

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / Framework Contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of consultancy services on quality education in multi-ethnic societies based on local standards

The Council of Europe is currently implementing and until 23 May 2019 will implement a Project in Bosnia and Herzegovina on Quality education in multi-ethnic societies. In that context, it is looking for Provider(s) for the provision of consultancy services to be requested by the Council on an as needed basis.

A. TENDER RULES

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 Europe¹, 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 **framework 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 current Tender File, Act of Engagement and future Order Forms (see Section D below on ordering procedure).

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject “Consultancy services on quality education in multi-ethnic societies based on local standards”.**

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: Re: consultancy services on quality education in multi-ethnic societies based on local standards**

Type of contract ►	Framework contract
Duration ►	Until 23 May 2019
Deadline for submission of tenders/offers ►	24 March 2018
Email for submission of tenders/offers ►	Education.sarajevo@coe.int
Email for questions ►	Education.sarajevo@coe.int
Expected starting date of execution ►	02 April 2018

¹ 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](#).

B. EXPECTED DELIVERABLES

Background of the Project

“Quality education in multi-ethnic societies” is an action on education within the framework of the “European Union - Council of Europe Horizontal Facility for Western Balkans and Turkey (HF)”. The Horizontal Facility supports justice reform, the fight against corruption and money laundering and combating discrimination and protecting the rights of vulnerable groups, and covers Albania, Bosnia and Herzegovina, Montenegro, Serbia, “the former Yugoslav Republic of Macedonia” as well as Kosovo*.

The project is implemented throughout a period of 17 months (1 January 2018 – 23 May 2019) by the Education Department and the project team based in the Council of Europe office in Sarajevo. The main partners of the project are the Ministry of Civil Affairs and all relevant entity and cantonal ministries of education. .

The project “Quality education in multi-ethnic societies” aims at improving quality of education in Bosnia and Herzegovina by fighting ethnic segregation in the formal education system through applying anti-discriminatory approaches in line with Council of Europe standards and practices. The project objectives are to support the implementation of the education reform process in Bosnia and Herzegovina through policy recommendations from an assessment study and results from focus group consultations and to heighten awareness of school directors, teachers, students, parents, civil servants, politicians and the general public on the benefits of a multi-ethnic and democratic school for ensuring quality education.

The Council of Europe is looking for a maximum of 10 consultants in order to support the implementation of the project with a particular expertise on ethnic segregation and its impact on the quality of education, anti-discrimination, inclusive education and a democratic school culture based on local and regional standards.

This Contract is currently estimated to cover up to 20 activities, to be held by 30 May 2019. 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.

For information purposes only, the total budget of the project amounts to 270 000 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

Scope of the Framework Contract

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to:

- Providing an inputs to the design and carrying out assessment on ethnic segregation and its impact on the quality of education with initial recommendations;
- Designing and implementing survey/poll of parents, students and teachers from selected pilot schools, analysing data and providing data reports;
- Providing an input to the assessment report including initial recommendations at both school and system level;
- Developing a policy roadmap based on the initial recommendations from the assessment on ethnic segregation and outcomes from the focus groups meetings of the main actors in education;
- Participating in and, where applicable, facilitating focus group meetings, workshops and conferences;
- Producing support materials based on the participants needs analysis;
- Contributing to the Steering Committee meetings;

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

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract (see more on general obligations of the Provider in Article 3.1.2 of the Legal Conditions in the Act of Engagement).

Unless otherwise agreed with the Council, written documents produced by the Provider shall be in English (see more on requirements for written documents in Articles 3.2.2 and 3.2.3 of the Legal Conditions in the Act of Engagement).

* “This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo Declaration of Independence”

C. 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 D below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected 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 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 Provider using the same criteria, and so on until a suitable Provider is contracted.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote² (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 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 .

Signature of orders

An Order Form is considered to be legally binding when the Order, signed by the 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 Provider, to the extent possible on the day of its signature.

E. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)³

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;

² It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

³ 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.

- are or are likely to be in a situation of conflict of interests.

Eligibility criteria

- University degree in education, pedagogy, social sciences, political sciences or any related field;
- At least 8 years professional experience at national level in areas related to human rights education, democratic citizenship, anti-discrimination and inclusive education;
- Excellent oral and written knowledge of Bosnian/Croatian/Serbian and English, proficiency in drafting in both languages.

Only bids submitted in English shall be deemed eligible.

Award criteria

- Quality of the offer (90%), including:
 - Excellent understanding of the education system in Bosnia and Herzegovina and in the region;
 - Familiarity with the national legislation and standards in the area of education, democratic citizenship, anti-discrimination, human rights, inclusive education;
 - Experience in conducting activities related to quality education and anti-discrimination;
 - Demonstrated ability to work in international, multicultural environments, and demonstrated analytical, research and reporting skills;
 - Capacity to meet the required deadlines.
- Financial offer (10%).

The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**⁴ (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A letter of interest, highlighting the experience in conducting activities in education sector, the abovementioned topics and standards and proposed approach to this project;
- Contact details of three referees/recent employers.

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 tender will not be considered.

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.

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⁴ 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.