

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / Framework Contract)



Consultancy services on fostering rapprochement through education for democracy and language learning in Kosovo*

The Council of Europe is currently implementing and until 30 April 2020 will implement a Project on Fostering rapprochement through education for democracy and language learning in Kosovo*. In that context, it is looking for consultant(s) for the provision of consultancy services in the field of capacity building to be requested by the Council on an as needed basis.

A. GENERAL INFORMATION

Object of the procurement procedure ►	Consultancy services on fostering rapprochement through education for democracy and language learning in Kosovo*
Project ►	Click here to enter text
Type of contract ►	Framework contract
Duration ►	Until 30 April 2020
Deadline for submission of tenders/offers ►	23 April 2018
Email for submission of tenders/offers ►	education.pristina@coe.int
Expected starting date of execution ►	15 May 2018

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 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 on this page. You are invited to use the CoE Contact details listed below for any question you may have.

B. CoE CONTACT DETAILS (FOR THIS TENDERING PROCEDURE)

Person / Function / Department ►	Josef Huber, Programme Manager, Education Department
Address ►	Avenue de l'Europe, 67075 Strasbourg, France
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C. EXPECTED DELIVERABLES/SERVICES

Background of the Project

The Project seeks to foster rapprochement between the different communities in Kosovo* through education for democratic citizenship and human rights and through the promotion of access to language learning as well as through the appreciation of plurilingualism and pluriculturalism as a social, cultural and economic asset.

The project is implemented throughout a period of 24 months (1 May 2018 – 30 April 2020) by the Education Department and the project team based in the Council of Europe office in Pristina. The main partner of the project is the Office of the Language Commissioner and Ministry of Education, Science and Technology, while other partners are education policy and research institutes, pilot schools and teacher training organisations.

This Project will aim to foster rapprochement from several different angles, combining grassroots, policy and political actions based on Council of Europe standards. More specifically, it will use the recommendations of the Advisory Committee on Framework Convention for the Protection of National Minorities and recommendations of the Office of Language Commissioner as well as the draft Strategy for Promotion and Protection of Language Rights to support local institutions and beneficiaries, such as the Ministry of Education and the Office of the Language Commissioner to promote multi-ethnic society.

In doing so, it will promote democratic citizenship with language and cultural awareness as well as the teaching and learning of languages as specific tools to contribute towards forging a common civic identity, through a combination of grassroots initiatives at the school and community level, capacity building, policy recommendations and outreach through web sites and social media. It will focus on fostering rapprochement between the different communities by establishing platforms and opportunities for dialogue between individuals and communities, developing mutual confidence through education and language learning.

It will identify major obstacles to the promotion of plurilingualism and language teaching and learning at central, municipal and community level in order to provide policy recommendations and guide all relevant stakeholders towards progressive implementation of language rights in the field of education focusing on learning the official languages in mixed communities.

The Council of Europe is looking for a maximum of 5 consultants in order to support the implementation of the project with a particular expertise in capacity building and training for language and culture awareness and democratic participation and cooperative work.

This Contract is currently estimated to cover up to 20 activities, to be held by 30 April 2020. In the event that the Project is prolonged by the donor, this contract may be renewed at the end of its initial term for a maximum duration of one year, but cannot be prolonged beyond the date of the Project completion. The renewal must be notified by the Council of Europe to the Provider at least 2 (two) months before the end of the term, however the other party may notify the Council in writing of its intention to not to renew the contract at the latest 10 (ten) working days following reception of the Council's notification.

The number of activities estimated above 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 contribute to the implementation of the project, in consultation with the Programme Manager from the Division of Cooperation and Capacity Building of the Education Department of the Council of Europe and the project team in the CoE office in Pristina, and in cooperation with the Beneficiaries, international experts and other key stakeholders.

His/her role may include one or a combination of several of the following activities:

- Preparation and delivery of training sessions for school teams
- Online and face-to-face coaching of school teams
- Supporting the preparation and implementation of school projects
- Supporting the presentation and critical analysis of school projects in awareness-raising events
- Producing support material based on the needs of the participating school teams
- Contributing to steering committee meetings
- Participating in and where applicable facilitating conferences and workshops

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 fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review. Tenders proposing fees 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 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. 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** (there is therefore no obligation to order on the part of the Council).

For each Order, the Council will choose from the pool of pre-selected tenderers the Provider 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 Service 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 Service Provider using the same criteria, and so on until a suitable Provider is contracted.

The Service 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;

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.

- 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

- University degree in education, pedagogy, social sciences, political sciences or any related field;
- At least 8 years professional experience at international and/or national level in areas related to education for democratic citizenship, democratic participations, language and intercultural education, cultural representations, cross-cultural interaction, language and culture awareness, language policy in multicultural settings, etc.;
- Work experience in international, multi-cultural environments;
- Excellent oral and written knowledge of English, proficiency in drafting in that language;
- Knowledge of local languages is an asset.

Only bids submitted in English shall be deemed eligible.

Award criteria

- Quality of the offer (90%), including:
 - Good understanding of the linguistic and political as well as cultural implications of multilingual situations
 - Good understanding of the education system in Kosovo* and/or in the region;
 - Experience in offering training and coaching to project teams and accompanying projects over a duration of time
 - Experience in cooperative work with mixed groups in a setting of linguistic and cultural diversity
 - Familiarity with the relevant research in language and culture related fields, including Council of Europe standards in the field of Human Rights Education and Democratic Citizenship (EDC/HRE) and the recommendations of the European Commission against Racism and Intolerance (ECRI);
 - Demonstrated ability to work in international, multicultural environments; Capacity to meet the required deadlines.

- Financial offer (10%).

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**² (See attached);
- A letter of interest, highlighting the experience in conducting activities to foster mutual understanding and peaceful coexistence through democratic action and language learning , and the proposed approach to this project;
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfills the eligibility criteria;
- Contact details of three referees/recent employers.

Incomplete tenders will not be considered.

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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.