



CALL FOR TENDERS

FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES IN THE FIELD OF CIVIC PARTICIPATION

2023A018

Object of the procurement procedure ►	Local consultancy services in the field of civic participation
Project ►	Directorate General of Democracy and Human Dignity Directorate of Human Dignity, Equality and Governance Department of Democracy and Governance Elections and Participatory Democracy Division "Strengthening democratic resilience through civic participation during the war and in the post-war context in Ukraine"
Organisation and buying entity ►	Council of Europe Directorate General of Democracy and Human Dignity Directorate of Human Dignity, Equality and Governance Department of Democracy and Governance Elections and Participatory Democracy Division Council of Europe Office in Ukraine
Type of contract ►	Framework Contract
Duration ►	Until 31 December 2024
Expected starting date ►	07 April 2023
Tender Notice Issuance date ►	02 March 2023
Deadline for tendering ►	23 March 2023

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.

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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 NATIONAL CONSULTANCY SERVICES ON VARIOUS ASPECTS OF CIVIC PARTICIPATION IN UKRAINE 2023AO18

A. BACKGROUND

The Council of Europe is currently implementing a project “Strengthening democratic resilience through civic participation during the war and in the post-war context in Ukraine” within the Council of Europe Action Plan for Ukraine 2023-2026. The project aims to strengthen civic participation in the decision-making process at the national, regional and local levels.

The project is being implemented from 1 January 2023 to 31 December 2024.

It is designed to support the implementation of the objectives set out in the Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” 2023-2026 to help strengthen the democratic processes and address the challenges public authorities are facing in the time of war and post-war context through active and effective civic participation on local and regional levels. In particular, to:

- Provide legal and expert support to the Verkhovna Rada of Ukraine, central executive authorities, and local self-government bodies to enhance the existing or develop new normative acts and policies concerning civic participation and the creation of the enabling environment for civil society development and voluntary activities.
- Support public authorities, in particular on the local and regional levels, in establishing the decision-making process, based on wider participation and engagement of all stakeholders, ensuring transparency and inclusiveness, disclosure and access to information, a wide spectrum of participatory tools, resulting in the development and implementation of sustainable policies and decisions resolving most pressing problems, and responding to the needs of citizens in general and in particular of those affected by war.
- Strengthen the capacity of local self-government officials and civil servants in the implementation, monitoring and evaluation of participatory decision-making processes.
- Raise awareness of citizens, in particular children, youth, IDPs, vulnerable groups and civil society organisations (CSOs) about participatory mechanisms and opportunities to influence the development and implementation of decisions and policies on local, regional and national levels and strengthening their role in the civic oversight of the activities of public authorities.
- Support the implementation of inclusive and transparent public consultation practices with civil society, engagement of CSOs in the reforms agenda-setting, development, implementation, and monitoring of reforms in the war and post-war context.
- Provide support in strengthening the role of volunteers in general, civic and volunteer initiatives in the recovery and reconstruction of communities and regions affected by the war, strengthening the capacity and potential of volunteers and CSOs, providing support to local self-government bodies in the development and implementation of programmes on promoting volunteer activities and enabling environment for civil society development.

The project will partner with the Verkhovna Rada of Ukraine on State Building, Local Governance, Regional and Urban Development, central executive authorities, regional administrations, local self-government bodies, associations of local self-government bodies, civil society organisations.

The project offers a platform for representatives of public authorities, CSOs, and experts, including from across the Council member States for the experience and best practices exchange, promoting peer-to-peer partnerships and fostering innovations in participatory decision-making.

In the framework of the project implementation, the Council will deploy its methodologies and provide tools for stakeholders to help ensure that citizens and CSOs are better engaged and can influence the decision-making process.

The Council of Europe is looking for a maximum of fifty Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with particular expertise in the area of civic participation.

This Contract is currently estimated to cover up to 60 activities, to be held by **31 December 2024**. 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 890,000 000 Euros and the total amount of the object of present tender should in principle not exceed 200 000 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 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: Provision of legal expertise and technical support in the area of civic participation, the creation of the enabling environment for civil society development, and the promotion of voluntarism and voluntary activities.	15
Lot 2: Capacity building in the area of civic participation, and voluntarism for public officials, CSOs, volunteer initiatives and citizens.	20
Lot 3: Provision of technical expert support in the design and implementation of participatory processes.	15

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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section F below), is **equivalent to or higher than 3.5** 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 legal expertise and technical support in the area of civic participation, the creation of the enabling environment for civil society development, and the promotion of voluntarism and voluntary activities.

- a. Provide legal and expert support to the Verkhovna Rada of Ukraine, central executive authorities, and local self-government bodies to enhance the existing or develop new normative acts and policies concerning civic participation and the creation of the enabling environment for civil society development and the promotion of voluntarism and voluntary activities.

The tasks will include, but not limited to:

- Analysis of the existing and/or draft normative acts and policies, needs assessment.
- Development of recommendations on the enhancement of the existing and/or draft normative acts and policies.
- Contribution to expert discussions, and relevant workgroups concerning the enhancement of the existing and/or draft normative acts and policies.
- Development of normative acts (central, regional and local level) and policy proposals.

- Coordination and facilitation of the development or enhancement of normative acts and policies, engaging relevant stakeholders, and expert and public discussions.
- Development of guidelines and methodological recommendations, relevant documents, templates, and terms of reference.
- Advice and recommendations on the enhancement of regulatory and policy frameworks.
- Advice on the creation or enhancement of an electronic resource/platform/section on a public authority related to civic participation, civil society development and volunteer activities
- Carry out or contribute to a study/research or public opinion.
- Develop and/or contribute to the identification and dissemination of best practices, development of relevant best practice programmes and relevant materials.
- Proofreading of legal documents, and methodological and informational materials.
- Design and implementation of advocacy campaigns and awareness-raising initiatives.
- Deliver presentations.
- Moderate and/or facilitate relevant events (such as a round table, expert workgroups, workshops, conferences etc.).
- Other relevant tasks.

Under Lot 2:

Capacity building in the area of civic participation, and voluntarism for public officials, CSOs, volunteer initiatives and citizens aimed to:

- a. strengthen the capacity of local self-government officials and civil servants in the implementation, monitoring and evaluation of participatory decision-making mechanisms and processes;
- b. raise awareness of citizens, in particular children, youth, IDPs, vulnerable groups and civil society organisations (CSOs) about participatory mechanisms and opportunities to influence the development and implementation of decisions and policies on local, regional and national levels and strengthening their role in the civic oversight of the activities of public authorities;
- c. strengthening the role of volunteer and civic initiatives in the recovery and reconstruction of communities and regions affected by the war, strengthening the capacity and potential of individual volunteers and CSOs.

The tasks will include, but not limited to:

- Carry out training needs assessment.
- Development of curriculum, trainer's and participant's guides.
- Design/ lead the implementation of a capacity-building measure in the field of civic participation for local officials and civil servants and/or contribute as trainer/speaker of such. The capacity building measure can potentially cover the following areas (the list is non-exhaustive):
 - Implementation of a statute of a territorial community.
 - Civic participation tools and mechanisms, envisaged by the national legislation and local regulatory framework.
 - Transparency, accountability and openness of the work of public authorities.
 - Disclosure and access to information
 - Open data
 - E-democracy and engagement
 - Impact of martial law on decision-making and civic participation
 - Gender mainstreaming in civic participation and policymaking
 - Policymaking cycle
 - Monitoring and evaluation of decision-making and civic engagement
 - Planning and implementation of a participatory process

- Application of the engagement methods
- Communication in decision-making
- Collection and analysis citizens' proposals in social media and networks.
- Evaluation of the openness, accessibility and content and features on civic participation tools of the websites of public authorities
- Implementation of policies on the promotion of civil society development, and voluntarism and voluntary activities
- Institutional development of organisations and institutions in a community that involve volunteers in their activities.
- Grant writing and financial management
- Good practices of civil participation
- Other areas
- Design/ lead the implementation of a capacity-building measure in the field of civic participation for CSOs and active citizens and/or contribute as trainer/speaker of such. The capacity building measure can potentially cover the following areas (the list is non-exhaustive):
 - Application of civic participation tools: formal (prescribed by the national legislation and local regulatory frameworks) and informal.
 - Communication and stakeholder engagement
 - Monitoring and evaluation of the work of public authorities, implementation of policies and reform, civic oversight
 - Access to information
 - Open data
 - Implication of martial law on civic participation
 - Organisational and strategic development of CSOs
 - Engagement of vulnerable groups, including people affected by war, in the decision-making process, work of CSOs and community-based initiatives.
 - Advocacy and lobbying
 - Project management
 - Fundraising and accountability
 - Good practices of civil participation
 - Other areas
- Design/ lead the implementation of a capacity-building measure in the area of voluntarism and voluntary activities to volunteers, formal/informal volunteer-based initiatives and relevant stakeholders and/or contribute as trainer/speaker of such. The capacity building measure can potentially cover the following areas (the list is non-exhaustive):
 - Engagement of stakeholders
 - Communication
 - Project management
 - Fundraising and grant writing
 - Financial management
 - Transparency and accountability
 - Volunteer management
 - Legal and practical specificities of imports and distribution of humanitarian aid
 - Implementation of policies on the promotion of civil society development, and voluntarism and voluntary activities
 - Engagement of youth, IDPs, veterans and people affected by war, marginalised and disadvantaged social groups in voluntary activities.
 - Institutional development of organisations and institutions in a community that involve volunteers in their activities
 - Good practices on civic participation and voluntarism
 - Other

areas

- Design and/or lead the implementation of mix format capacity-building activities bringing together public officials, CSOs, citizens, volunteers, businesses, and other stakeholders.
- Deliver presentations.
- Facilitate and/or moderate capacity-building initiatives.
- Identify target groups and potential participants, speakers and trainers of capacity-building initiatives.
- Develop questionnaires and participant application forms.
- Develop and/or carry out evaluation methodologies/methods for capacity-building initiatives.
- Develop and/or contribute to the development of relevant materials for capacity-building initiatives, including booklets, brochures, practical tasks, logbooks, proofreading of materials etc.
- Development of infographic materials, videos, and online learning tools.
- Design, execute and/or contribute to the information and awareness-raising campaigns.
- Other relevant tasks.

Under Lot 3:

Provision of technical expert support in the design and implementation of participatory processes:

- a. establishing the decision-making process, based on wider participation and engagement of all stakeholders, ensuring transparency and inclusiveness, disclosure and access to information, a wide spectrum of participatory tools, resulting in the development and implementation of sustainable policies and decisions resolving most pressing problems, and responding to the needs of citizens in general and in particular of those affected by war;
- b. supporting the implementation of inclusive and transparent public consultation practices with civil society, engagement of CSOs in the reforms agenda-setting, development, implementation, and monitoring of reforms in the war and post-war context.

The tasks will include but not limited to:

- Design and/or contribute to the execution of a participatory process.
- Support public authorities in / carry out activities in:
 - Developing a participatory process plan
 - Facilitating and/or moderating, contributing to a work of a workgroup, steering a participatory process
 - Analysing data and relevant information
 - Stakeholder mapping
 - Organising and/or facilitating events bringing together various stakeholders.
 - Application of the engagement methods and formats (e.g., surveys, interviews, focus groups, workshops, deliberative and participatory events, expert and public discussions and presentations)
- Develop or contribute to the development of a participatory process report.
- Evaluate or contribute to the evaluation of a participatory process, consideration of the results and outcomes in formulated, adopted and implemented decisions.
- Provide expert and policy advice concerning the policy subject to a participatory process, develop or contribute to the development of a draft policy or a decision considering the outcomes and results of a participatory process.
- Design and/or contribute to events or initiatives dedicated to good practices.
- Design, execute and/or contribute to the information and awareness-raising campaigns.
- Develop guidelines and methodological recommendations.
- Other relevant tasks.

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.

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.

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 D below) the global fee corresponding to each deliverable, calculated on the basis of the unit 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;

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):

Lot 1 – Provision of legal expertise and technical support in the area of civic participation, the creation of the enabling environment for civil society development, and the promotion of voluntarism and voluntary activities.

For natural persons

- A university degree in law, public administration, public policy, international relations, economics, political science, sociology or a related field.

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.

- At least four years of experience in the provision of legal expertise and policy advice in the area of civic participation.
- Knowledge of the national legal framework and best practices for civic participation.
- Knowledge of international standards in the field of civic participation.
- Ability to work in Ukrainian.

For legal persons

- Being a registered legal entity or a private entrepreneur specialised in the field of civic participation.
- A university degree in law, public administration, public policy, international relations, economics, political science, sociology or a related field (for all natural persons allocated to the execution of the contract within the Tender submitted by the legal person).
- At least four years of experience in the provision of legal expertise and policy advice in the area of civic participation.
- Knowledge of the national legal framework and best practices for civic participation.
- Knowledge of international standards in the field of civic participation.
- Ability to work in Ukrainian (applies to the company as a whole).

Lot 2 – Capacity building in the area of civic participation, and voluntarism for public officials, CSOs, volunteer initiatives and citizens.

For natural persons

- A university degree in law, public administration, public policy, international relations, economics, political science, sociology or a related field.
- At least four years of experience in the implementation of or contribution to capacity building activities in the area of civic participation.
- Ability to work in Ukrainian.

For legal persons

- Being a registered legal entity or a private entrepreneur specialised in the field of provision of information, awareness raising and/or capacity-building activities in civic participation.
- A university degree in law, public administration, public policy, international relations, economics, political science, sociology or a related field (for all natural persons allocated to the execution of the contract within the Tender submitted by the legal person).
- At least four years of experience in the implementation of or contribution to capacity building activities in the area of civic participation;
- Ability to work in Ukrainian (applies to the company as a whole).

Lot 3 – Provision of technical expert support in the design and implementation of participatory processes.

For natural persons

- A university degree in public administration, public policy, international relations, economics, political science, sociology or a related field/
- At least one and a half years of experience in the implementation of or contribution to public consultation / participatory process, including planning, organising and/or facilitating events bringing together various stakeholders, applying of engagement techniques and methods, planning and organising stakeholder mapping, focus groups, carrying out interviews, surveys, strategic sessions, analysing data and information, developing reports on public consultation / participatory process, developing policy recommendations drawing on public consultation / participatory process.
- Ability to work in Ukrainian.

For legal persons

- Being a registered legal entity or a private entrepreneur specialised in the field of civic participation.
- A university degree in public administration, public policy, international relations, economics, political science, sociology or a related field (for all natural persons allocated to the execution of the contract within the Tender submitted by the legal person).
- At least one and a half years of experience in the implementation of or contribution to public consultation / participatory process, including planning, organising and/or facilitating events bringing together various stakeholders, applying of engagement techniques and methods, planning and organising stakeholder mapping, focus groups, carrying out interviews, surveys, strategic sessions, analysing data and information, developing reports on public consultation / participatory process, developing policy recommendations drawing on public consultation / participatory process.
- Ability to work in Ukrainian (applies to the company as a whole).

Award criteria

Lot 1 – Provision of legal expertise and policy advice in the area of civic participation, the creation of the enabling environment for civil society development, and the promotion of voluntarism and voluntary activities.

Criterion 1: Quality of the offer (70%), including:

- Demonstrated experience in the provision of legal expertise and policy advice.

Criterion 2: Financial offer (30%).

Lot 2 – Capacity building in the area of civic participation, and voluntarism for public officials, CSOs, citizens and individual volunteers.

Criterion 1: Quality of the offer (70%), including:

- Demonstrated experience in the implementation of or contribution to capacity building activities in the area of civic participation.

Criterion 2: Financial offer (30%).

Lot 3 – Provision of expert and policy advice in the design and implementation of participatory processes.

Criterion 1: Quality of the offer (70%), including:

- Demonstrated experience in the implementation of or contribution to public consultation / participatory process.

Criterion 2: Financial offer (30%).

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

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **ONE** completed and signed copy of the Act of Engagement (in English).³
- Registration documents (for legal persons only, in Ukrainian with a summary translation in English);
- Up to 1-2 A-4 page motivation letter which proves that tenderer fulfils the eligibility criteria and has the experience that matches the areas mention in the relevant LOTs (in English);
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria (in English). For legal persons, the CV of each natural person who shall be allocated to the execution of the contract should be submitted;

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.

- 3 letters of reference from previous employers or clients, attesting to their experience in the field of civic participation (in English or Ukrainian).
- At least 3 examples (3 files in pdf format) of previously accomplished assignments which correspond to the expected deliverables and eligibility criteria in relevant LOTs in Ukrainian or in English.

For Lot 1 – examples of contribution to drafting legal acts or procedural documents, policy papers and recommendations, examples of reports, assessments, recommendations, guidelines and methodological recommendations, reports related to civic participation, civil society development and/or promotion of voluntarism. The examples should indicate the authors. If the document, provided as an example, was partially developed by the tenderer the relevant text should be highlighted in yellow in the document.

For Lot 2 – examples of training curriculum, handout materials, training evaluation, brochures, manuals, toolkits, guidelines, learning tools (including online), presentations, publications etc. personally developed concerning the thematic areas covered by this Lot 2. The examples should indicate the authors. If the document, provided as an example, was partially developed by the tenderer the relevant text should be highlighted in yellow in the document.

For Lot 3 – examples of contribution to the implementation of participatory processes/public consultations, including consultation/participatory process plans, stakeholder mapping, summaries or analysis of focus groups, surveys, interviews, strategic sessions, workshops and other participatory events, reports on a public consultation/participatory process, policy recommendations, guidelines, methodological recommendations for public consultation/participatory processes, etc. The examples should indicate the authors. If the document, provided as an example, was partially developed by the tenderer the relevant text should be highlighted in yellow in the document.

Please also provide links to your work examples in a separate file (word or pdf).

All documents shall be submitted in English or Ukrainian languages 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.

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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PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF NATIONAL CONSULTANCY SERVICES ON VARIOUS ASPECTS OF CIVIC PARTICIPATION IN UKRAINE 2023AO18

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of Democracy and Human Dignity
Directorate of Human Dignity, Equality and Governance
Department of Democracy and Governance
Elections and Participatory Democracy Division
F- 67075 Strasbourg Cedex, France

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, or a legal person except consortia.

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 or French], and shall be exclusively sent to the following address: elections.pardemoc@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. **2023AO18** 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 23 March 2023 by 23:59 CET.

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.

* * *

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 (in English).⁵
- Registration documents (for legal persons only, in Ukrainian with a summary translation in English);
- Up to 1-2 A-4 page motivation letter which proves that tenderer fulfils the eligibility criteria and has the experience that matches the areas mention in the relevant LOTs (in English);
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria (in English). For legal persons, the CV of each natural person who shall be allocated to the execution of the contract should be submitted;
- 3 letters of reference from previous employers or clients, attesting to their experience in the field of civic participation (in English or Ukrainian).
- At least 3 examples (3 files in pdf format) of previously accomplished assignments which correspond to the expected deliverables and eligibility criteria in relevant LOTs in Ukrainian or in English.

For Lot 1 – examples of contribution to drafting legal acts or procedural documents, policy papers and recommendations, examples of reports, assessments, recommendations, guidelines and methodological recommendations, reports related to civic participation, civil society development and/or promotion of voluntarism. The examples should indicate the authors. If the document, provided as an example, was partially developed by the tenderer the relevant text should be highlighted in yellow in the document.

For Lot 2 – examples of training curriculum, handout materials, training evaluation, brochures, manuals, toolkits, guidelines, learning tools (including online), presentations, publications etc. personally developed concerning the thematic areas covered by this Lot 2. The examples should indicate the authors. If the document, provided as an example, was partially developed by the tenderer the relevant text should be highlighted in yellow in the document.

For Lot 3 – examples of contribution to the implementation of participatory processes/public consultations, including consultation/participatory process plans, stakeholder mapping, summaries or analysis of focus groups, surveys, interviews, strategic sessions, workshops and other participatory events, reports on a public consultation/participatory process, policy recommendations, guidelines, methodological recommendations for public consultation/participatory processes, etc. The examples should indicate the authors. If the document, provided as an example, was partially developed by the tenderer the relevant text should be highlighted in yellow in the document.

Please also provide links to your work examples in a separate file (word or pdf).

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. **2023AO18** 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 23 March 2023 by 23:59 CET.

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.