



CALL FOR TENDERS

**FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES
IN THE FIELD OF LOCAL GOVERNANCE IN ARMENIA
IN THE FRAMEWORK OF THE PROJECT
"DEMOCRATIC DEVELOPMENT, DECENTRALISATION AND
GOOD GOVERNANCE IN ARMENIA – PHASE II"**

2023/A0/52

Object of the procurement procedure ►	Local consultancy services in the field of local governance in Armenia
Project ►	VC 3140 "Democratic Development, Decentralisation and Good Governance in Armenia – Phase II"
Organisation and buying entity ►	Council of Europe Directorate of Programme Co-ordination Council of Europe Office in Yerevan
Type of contract ►	Framework Contract
Duration ►	Until 31 December 2025, renewable until 31 December 2026
Expected starting date ►	3 July 2023
Tender Notice Issuance date ►	23 May 2023
Deadline for tendering ►	13 June 2023

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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A FRAMEWORK CONTRACT WORK?

STAGE 1:

SELECTION of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

STAGE 2:

ORDER(S) are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

EXECUTION as from the date of signature of each Order, unless the Order concerned provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES IN THE FIELD OF LOCAL GOVERNANCE IN ARMENIA 2023/AO/52

A. BACKGROUND

The Council of Europe is currently implementing and until 31/12/2025 (with possible extension) will implement a Project "Democratic Development, Decentralisation and Good Governance in Armenia – Phase II". It is the follow-up project of the Project "Democratic Development, Decentralisation and Good Governance in Armenia". In that context, it is looking for Providers for the provision of local consultancy services in the field of local governance in Armenia.

The Project aims to support the adoption of revised legislative framework for local self-government in line with European standards to reflect the new territorial-administrative map of Armenia and develop the capacities of local authorities of newly enlarged communities to ensure they can assume new responsibilities and competences. It also seeks to further raise awareness of good governance principles and promote cross-border co-operation (CBC), inter-municipal co-operation (IMC) and economic development at local level. Thanks to the project, Armenian citizens will benefit from more inclusive, effective, and resilient institutional structures at local level, which are capable of delivering improved public service and promoting sustainable economic development as a result of an improved legislative framework.

It is expected that as a result of the Project:

- Active and substantive participation of communities and civil society in policy development and local governance processes is ensured.
- Local economic development policy is adopted to support financial decentralisation and deliver increased fiscal autonomy at local level.
- Revised Law on Local Self-Government and relevant constitutional amendments are adopted in light of stakeholder contribution and in line with European standards.
- Improved accessibility to and provision of public service at local level support equal access to resources for women, youth, and vulnerable people.
- Start-up grants support the completion of feasibility studies into inter-community cooperation and the establishment of intercommunity arrangements to support shared service delivery.
- Start-up grants on cross-border cooperation support the establishment of cross-border economic development initiatives.
- Platform for exchange of experience and best practice in inter-municipal cooperation, cross-border cooperation and economic development is established to facilitate peer learning among Communities.

The Council of Europe is looking for a maximum of up to 32 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project. Providers should be able to demonstrate knowledge and expertise on local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms.

This Contract is currently estimated to cover up to 60 activities, to be held by 31 December 2025. 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 1 100 000 Euros and the total amount of the object of present tender should in principle not exceed 70 000 Euros for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

B. LOTS

The Council of Europe is currently implementing and until 31/12/2025 (with possible extension) will implement a Project "Democratic Development, Decentralisation and Good Governance in Armenia – Phase II". It is the follow-up project of the Project "Democratic Development, Decentralisation and Good Governance in Armenia".

The Project aims to support the adoption of revised legislative framework for local self-government in line with European standards to reflect the new territorial-administrative map of Armenia and develop the capacities of local authorities of newly enlarged communities to ensure they can assume new responsibilities and competences. It also seeks to further raise awareness of good governance principles and promote cross-border co-operation, inter-municipal co-operation and economic development at local level. Thanks to the project, Armenian citizens will benefit from more inclusive, effective, and resilient institutional structures at local level, which are capable of delivering improved public service and promoting sustainable economic development as a result of an improved legislative framework.

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

<i>Lots</i>	Maximum number of Providers to be selected
Lot 1: <i>Expert legal and policy advice in the areas of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms</i>	10
Lot 2: <i>Capacity-building and awareness-raising for stakeholders in local government, including public authorities and local government units, to ensure better delivery of municipal services, strengthened institutional structures at local level and respect towards principles of good democratic governance</i>	10
Lot 3: <i>Expert mentoring and coaching to support design, implementation and reporting of initiatives on inter-municipal co-operation, cross-border co-operation and economic development at local level</i>	6
Lot 4: <i>Administration of quantitative and qualitative data collection, analysis and reporting on questions related to local government, decentralisation and community development</i>	6

Lot 1 concerns the provision of expert legal and policy advice in the areas of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms

Expert legal and policy advice will help ensure that domestic legislative and policy frameworks are brought in line with Council of Europe standards and recommendations, including the European Charter of Local Self Government and the 12 Principles of Good Democratic Governance. Baseline studies, recommendations, legal opinions and policy papers will be prepared to support stakeholders and policy makers in adopting legislation, and policy with respect to relevant recommendations of the CoE Committee of Ministers in the areas of democratic accountability, democratic participation, institutional capacity, and local finance. Armenian authorities will be assisted in the preparation of legislation and policy documents and conduct of legislative reviews in the fields of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms.

Lot 2 concerns the delivery of capacity-building and awareness-raising activities for stakeholders in local government, including public authorities and local government units, to ensure better delivery of municipal services, strengthened institutional structures at local level and respect towards principles of good democratic governance

Awareness-raising activities will be designed to reach out to different stakeholders in local government; capacity-development opportunities will be open to public officials at central and local level, civil society organisations, and representatives of women, youth and disadvantaged groups. Capacity-building activities to be organised for local government units will ensure they can assume new responsibilities and competences, support civil participation, further raise awareness of good governance principles, build community resilience to disasters and promote inter-municipal co-operation, cross-border co-operation and economic development at local level.

Capacity-development activities will be based on the tools and standards of the Centre of Expertise for Good Governance of the CoE and will cover topics such as project design and management; performance management; sound financial management; procurement, accounting and reporting; local economic development; inter-municipal co-operation; cross-border co-operation; resilience building strategies; leadership skills; civil participation, with a particular emphasis on gender mainstreaming and inclusive approach to youth and disadvantaged groups. Capacity-development activities will promote local ownership of the processes and outputs, resulting in sustainable and replicable models that remain valid after project life-cycle.

Lot 3 concerns the provision of expert mentoring and coaching to support design, implementation and reporting of initiatives on inter-municipal co-operation, cross-border co-operation and economic development at local level

Expert mentoring and coaching will be provided to Armenian communities interested in developing proposals for feasibility studies leading to the implementation of inter-community cooperation projects. Armenian and Georgian neighbouring cross-border authorities will be supported in developing concrete project proposals to launch CBC initiatives. Armenian municipalities will be assisted in designing and implementing local economic development initiatives, in partnership with the private sector and civil society organisations. Activities and initiatives aimed at facilitating the establishment of a platform for exchange of experience and best practice in IMC, CBC and local economic development, as well as peer learning among communities will be envisioned.

Lot 4 concerns the administration of quantitative and qualitative data collection, analysis and reporting on questions related to local government, decentralisation and community development

A series of social research, analyses, and polling activities will be conducted on topical policy issues as a means of supporting evidence-based and inclusive policy-making. The activities will include, *inter alia*:

- designing surveys, preparing research protocols, survey and poll measures and questionnaires, in-depth interview questions, and focus group guides;
- conducting surveys, public opinion polls, in-depth interviews, focus group discussions;
- collecting and compiling evidence, including good practices;
- participating in grant monitoring visits;
- analysing quantitative and qualitative data;
- synthesising existing evidence into briefs and practical guidance;
- reporting research results on topical policy issues.

The methodology will be defined based on the needs of the research and its scope. Primary data will be collected through surveys, public opinion polls, in-depth interviews and focus group discussions. The research findings will help to ensure that the issues and concerns of communities are considered when developing new policies.

General

The CoE 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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section F below), is equivalent to or higher than 3 (out of 5) will be selected under each Lot.

C. SCOPE OF THE FRAMEWORK CONTRACT

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

Under Lot 1: *Provision of expert legal and policy advice in the areas of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms*

- prepare legal and policy advice, with reference to European standards and best practice, in the areas of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms, in order to improve the legislative and institutional frameworks in Armenia. Legal and policy advice will cover topics including but not limited to participatory strategic planning, resilience building, civil participation, local economic development, as well as the empowerment of women and inclusion of vulnerable groups in decision-making processes at local level;
- undertake specific desk research, carry out analysis of legal texts and data, provide recommendations to support the improvement of national legislation in the fields of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms in Armenia;
- moderate, facilitate and participate in peer review meetings to deliver legal and policy advice based on good European practice and standards, prepare and deliver presentations, provide written and oral input to peer reviews, prepare peer review reports with policy proposals and recommendations;
- moderate, facilitate and participate in community consultation initiative meetings on topical policy issues, prepare and deliver presentations, prepare pre- and post-community consultation reports with policy proposals and recommendations;
- moderate, facilitate and participate in expert working groups, high-level meetings, workshops, seminars, round tables and conferences, prepare and deliver presentations;
- prepare draft legislation, legislative reviews, draft reports, legal opinions, policy proposals, recommendations and other relevant documents.

The above-listed tasks shall be provided in cooperation with international consultants and under the guidance of project staff (where appropriate).

Under Lot 2: *Capacity-building and awareness-raising for stakeholders in local government, including public authorities and local government units, to ensure better delivery of municipal services, strengthened institutional structures at local level and respect towards principles of good democratic governance*

- carry out training needs assessments;
- develop and/or adapt capacity-building modules and awareness-raising materials in the field of good democratic governance, based on the corresponding toolkits of the CoE [Centre of Expertise for Good Governance](#);
- conduct training courses for public authorities at central and local level, civil society organisations, and representatives of women, youth and disadvantaged groups;
- moderate and facilitate workshops, seminars, conference sessions, prepare and deliver presentations;
- conduct assessments, prepare indicators, develop benchmarks and self-assessment tools, prepare improvement plans, carry out stakeholder mapping, needs and impact analyses;
- provide guiding and mentoring towards the application of knowledge and skills acquired during the above-mentioned capacity-development activities.

The above-listed tasks shall be provided in cooperation with international consultants and under the guidance of project staff (where appropriate).

Under Lot 3: *Expert mentoring and coaching to support design, implementation and reporting of initiatives on inter-municipal co-operation, cross-border co-operation and economic development at local level*

- provide methodological support and guidance to local authorities during the development, implementation and reporting of feasibility studies and project proposals on inter-municipal co-operation, cross-border co-operation;
- organise expert coaching sessions to support design, implementation and reporting of projects on inter-municipal co-operation, cross-border co-operation and economic development at local level;
- facilitate the establishment of a platform for exchange of experience and best practice in IMC, CBC and local economic development, as well as peer learning among communities;
- propose approaches and recommendations to address community issues and ensure better delivery of municipal services through IMC and CBC projects and support integration of local economic development into local policy-making and implementation.

The above-listed tasks shall be provided in cooperation with international consultants and under the guidance of project staff (where appropriate).

Under Lot 4: *Administration of quantitative and qualitative data collection, analysis and reporting on questions related to local government, decentralisation and community development*

- define research questions and design research protocols, questionnaires for paper-based or online surveys, public opinion polls and in-depth interviews, as well as focus group guides;
- provide training to interviewers and focus group moderators before carrying out data collection in the field;
- carry out surveys, public opinion polls, in-depth interviews, focus group discussions, and/or grant monitoring visits. Data collection is to be based on the overall agreed methodology, sampling size and stratification;

- analyse the collected quantitative and qualitative data;
- draft short research briefs, infographics and reports, covering results of the surveys, public opinion polls, in-depth interviews, focus group discussions and grant monitoring visits;
- present research findings with analytical issues, numerical and graphic representation for samples and broken down for target groups in order to relate the research results to the project objectives.

The above-listed tasks shall be provided in cooperation with international consultants and under the guidance of project staff (where appropriate).

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to the field of expertise object of the present Framework Contract.

In terms of **quality requirements**, the pre-selected Service Providers must ensure, *inter alia*, that:

- The services are provided to the highest professional/academic standard;
- Any specific instructions given by the Council – whenever this is the case – are followed.

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in Armenian and/or English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).

D. FEES

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

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

E. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers the Provider for the relevant lot who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception. If a Provider is unable to take an Order or if no reply is given on his 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 quote¹ (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

Signature of orders

An Order Form is considered to be legally binding when the Order, signed by the Service Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

F. ASSESSMENT

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

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.

¹ 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.

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 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 G). These criteria apply to each person(s) whose CV(s) is/are provided:

Lot 1: Expert legal and policy advice in the areas of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms

- Master's Degree or equivalent in Law, Public Administration, Public Policy, Economics, Political Science, Sociology, or a related field;
- Minimum 3 (three) years of relevant practical experience in undertaking specific research; providing legal advice, legal opinions, recommendations in the field of local governance and public administration reforms in Armenia;
- Be a native speaker of Armenian and have a good knowledge of English: (B1 or B2 level [CEFR](#)).

Lot 2: Capacity-building and awareness-raising for stakeholders in local government, including public authorities and local government units, to ensure better delivery of municipal services, strengthened institutional structures at local level and respect towards principles of good democratic governance

- Master's Degree or equivalent in Law, Public Administration, Public Policy, Economics, Political Science, Sociology, or a related field;
- Minimum 3 (three) years of relevant practical experience in undertaking specific research; consolidating data; developing training modules and/or toolkits; delivering capacity-building and/or awareness-raising activities;
- Be a native speaker of Armenian and have a good knowledge of English: (B1 or B2 level [CEFR](#)).

Lot 3: Expert mentoring and coaching to support design, implementation and reporting of initiatives on inter-municipal co-operation, cross-border co-operation and economic development at local level

- Master's Degree or equivalent in Law, Public Administration, Public Policy, Economics, Political Science, Sociology, or a related field;
- Minimum 3 (three) years of relevant practical experience in supporting local authorities in developing, implementing and/or reporting on community development initiatives; proposing recommendations to address community issues;
- Be a native speaker of Armenian and have a good knowledge of English: (B1 or B2 level [CEFR](#)).

Lot 4: Administration of quantitative and qualitative data collection, analysis and reporting on questions related to local government, decentralisation and community development

- Master's Degree or equivalent in Law, Public Administration, Public Policy, Economics, Political Science, Sociology, or a related field;
- Minimum 3 (three) years of relevant practical experience in designing, conducting and/or analysing social research; carrying out surveys, public opinion polls, in-depth interviews and/or focus group discussions;
- Be a native speaker of Armenian and have a good knowledge of English: (B1 or B2 level [CEFR](#)).

Award criteria

Lot 1: Expert legal and policy advice in the areas of local government, decentralisation, good democratic governance, public administration and territorial-administrative reforms

Criterion 1: Quality of the offer (90%):

- Thematic knowledge and expertise, including (40%):
 - Knowledge of the legislation on local governance and public administration in Armenia, as well as relevant international standards in the field, in particular those set by the Council of Europe; knowledge of the local government issues (legislation and institutions);
 - Knowledge of local government reforms in Armenia.
- Relevant experience, including (30%):
 - Experience of preparing policy and legal analyses and drafting legislation, legal reports and/or research in the field of local governance and public administration;
 - Experience of mainstreaming gender perspectives in legal and policy analysis;
 - Experience of working with international organisations, in particular, Council of Europe (desirable).
- Specific skills and capacities, including (20%):
 - Research, analysis, writing and reporting skills;
 - Communication and public presentation skills;
 - Adaptability and team-working skills.

Criterion 2: Financial offer (10%)

Lot 2: Capacity-building and awareness-raising for stakeholders in local government, including public authorities and local government units, to ensure better delivery of municipal services, strengthened institutional structures at local level and respect towards principles of good democratic governance

Criterion 1: Quality of the offer (90%):

- Thematic knowledge and expertise, including (40%):
 - Knowledge of training and/or workshop facilitation methods and techniques;
 - Knowledge of awareness-raising strategies, methods and tools;
 - Knowledge of local self-government system and local government reforms in Armenia.
- Relevant experience, including (30%):
 - Experience of developing training modules and/or toolkits, as well as conducting capacity-building activities for public authorities and/or civil society;
 - Experience of working with toolkits for local authorities and implementing toolkits of the [CoE Centre of Expertise for Good Governance](#);
 - Experience of mainstreaming gender perspectives in capacity-development activities;
 - Experience of working with international organisations, in particular, Council of Europe (desirable).
- Specific skills and capacities, including (20%):
 - Research, analysis, writing and reporting skills;
 - Training and workshop facilitation skills;
 - Communication and public presentation skills;
 - Adaptability and team-working skills.

Criterion 2: Financial offer (10%)

Lot 3: Expert mentoring and coaching to support design, implementation and reporting of initiatives on inter-municipal co-operation, cross-border co-operation and economic development at local level

Criterion 1: Quality of the offer (90%):

- Thematic knowledge and expertise, including (40%):
 - Knowledge of the functions and work of local authorities to address community issues and ensure better delivery of municipal services;
 - Knowledge of local self-government system and local government reforms in Armenia.
- Relevant experience, including (30%):
 - Experience of providing technical support to local authorities in developing, implementing and reporting of initiatives on inter-municipal co-operation, cross-border co-operation and/or economic development at local level;
 - Experience of working with international organisations, in particular, Council of Europe (desirable).
- Specific skills and capacities, including (20%):
 - Research, analysis, project proposal writing and reporting skills;
 - Communication and public presentation skills;
 - Adaptability and team-working skills.

Criterion 2: Financial offer (10%)

Lot 4: Administration of quantitative and qualitative data collection, analysis and reporting on questions related to local government, decentralisation and community development

Criterion 1: Quality of the offer (90%):

- Thematic knowledge and expertise, including (40%):
 - Knowledge of designing and conducting social research, analyses, and polling activities, using a wide range of qualitative and quantitative research techniques;
 - Knowledge of local government system in Armenia.
- Relevant experience, including (30%):
 - Hands-on experience of administering quantitative and qualitative data collection, analysis and reporting, including the use of participatory and visual tools to engage communities;
 - Experience of working with international organisations, in particular, Council of Europe (desirable).
- Specific skills and capacities, including (20%):
 - Research, analysis, writing and reporting skills;
 - Communication and public presentation skills;
 - Adaptability and team-working skills.

Criterion 2: Financial offer (10%)

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **One completed and signed copy of the Act of Engagement.**³
- Detailed CV in English, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria. Where the tenderer is a legal person, this shall include the CV(s) of the person(s) who will be assigned to carry out the work;
- Motivation letter in English, demonstrating knowledge, expertise and experience required;
- A sample of the previous work (draft legal act, legal opinion, draft legislation, presentation, training module, research paper, etc.) in English or Armenian;
- 3 (three) referees' contact details (contacts, including phone number and e-mail address);
- Registration documents, for legal persons only;
- A list of all owners and executive officers, for legal persons only.

All documents shall be submitted in English (or Armenian, where specified), 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.

* * *

³ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.

PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES IN THE FIELD OF LOCAL GOVERNANCE IN ARMENIA 2023/AO/52

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate of Programme Co-ordination
Council of Europe Office in Yerevan
Elite Plaza Business Centre
15 Movses Khorenatsi street, 5th floor
Yerevan, Armenia

1.2 Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are governed by the Financial Regulations of the Organisation and by Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.⁴

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

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

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: tender.armenia-BH8900@coe.int.

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

ARTICLE 8 – MODALITIES OF THE TENDERING

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

Electronic copies shall be sent **only** to cdm@coe.int with reference no. **2023AO52** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is **13 June 2023 by 23:59 Armenian 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.

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⁴ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

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

- **One completed and signed copy of the Act of Engagement.**⁵
 - Detailed CV in English, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria. Where the tenderer is a legal person, this shall include the CV(s) of the person(s) who will be assigned to carry out the work;
 - Motivation letter in English, demonstrating knowledge, expertise and experience required;
 - A sample of the previous work (draft legal act, legal opinion, draft legislation, presentation, training module, research paper, etc.) in English or Armenian;
 - 3 (three) referees' contact details (contacts, including phone number and e-mail address);
 - Registration documents, for legal persons only;
 - A list of all owners and executive officers, for legal persons only.
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2) HOW TO SEND TENDERS?

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

Electronic copies shall be sent only to cdm@coe.int with reference no. **2023A052** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is **13 June 2023 by 23:59 Armenian time**.

⁵ 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.