

## TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

### Purchase of consultancy services for the development of a position paper on quality and inclusive education for Roma and Travellers communities within the framework of the Strategic Action Plan on Roma and Traveller Inclusion (2020-2025).

The Council of Europe is currently implementing the Strategic Action Plan on Roma and Travellers Inclusion (2020-2025) which translates the strategic objectives of the organisation regarding the protection and promotion of human rights, democracy and the rule of law into a policy framework for the social and intercultural inclusion of Roma and Travellers in Europe. The Plan provides a framework that is flexible and adaptable to country-specific conditions, serving as a roadmap and practical tool for the design, implementation and adjustment of programmes and actions. In that context, it is looking for a Provider for the provision of consultancy (expert) services for developing a position paper on quality and inclusive education for Roma and Travellers communities within the framework of the Strategic Action Plan. More details of the specific objectives of the position paper can be found within the accompanying concept note document. For the specific *deliverables*, please see Section A of the Act of Engagement.

#### 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 €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **one-off contract** for the provision of deliverables described in the Act of Engagement (See attached). 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 tenderer must be either a natural person, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the present Tender File and Act of Engagement.

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 - Position Paper on Quality Education for Roma.** 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 5 (five) 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: QUESTION - Position Paper on Quality Inclusive Education for Roma.**

Type of contract ►	One-off contract
Duration ►	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement)
Deadline for submission of tenders/offers ►	<b>14 June 2020</b>
Email for submission of tenders/offers ►	<a href="mailto:inschool@coe.int">inschool@coe.int</a>
Email for questions ►	<a href="mailto:inschool@coe.int">inschool@coe.int</a>
Expected starting date of execution ►	30 June 2020

<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

The general aim of the "position paper" is to present the overall situation of the educational status of Roma and Traveller communities, identify the overarching and structural barriers in relation to access to quality and inclusive education and present the strategic orientations of the future intervention of the Council of Europe for quality and inclusive education. The paper should be developed considering and complementary to the objectives of the newly adopted Strategic Action Plan on Roma and Traveller Inclusion (2020-2025).

The specific objectives of the paper are:

- Provide brief overview of current key and relevant information about the educational status of Roma and Travellers communities across the Council of Europe member states;
- Presentation of the key challenges faced by Roma and Travellers communities in relation to access to quality and inclusive education (access, attendance, performance, transition, etc.);
- Presentation of discriminatory patterns of Roma communities in the educational systems of Council of Europe Member States, and main causes reinforcing structurality of exclusion;
- Overview of the available approaches, methodologies and policy recommendations of the Council of Europe in relation to quality and inclusive education; Policy recommendations and methodologies provided particularly after the COVID-19 pandemic and in relation to use of ICT in education, online and distance learning, etc;
- Overview and presentation of available Council of Europe tools and legal instruments supporting quality and inclusive education (ECtHR case-law, European Social Charter, monitoring bodies, etc.);
- Presentation of the key values of inclusive education and its impact on the social and economic inclusion of Roma and Travellers communities;

The expected output of the assignment is a document within estimated 30-40 pages with the possibility of addressing all of the above-mentioned issues.

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

## C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead 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.

## D. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,<sup>2</sup> 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;

<sup>2</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 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).

- are or are likely to be in a situation of conflict of interests;
- are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

#### *Eligibility criteria*

- Master's Degree in the field of Education, Public Policy, Social Science or another relevant field;
- Excellent knowledge of European standards and particularly those of the Council of Europe on equality, non-discrimination and inclusive education;
- At least 5 years of professional and practical experience in the thematic area/s of inclusive and quality education, human rights, equality and/or non-discrimination, or other areas that are of relevance to the assignment;
- Experience in development, implementation, monitoring and/or analysis of educational policies. Experience in educational policies for Roma and Travellers or children living in vulnerable situation would be considered an asset;
- Experience in analytical and strategic development assignments in the areas of education, non-discrimination and/or inclusion.

#### *Award criteria*

- Quality of the offer (80%), including:
  - Expertise in the thematic area/s of inclusive and quality education, human rights, equality and/or non-discrimination, or other areas that are of relevance to the assignment;
  - Experience in education related policy development, implementation, monitoring and/or analysis
  - Experience and understanding of the educational and discrimination circumstances of Roma and Travellers communities across Europe;
  - Previous experience in similar tasks related to this assignment;
  - Understanding of the Council of Europe mandate and work on education and Roma and Travellers's right;
- Financial offer (20%).

The Council reserves the right to hold interviews with eligible tenderers.  
Multiple tendering is not authorised.

#### E. NEGOTIATIONS

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

#### F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement<sup>3</sup> (See attached)**
- For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
- A list of all owners and executive officers, for legal persons only;
- A detailed CV demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Motivation letter.

**All documents shall be submitted in English, 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.**

\* \* \*

<sup>3</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.