

EU/CoE Eastern Partnership Programmatic Co-Operation Framework Project Strengthening Integrity and Combatting Corruption in Higher Education in Armenia

TENDER FILE / TERMS OF REFERENCE (Restricted consultation procedure / Framework Contract)

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 1333 of 29 June 2011 on the procurement procedures of the Council of Europe](#).

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe, the Organisation is in principle required to invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This tender procedure aims at concluding a framework contract for the provision of services described below. Unless national legislation prescribes otherwise, deliverables executed on-site will be considered as performed in the country where the event takes place, and deliverables executed in writing will be considered as performed at the place where the Service Provider/Consultant is established. A tender is considered valid for 120 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 general information and contact details for this procedure are indicated below. You are invited to use the CoE Contact details listed below for any question you may have.

A. GENERAL INFORMATION

Object of the procurement procedure ►	Provision of consultancy services on integrity in higher education
Project ►	Strengthening integrity and combatting corruption in Higher Education in Armenia
Type of contract ►	
Duration ►	30 June 2018
Deadline for submission of tenders/offers ►	02 March 2017
Email for submission of tenders/offers ►	integrity.armenia@coe.int
Expected starting date of execution ►	13 March 2017

B. CoE CONTACT DETAILS (FOR THIS TENDERING PROCEDURE)

Person / Function / Department ►	Liana Amirbekyan, Senior Project Officer, CoE Office in Yerevan
Address ►	CoE Office in Yerevan "Erebuni Plaza", 6th floor, 26/1 V. Sargsyan str. Yerevan 0010, Armenia
Phone n° ►	Tel.: +37410 546 322 ext.122
Email ►	Liana.amirbekyan@coe.int
Fax n° ►	n/a

C. EXPECTED DELIVERABLES/SERVICES

Background of the Project

The *Strengthening Integrity and Combatting Corruption in Higher Education in Armenia* Project is funded by the European Union and the Council of Europe under the Partnership Co-operation Framework in the Eastern Partnership Countries for 2015-2017. The duration of the project is 36 months with the budget of 588,000 EUR.

Expected results

Legislative and institutional frameworks for ensuring integrity and combating corruption in higher education in Armenia are further developed and effectively implemented.

Output indicators 2017

1. At least 30 educational professionals in at least ten public higher education institutions have improved knowledge and received guidance in developing a Code of Ethics and at least three higher education institutions have developed their Code of Ethics based on the Model Code of Ethics developed during the previous phase of the Project;
2. At least 100 educational professional and students in at least 15 public higher education institutions have improved knowledge and received training in using the practical toolkits developed during the previous phase of the Project;
3. The toolkit on accountability and transparency is piloted in at least three public higher education institutions;

At least 150 major stakeholders (educational professionals and students from at least 20 public higher education institutions and the representatives of the civil society) have improved knowledge on legislation, policy and practice in strengthening integrity and combating corruption through

The Contract is currently estimated to represent up to fifteen activities, to be held before 31 December 2017, which corresponds to the current end date of the Project.

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. **Under no circumstances will the total (cumulative) cost of the contract exceed 55,000 EUR (tax exclusive).**

Expected services

Tenderers may be asked to:

- support the implementation of Codes of Ethics for educators and students of Higher Education Institutions (HEI), which may imply in particular to carry out needs assessment in local HEIs related to development and implementation of Codes of Ethics, develop training package, implement trainings for staff and students of local HEIs, monitor implementation of the Codes of Ethics in selected HEIs in Armenia, contribute to the project awareness raising events etc.;
- support the implementation of Toolkits to enhance transparency and accountability in Higher Education Institutions; which may imply in particular to develop training packages, carry out trainings for staff and students of local HEIs, monitor implementation of the Toolkits to enhance transparency and accountability in selected HEIs in Armenia, contribute to the project awareness raising events, etc.;

In terms of **quality requirements**, the 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.

D. FEES

Tenderers are invited to indicate their daily fee, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. This daily fee is final and not subject to review. Tenders proposing a fee 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 E. below) the global fee corresponding to each deliverable, calculated on the basis of the daily fee, as agreed by this Contract.

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

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Services 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**.

Each time an Order Form is sent, the selected Service Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception. Orders will be addressed in priority to the first Service Provider on the ranking list of the tender. If this Service Provider is unable to take the Order or if no reply is given on his behalf within that deadline, the Council may call on the second Service Provider on the ranking list of the tender, and so on down the list.

The Service Provider, **if subject to VAT**, shall also send, together with the 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 service (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of service (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).

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 Service 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)

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;
- 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.

Eligibility criteria

- Advance University Degree in Education, Law, Social Science or other relevant field;
- 5 (five) years of working experience relevant to the Project.

Only bids submitted in English shall be deemed eligible.

Award criteria

- Quality of the offer (90%), including:
 - Relevance of the experience of the tenderer;
 - Capacity to adapt to the context.
- Financial offer (10%).

Multiple tendering is not authorised.

The Council of Europe reserves the right to proceed with a ranking for each of the main categories of services, i.e. 1) implementation of Codes of Ethics and 2) Implementation of Toolkits, and to select a maximum of 2 (two) consultants for the first one, and 4 (four) for the second one. Ordering will take place in accordance with Article 4.1.1 of the applicable Legal Conditions (See, Section C).

G. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**² (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;

Incomplete tenders will not be considered.

¹ It must strictly respect the fees indicated in the Financial Offer attached to the original Service Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Service Provider's tender, 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 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 above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.