(s) in English, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the criteria above.
* Not more than two examples of previous work/deliverables (preferably one in English and one in Romanian), produced by the tenderer individually, not as part of a team or consortium, demonstrating clearly that the tenderer fulfils the criteria above: copies of or links to publications, legal assessments/analyses, reports, studies, training curricula, training modules etc. relevant to the experience the tenderer claims and the lots the tenderer is applying to.

**All documents shall be submitted in English or Romanian, as indicated above, 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.**

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

**The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read.**

**\* \* \***

1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-2)
2. It must strictly respect the fees indicated in the Financial Offer attached to the original Provider’s tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider’s tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part. [↑](#footnote-ref-3)
3. 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;

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). [↑](#footnote-ref-4)
4. If awarded a contract, legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, the legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay. [↑](#footnote-ref-5)
5. If awarded a contract, consortium members who are legal persons undertake to entrust the execution of order forms only to the persons approved by the Council for inclusion in the contract. If, during the period of validity of the contract, it becomes necessary to replace one or more of the persons included in the contract, consortium members who are legal persons undertake to assign to the contract only persons who satisfy the eligibility criteria above and to inform the Council without delay. [↑](#footnote-ref-6)
6. 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. [↑](#footnote-ref-7)