1. **SERVICE TENDER SUBMISSION FORM**

**Tender N° :**

**Please supply one signed tender**.The attachments to this submission form may be in original or copy. If copies are submitted, the originals must be dispatched to TRIAL International upon request.

**All data included in this application must concern only the legal entity making the tender.**

Any additional documentation (brochures, letters etc.) sent with your tender will not be taken into consideration.

**5.1 TENDERER**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Validity of the offer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (minimum 4 months)

* 1. **AREAS OF SPECIALISATION**

Indicate your areas of specialist knowledge by placing a tick (✓) in the box corresponding to the specialization in which you have significant experience.

|  |  |
| --- | --- |
| Areas of specialist knowledge | Tenderer’s areas of specialist knowledge |
| Professional certificate appropriate to this contract, such as a Master’s Degree in International Human Rights Law, Humanitarian Law or International Criminal Law |  |
| Extensive knowledge of extraterritorial and universal jurisdiction cases and legal frameworks. |  |
| At least 6 years of relevant experience, of which at least 4 in the international criminal justice sector |  |
| Experience in researching substantive and procedural aspects of international and national criminal law. |  |
| Experience in leading and coordinating a project having multiple partners. |  |
| Experience in report writing with prior publication experience. |  |
| Full proficiency in English, including excellent English writing skills. |  |

Provide any supporting document of the technical and professional capacity, including 2 writing samples in English.

* 1. **EXPERIENCE**

Please fill in the table below with the 5 most relevant projects related to this contract carried out over the past 10 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of client** | **Type and scope of services provided**  | **Description of project**  | **Target Country/Group** | **Dates (start/end)** | **Sums received for the provision of the services mentioned** |
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* 1. **ORGANISATION AND METHODOLOGY**

In maximum 2 pages, draft a short description of your proposed work schedule and methodology for the realization of the results set out in the ToR.

* 1. **STATEMENT**

I, the undersigned, being the authorized signatory of the above tenderer, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. I offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise my technical offer, and my financial offer, which is submitted in a separate, sealed envelope:

* Proof of registration as an independent consultant or company registration documents;
* Service Tender Submission Form;
* List of names and CV of the proposed consultant;
* Supporting document of the technical and professional capacity, including 2 writing samples;
* Financial offer form;

Signed by the tenderer

|  |  |
| --- | --- |
| **Name of the independent consultant or authorized representative in case of legal entity** |  |
| **Signature** |  |
| **Date** |  |