

## TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

### Purchase of national consultancy services in the area of combating violence against women and domestic violence, gender equality and gender mainstreaming



#### Contract N° 9309-2025-04-FC1

The Council of Europe is currently implementing until 31/12/2026 the Project "Combating Violence Against Women in Ukraine-Phase III (COVAW-III)". In that context, it is looking for Providers for the provision of national consultancy (intellectual) services in the area of combating violence against women and domestic violence, gender equality and gender mainstreaming, to be requested by the Council on an as needed basis.

#### A. 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<sup>1</sup>, 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 Euros 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 person.

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 – COVAW-III Project – National consultancy in the area of VAW and DV, GE and GM.** 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 3 (three) 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 – COVAW-III Project – National consultancy in the area of VAW and DV, GE and GM.**

Type of contract ►	Framework contract
Duration ►	Until 31 December 2026, renewable until 31 December 2027
Deadline for submission of tenders/offers ►	<b>25 May 2025 23h59 CET</b>
Email for submission of tenders/offers ►	<a href="mailto:COVAW.Ukraine@coe.int">COVAW.Ukraine@coe.int</a>
Email for questions ►	<a href="mailto:COVAW.Ukraine@coe.int">COVAW.Ukraine@coe.int</a>
Expected starting date of execution ►	15 June 2025

<sup>1</sup> 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](#).

## B. EXPECTED DELIVERABLES

### Background of the Project

The Council of Europe is implementing the project "Combating Violence Against Women in Ukraine-Phase III (COVAW-III)" from 1 April 2025 to 31 December 2026. The project contributes to agreements between the Council of Europe and Ukraine on preventing and combating violence against women and domestic violence.

Utilising the methodology developed under COVAW-I and COVAW-II, activities will take place in diverse regions of Ukraine, bringing to light the problem of violence against women and domestic violence in Ukraine during armed conflict, the role and benefits of the Istanbul Convention and other international standards in this area, and professional capacity development to enable implementation of the convention.

The COVAW-III project focuses on two key aspects: combating violence against women and gender equality, both rooted in Council of Europe standards. COVAW-III will support the implementation process of the Istanbul Convention in Ukraine, and the knowledge and mechanisms created will contribute to better protection of women's human rights in Ukraine.

The COVAW-III project will be implemented in close co-ordination with the Ukrainian Ministry of Social Policy and its National Social Service, office of the Deputy Prime Minister for European and Euro-Atlantic integration of Ukraine, Ukraine's Prosecutor's General Office and Prosecutor's training Centre of Ukraine, the Government Commissioner on Gender Equality and other key Ukrainian bodies, as well as relevant civil society organisations and international organisations working on violence against women, notably European Union Advisory Mission (EUAM), UN Women, Organisation for Security and Co-operation in Europe (OSCE) and gender-based violence (GBV) sub-clusters by United Nations Population Fund (UNFPA).

Within the framework of COVAW-III, a number of events (round tables, seminars, trainings, workshops) are planned to increase and improve the knowledge of Ukrainian legal professionals, to strengthen institutional capacities to combat violence against women / domestic violence ("VAW/DV") in line with the standards of the Istanbul Convention, to protect women from all forms of violence including conflict-related sexual violence through better prevention, protection and support, prosecution of perpetrators and integrated policies. Ukrainian authorities and civil society at central and regional levels will also be introduced into international gender equality standards at the level of policies, legislation and practices to achieve *de facto* gender equality.

All outputs must be submitted in English.

The Project will draw upon an extensive network of consultants with knowledge of international and European standards and different European systems ("international consultants") and consultants with local expertise/knowledge of the domestic system in which the activities are implemented ("national consultants") to carry out its work.

The Council of Europe is looking for maximum 24 Local Consultants (provided enough tenders meet the criteria indicated below) in order to support the implementation of the COVAW-III project with a particular expertise in the field of awareness raising and legislation regarding combating violence against women and domestic violence including conflict-related sexual violence, gender equality and gender mainstreaming, in accordance with the Lots below.

This Contract is currently estimated to cover up to 12 activities, to be held by 22.12.2026. 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 650 000 Euros and the total amount of the object of present tender **shall not exceed 171 000 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: Legal experts with a focus on the Istanbul Convention implementation	3
Lot 2: Experts specialising in combating violence against women and domestic violence (areas covered by the Istanbul Convention)	3
Lot 3: Legal experts/trainers specialising in perpetrator programmes to combat violence against women and domestic violence	3
Lot 4: Experts specialising in issues related to services provision to migrant, refugee and asylum-seeking women and girls	3
Lot 5: Experts in civil society organisations, alternative reporting mechanisms, and the Istanbul Convention	3
Lot 6. Experts/trainers on Gender Equality and Gender Mainstreaming, specialising in: gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges, and gender mainstreaming	3
Lot 7: Experts in awareness raising for parliamentarians, civil servants, local authorities, civil society organisations, media and the Ukrainian public regarding the Istanbul Convention and violence against women, including conflict-related sexual violence	3
Lot 8: Experts in gender-sensitive proofreading of the texts translated into Ukrainian concerning both the Istanbul Convention and CoE Gender Equality Strategy, with special focus on violence against women/domestic violence, gender equality/gender mainstreaming	3

Lot 1 concerns the provision of legal expertise and consultancy by qualified legal professionals regarding development of publications/guidance on Istanbul Convention implementation and conducting respective potential trainings on prevention, protection, prosecution and integrated policies per the Istanbul Convention, addressing: physical violence, sexual violence (including conflict related sexual violence), psychological violence, stalking, forced marriage, female genital mutilation, forced abortion and forced sterilisation, sexual harassment, and digital violence.

Lot 2 concerns the provision of intellectual consultancy by professionals related to combating violence against women and domestic violence including development of publications, practical tools, research initiatives, and conducting of respective presentations and trainings on combating violence against women and domestic violence, addressing: physical violence, sexual violence (including conflict related sexual violence), psychological violence, stalking, forced marriage, female genital mutilation, forced abortion and forced sterilisation, sexual harassment, and digital violence.

Lot 3 concerns the provision of legal expertise and consultancy related to perpetrator programmes mapping and development aimed at combating violence against women and domestic violence, including development of publications/ practical tools, conducting of respective presentations, trainings and evaluation.

Lot 4 concerns the provision of intellectual consultancy related to the provision of services to migrant, refugee and asylum-seeking women and girls – as well as the development of publications/ practical tools and conducting respective trainings.

Lot 5 concerns the provision of intellectual consultancy services / expertise about civil society organisations, shadow reporting, and the Istanbul Convention including development of publications/ practical tools, conducting of respective presentations and trainings.

Lot 6 concerns the provision of expertise and consultancy related to Gender Equality and Gender Mainstreaming, namely specialising in: gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges, and gender mainstreaming; this includes development of publications/ practical tools, conducting of respective presentations and trainings.

Lot 7 concerns the provision of intellectual services in the area of raising awareness of members of the Parliament, civil servants, local self-governance bodies, civil society organisations, media, and the Ukrainian public concerning both the Istanbul Convention and violence against women.

Lot 8 concerns the provision of services in gender-sensitive proofreading of texts translated into Ukrainian and concerning both the Istanbul Convention and Gender Equality Strategy of the Council of Europe.

The Council will select the abovementioned number of Providers 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).

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/Local consultants may be asked to provide the deliverables listed in the Act of Engagement (See Section A – Terms of reference) and undertake the following tasks, in keeping with Council of Europe procedures, visual identity and guidelines:

#### **Under Lot 1: Legal experts with the focus on Istanbul Convention implementation**

- Work with the project team to develop and present publications/guidelines in relation to the Istanbul Convention implementation including physical violence, sexual violence (including **conflict related sexual violence**), psychological violence, stalking, forced marriage, female genital mutilation, forced abortion and forced sterilisation, sexual harassment, and digital violence
- Provide legal expertise regarding the Istanbul Convention to the project team/partners to support project activities
- Design and deliver on-line or face-to-face training based on the publications and guidelines created
- Represent the project and participate in events related to the implementation of the Istanbul Convention in Ukraine
- Conduct surveys and assessments

#### **Under Lot 2: Experts specialising in combating violence against women and domestic violence (areas covered by the Istanbul Convention)**

- Work with the project team to develop and present publications/guidelines regarding violence against women and domestic violence, including physical violence, sexual violence (including **conflict related sexual violence**), psychological violence, stalking, forced marriage, female genital mutilation, forced abortion and forced sterilisation, sexual harassment, and digital violence
- Provide expertise to the project team/partners to support project activities regarding different aspects of combating violence against women and domestic violence, including conflict-related sexual violence
- Design and deliver on-line or face-to-face training based on the publications and guidelines created
- Represent the project and participate in events related to different aspects of combating violence against women and domestic violence, including conflict-related sexual violence
- Conduct surveys and assessments on the topic

#### **Under Lot 3: Legal experts specialising in perpetrator programmes to combat violence against women and domestic violence**

- Work with the project team to develop and present publications/guidelines regarding perpetrator programmes to combat violence against women and domestic violence
- Provide legal expertise to the project team/partners to support project activities regarding perpetrator programmes to combat violence against women and domestic violence
- Design and deliver on-line or face-to-face training based on the publications and guidelines created
- Represent the project and participate in events related to perpetrator programmes to combat violence against women and domestic violence.
- Conduct surveys and assessments on the topic

#### **Under Lot 4: Experts specialising in issues related to service provision to refugees**

- Provide consultancy and expertise to project activities to ensure the promotion of good practice on the provision of services to asylum seeking, refugee, and internally displaced women and girls
- Work with the project team to develop and present publications/guidelines in relation to the provision of services to refugees
- Design and deliver on-line or face-to-face training based on the publications and guidelines created
- Represent the project and participate in events related to the provision of services to asylum seekers, refugees, and internally displaced persons
- Conduct surveys and assessments on the topic

#### **Under Lot 5: Experts in civil society organisations, alternative reporting mechanisms, and the Istanbul Convention:**

- Work with the project team to develop and present publications/guidelines in relation to the role of civil society organisations in implementation of the Istanbul Convention and GREVIO evaluation, shadow reporting, combating violence against women and domestic violence
- Preparation and delivery on-line or face-to-face training based on the publications and guidelines created
- Contribution to and participation in the on-line or face-to-face trainings, seminars, workshops, conferences, round tables, and other project events organised for civil society organisations on implementation of the Istanbul Convention, combating violence against women and domestic violence, shadow reporting, and participation in GREVIO evaluation, including through moderating/facilitating discussions, and preparing and delivering presentations
- To develop awareness raising materials about the Istanbul Convention and the role of civil society organisations in promotion of its implementation for MPs, civil servants, self-governance bodies, NGOs, media, and the Ukrainian public
- To contribute to the design and development of visibility and informational materials for civil society organisations regarding implementation of the Istanbul Convention in Ukraine (concepts, slogans/messages, videos, posters, leaflets, etc.)

**Under Lot 6: Experts/trainers on Gender Equality and Gender Mainstreaming, specialising in: gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges, and gender mainstreaming**

- Work with the project team to develop and present publications/guidelines/handbooks regarding Gender Equality and Gender Mainstreaming, based on the Council of Europe Gender Equality Strategy, with the special focus on gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges;
- To prepare and to deliver on-line or face-to-face trainings based on the developed publications/guidelines/handbooks, including training for local and regional gender-related coordinators on practical implementation of Gender Equality and gender mainstreaming tools;
- To prepare local adaptation and serve as tutors conducting Council of Europe HELP course on Gender Equality/Gender Mainstreaming for civil servants;
- To contribute to the design and development of visibility and informational materials for advocacy campaigns on Gender Equality and Gender Mainstreaming, specialising in: gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges, and gender mainstreaming (concepts, slogans/messages, videos, posters, leaflets, etc.)
- To develop awareness raising materials about Gender Equality and Gender Mainstreaming, specialising in: gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges, and gender mainstreaming for MPs, civil servants, self-governance bodies, NGOs, media, and the Ukrainian public
- To participate and to contribute to the conferences, round tables, workshops, and other project events focused on promotion of Gender Equality and Gender Mainstreaming, specialising in: gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life, addressing global challenges, and gender mainstreaming, including through moderating/facilitating discussions, and preparing and delivering presentations

**Under Lot 7: Experts in awareness raising – raising awareness of MPs, civil servants, local self-governance bodies, NGOs, media, and the Ukrainian public concerning both the Istanbul Convention and violence against women**

- To prepare and to deliver on-line or face-to-face trainings on raising awareness for the representatives of the government organisations/agencies responsible for combating violence against women and domestic violence at the national, regional, and local level, and the general public on regional level in the project selected regions
- To contribute to the design and development of visibility and informational materials for advocacy campaigns on implementation of the Istanbul Convention in Ukraine (concepts, slogans/messages, videos, posters, leaflets, etc.)
- To develop awareness raising materials about the Istanbul Convention for MPs, civil servants, self-governance bodies, NGOs, media, and the Ukrainian public
- To participate and to contribute to the conferences, round tables, workshops, and other project events focused on promotion of the implementation of the Istanbul Convention, combating violence against women and domestic violence, including through moderating/facilitating discussions, and preparing and delivering presentations

**Under Lot 8: Experts (legal background an advantage) in gender-sensitive proofreading of the texts translated into Ukrainian concerning both the Istanbul Convention and Gender Equality Strategy of the Council of Europe, with the special focus on violence against women and domestic violence, gender equality and gender mainstreaming**

- Provide professional level proofreading of project texts in Ukrainian, applying expertise on gender-sensitive language reflecting both the Istanbul Convention and Gender Equality Strategy of the Council of Europe, with a special focus on violence against women and domestic violence including conflict-related sexual violence, as well as gender equality, gender mainstreaming, gender stereotypes and sexism, ensuring equal access to justice, achieving balanced participation in public life
- Ensure that proofread texts are gender-sensitive and that grammatically correct, up to date, easy to understand language is used around the topic of gender in keeping with CoE standards and accepted terminology
- Considering the audience of the texts, provide the project team with suggestions of improvements to the structure and layout.

The above list of possible types of deliverables 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 standards
- 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).

By submitting an offer in the framework of the present Call for Tenders, the Tenderer acknowledges that the persons involved in the implementation of the contract will be exposed to an increased risk of death and injury due to the ongoing war against Ukraine. The Tenderer also acknowledges that, if selected, it will carry out the implementation of the contract at its own risk.

The Tenderer confirms in addition that, if selected, it will perform systematic security assessments before implementing any activity related to the implementation of the contract. The Tenderer acknowledges that the Council of Europe does not assume any liability for the death, any injury or any damage that the Provider or persons involved in the implementation of the contract may sustain in Ukraine.

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

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

#### D. 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<sup>2</sup> (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

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

##### Signature of orders

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

#### E. ASSESSMENT

##### *Exclusion criteria 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)<sup>3</sup>

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, 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;

<sup>2</sup> 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.

<sup>3</sup> The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

- An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three 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).

- 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;
- 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*

- Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G). **This shall apply to tenderers who submit a bid as an individual or, where the tenderer is a legal person or consortium, the person(s) assigned to execute the contract:**
  - Tenderer must be a natural person or legal person or a consortium of natural and/or legal persons. Legal persons must be registered and authorised to provide the relevant services in accordance with Ukrainian legislation
  - A bachelor's degree in law, political sciences, social sciences, international relations, public administration or related fields
  - At least 3 years of professional experience in areas related to the fields of expertise as described for each lot under the scope of the contract above;
  - Experience in developing training curricula, delivering trainings, courses, materials, methodologies as well as conducting research in the thematic area related to the scope of the project;
  - Excellent knowledge of the Ukrainian language (native language level) and very good written and good oral command of English for communication and cooperation with International experts (at least level B2 of the Common European Framework of Reference for Languages)

#### *Award criteria*

- Quality of the offer (80 points), including:
  - Thematic knowledge and related expertise in the sphere of gender equality, violence against women and domestic violence prevention: primarily the in-depth knowledge of policy, legal framework and standards in the areas of expertise (40 points);
  - Relevance of the experience and competences of the tenderer in the areas covered by this call, including previous similar assignments at the local level and with international organizations and international projects (40 points);
- Financial offer (**20** points)

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

#### F. NEGOTIATIONS

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

#### G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Act of Engagement<sup>4</sup>** (See attached);

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<sup>4</sup> The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.



For natural persons:

- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility and award criteria (4 pages maximum).
- A Motivation letter describing how the tenderer meets the requirements related to the fields of expertise as described under the scope of the contract above (1 page maximum).
- Portfolio of the Tenderer, including short information on the projects accomplished during at least 3 recent years and at least two examples of the previous work/deliverables reference/links to publications, legal reviews/analyses, reports, studies, etc. relevant to the experience the tenderer claims and produced by the natural persons allocated to the execution of the contract, of which at least one is in English to the Lot(s) the Tenderer applies for, (at least 5 and maximum 10 links on different types of work: the WEB LINKS to the related documents, websites or online resources. PLEASE DO NOT PROVIDE YOUR WORK EXAMPLES AS SEPARATE FILES), in particular:
  - For Lot 1 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 2 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 3 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 4 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 5 – examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 6 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 7 – Examples of awareness raising materials and / or visibility activities and campaign outputs, reports or evaluations of trainings, portfolio of photographs from events / sessions.
  - For Lot 8 – Examples of publications in Ukrainian proofread upon translation from English publications developed which contain gender-sensitive terminology and related to the topic of violence against women/domestic violence, gender equality/gender mainstreaming or Istanbul Convention / CoE Gender Equality Strategy.
- Contact information of 2 referees (full name, company/organisation, position, e-mail address and phone).

For legal persons and consortia:

- Registration documents (translated into English) for legal persons;
- A Motivation letter describing how the tenderer meets the requirements related to the fields of expertise as described under the scope of the contract above (1 page maximum). For legal entities and consortia, this letter should also include a list of all natural persons who shall be allocated to the execution of the contract;
- Description of the proposed team (CVs of professional team members/consultants expected to work on the potential project within the Lot(s) applied);
- Portfolio of the Tenderer, including short information on the projects accomplished during at least 3 recent years and at least two examples of the previous work/deliverables reference/links to publications, legal reviews/analyses, reports, studies, etc. relevant to the experience the tenderer claims and produced by the natural persons allocated to the execution of the contract, of which at least one is in English to the Lot(s) the Tenderer applies for, (at least 5 and maximum 10 links on different types of work: the WEB LINKS to the related documents, websites or online resources. PLEASE DO NOT PROVIDE YOUR WORK EXAMPLES AS SEPARATE FILES), in particular:
  - For Lot 1 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 2 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 3 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 4 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
  - For Lot 5 – examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.

- For Lot 6 – Examples of publications developed, reports or evaluations of trainings delivered, portfolio of photographs from events / sessions.
- For Lot 7 – Examples of awareness raising materials and / or visibility activities and campaign outputs, reports or evaluations of trainings, portfolio of photographs from events / sessions.
- For Lot 8 – Examples of publications in Ukrainian proofread upon translation from English which contain gender-sensitive terminology and related to the topic of violence against women/domestic violence, gender equality/gender mainstreaming or Istanbul Convention / CoE Gender Equality Strategy.
- publications developed
- Contact information of 2 referees (full name, company/organisation, position, e-mail address and phone).
- A list of all owners and executive officers, for legal persons only;

**All documents shall be submitted in English, unless indicated otherwise, 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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