



CALL FOR TENDER

Consultancy services to produce the Universal Jurisdiction Annual Review 2026

Project: “Global Initiative Against Impunity for International Crimes and Serious Human Rights Violations: Making Justice Work”, co-financed by the European Union
NDICI HRINTPA/2023/449-005

Tender reference number: UE4T_OT_007

Date of publication: 9 July 2025

Deadline for the submission of proposals: 10 August 2026, midnight (CET)

1. CONTEXT & PURPOSE

TRIAL International is a non-governmental organization fighting impunity for international crimes and supporting victims in their quest for justice.

In support of its activities, the organization is looking for a consultant to coordinate, research and draft the 2026 edition of the Universal Jurisdiction Annual Review (UJAR). Since 2015, in collaboration with several partner organizations, TRIAL International annually publishes the Universal Jurisdiction Annual Review (UJAR), a unique compilation of extraterritorial, including universal, jurisdiction cases around the world. The UJAR has become a reference document in this field and an essential tool to better understand the potential of universal jurisdiction in the fight against impunity.

2. SCOPE OF SERVICES

- Research 2025 developments in extraterritorial, including universal, jurisdiction cases around the world;
- Draft the 2026 edition of the Universal Jurisdiction Annual Review (UJAR);
- Coordinate throughout the project the work of TRIAL International and its partners.

For further details, please see the attached terms of reference.

3. TIMELINE

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| • Deadline for the submissions of tenders: | 10 August 2025, midnight (CET) |
| • Selection of the consultant(s): | 22 August 2025 at the latest |
| • Signature of the contract: | 29 August 2025 at the latest |
| • Intended start date: | 1 September 2025 |
| • Deadline to submit the final document: | 30 January 2026 |

4. ELIGIBILITY

Participation in tendering is open to all qualified bidders, on equal terms to natural and legal persons, regardless of nationality or location. However, all bidders must meet the following criteria:

- Have the professional and technical capacity needed to effectively provide the required services (at least 6 years of relevant experience, of which at least 4 in the international criminal justice sector; extensive knowledge of extraterritorial and universal jurisdiction cases and legal frameworks; experience in researching substantive and procedural aspects of international and national criminal law; experience in report writing with prior publication experience);

- Full proficiency in English, including excellent English writing skills;
- Provide proof of registration as a company or as an individual contractor;
- Submit a signed declaration confirming that they are not in any of the situations listed in Article 136(1) of the EU Financial Regulation (such as bankruptcy, grave professional misconduct, fraud, corruption, etc.) (see “*Tender Declaration form*” attached).

5. SUBMISSION REQUIREMENTS

No more than one tender can be submitted by a natural or legal person. In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded. Subcontracting is not allowed.

Please submit your proposal electronically to procurement@trialinternational.org with the subject line “Tender N° UE4T_OT_007: UJAR 2026”.

Tenderers may submit questions in writing to the following address: procurement@trialinternational.org until 3 August 2025, midnight (CET). Please indicate “Question - Tender N° UE4T_OT_007” in the subject of the email. TRIAL International has no obligation to provide clarification for requests received after this date. Questions are generally answered by email. However, if a question is deemed relevant to all bidders, the response will be published on the website.

The tender must comprise of a technical offer, a financial offer, and the required administrative documents sent in three separate files:

1. Technical Offer:

- a. Profile and experience
 - ☐ CV(s) of the proposed consultant(s);
 - ☐ A description of the 5 most relevant projects related to this contract carried over the past 10 years;
 - ☐ Supporting documents of the technical and professional capacity, including 2 writing samples in English.
- b. 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 terms of reference.

2. Financial Offer:

- a. A price breakdown based on the expected results set out in the terms of reference;
- b. The financial offer shall not exceed 17 000 EUR.

3. Administrative Documents:

- a. Company registration or proof of registration as independent consultant according to the applicable legislation in the country of residence;
- b. Signed Tender Declaration Form.

All correspondence and documents related to the tender must be written in English. Supporting documents and examples of previous works may be in another language. Prices must be in euro (€) and inclusive of all applied taxes.

6. SELECTION CRITERIA

TRIAL International is committed to ensuring a transparent and fair procurement process. All bidders will be treated equally, and the evaluation process will be conducted in line with the organization’s procurement principles.

The following criteria will be applied to the tenderers:

The technical offers will be evaluated according to the following criteria (80% of the final score):

- Understanding of project requirements and suitability of the proposed services (25%);
- Relevant qualifications and experience (25%);
- Methodology and work scheduled proposed (20%);
- Quality and relevance of supporting documents (10%).

Financial offers will be evaluated according to the following criteria (20% of the final score):

- Cost-effectiveness and value for money (15%);
- Clarity, detail and justification of fees (5%).

TRIAL International will not be responsible for any costs or expenses incurred by the tenderers in connection with the preparation and submission of their tenders to TRIAL International. Any missing information or documentation may lead to rejection of the offer. Tenders submitted by any other means will not be considered. Late tenders will automatically be rejected.

TRIAL International is a non-governmental organization fighting impunity for international crimes and supporting victims in their quest for justice. The organization takes an innovative approach to the law, paving the way to justice for survivors of unspeakable sufferings. TRIAL International provides legal assistance, litigates cases, develops local capacity and pushes the human rights agenda forward.