



## CALL FOR TENDERS

### FOR THE PROVISION OF CONSULTANCY SERVICES - EDUCATION, TRAINING AND FACILITATION

**2024/AO/61**

<b>Object of the procurement procedure ▶</b>	Consultancy services - Education, training and facilitation
<b>Project ▶</b>	Youth Department programme and projects
<b>Organisation and buying entity ▶</b>	Council of Europe Directorate for Democracy, Youth Department
<b>Type of contract ▶</b>	<b>Framework Agreement</b>
<b>Duration ▶</b>	Until 31 December 2026
<b>Expected starting date ▶</b>	01 January 2025
<b>Tender Notice Issuance date ▶</b>	<a href="#">Click here to enter a date.</a>

**Deadline for tendering ▶**

**15 September 2024 23h59 CET**

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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers throughout the duration of the agreement.

## HOW DOES A FRAMEWORK AGREEMENT WORK?

### STAGE 1:

**PRE-SELECTION** of qualified Providers through a call for tenders and signature of a framework agreement with all the pre-selected Providers.

### STAGE 2:

**COMPETITIVE PROCEDURES (CALL-OFFS)** are organised among the pre-selected Providers each time a need arises.

**EXECUTION** as from the date of signature of each Call-off, unless the Call-off concerned provides otherwise.

## HOW TO SUBMIT A TENDER?

**STEP 1:** Read the **TENDER FILE**

**STEP 2:** Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

**STEP 3:** Send your **TENDER**, in accordance with the Tender Rules (see below)

# **PART I – TERMS OF REFERENCE**

## **CALL FOR TENDERS FOR THE PROVISION OF EDUCATION, TRAINING AND FACILITATION CONSULTANCY SERVICES 2024/AO/61**

### **A. BACKGROUND**

The Youth Department is part of the Directorate for Democracy within the Directorate General of Democracy and Human Dignity ("DGII") of the Council of Europe. The Department elaborates guidelines, programmes and legal instruments for the development of coherent and effective youth policies at local, national and European levels.

It provides funding and educational support for international youth activities aiming to promote youth citizenship, youth mobility and the values of human rights, democracy and cultural pluralism. It seeks to bring together and disseminate expertise and knowledge about the life situations, aspirations and ways of expression of young Europeans.

The activities of the Youth Department are funded through the ordinary, subsidiary and extra budgetary resources (voluntary contributions and joint programmes), partial agreements and the European Youth Foundation, and are implemented in the European Youth Centres in Strasbourg and in Budapest, as well as in the Council of Europe member states.

The Department organises and/or supports educational activities, such as study sessions, training courses, educational seminars, as well as other meetings and services, including but not limited to, the development of educational materials or publications with an educational profile, educational evaluation, writing tasks or the facilitation of reflection on educational vision.

The Council of Europe is looking for a maximum of 200 providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise in non-formal learning, youth work and intercultural learning.

This Framework Agreement is currently estimated to cover up to 200 activities across the entire programme of the Youth Department, to be conducted until and including 31 December 2026. This estimate is for information only and shall not constitute any sort of contractual commitment on the part of the Council of Europe. The Agreement 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 37 Million Euros and the total amount of the object of present tender should in principle not exceed 640,000 Euros for the whole duration of the Framework Agreement. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

### **B. LOTS**

The educational activities planned and organised under the programme and/or projects of the Youth Department of the Council of Europe must be run by experienced and reliable educational staff. Educational and capacity building activities organised under the projects require support from specialised educationalist teams. Each study session held at the European Youth Centres in Budapest and Strasbourg must be carried out with an educational advisor, who is the Council of Europe staff member, as a member of the preparatory team. Training courses are also prepared and run by intercultural teams of educational consultants, trainers and facilitators with experience in non-formal learning, youth work and intercultural learning, as well as other specific expertise according to the activity profile. Manuals and publications with an educational profile must be conceptualised and developed by experts with relevant educational practice experience.

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
<b>Lot 1: Preparation, facilitation and evaluation of non-formal intercultural youth activities supporting young people's learning about and for human rights &amp; democracy</b>	150
<b>Lot 2: Creation of educational resources for non-formal education</b>	50

**Lot 1** Concerns the preparation, facilitation and evaluation of non-formal intercultural youth activities supporting young people's learning about and form human rights and democracy and includes conceptualising, running, facilitating, evaluating educational international non-formal intercultural and human rights education activities with and for young people in either lead (e.g., senior trainer, director of a training course, mentor) or supporting roles (e.g., team member, junior trainer, facilitator), in person or online, for those working with young people or for those developing programmes of education for young people. In the context of more specialised training offers (such as among others, training for trainers, long-term training courses or the educational and capacity building activities of the Council of Europe Quality Label for Youth Centres or the European Youth Foundation), lead roles may concern mentoring or other forms of capacity building support to participants of training programmes or other team members of educational or training activities.

**Lot 2** Concerns the creation of educational resources for non-formal education and includes conceptualising, developing, piloting and testing educational materials / resources / experiences for use in in-presence educational activities with young people and / or in digital activities, including e-learning modules in either lead (e.g., author, editor) or supporting roles (e.g., contributor, reviewer).

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

## C. EXPECTED SERVICES

During the call-off stage, and based on the specific needs of each assignment, call-offs will distinguish between lead and supporting roles. Award criteria will be identified for lead and supporting roles respectively and scoring will be made on the basis of those:

Throughout the duration of the Framework Agreement, pre-selected Providers may be asked to provide the following types of deliverables.

### Under Lot 1:

#### *For both lead and supporting roles*

- Explain and apply group learning methods.
- Extract learning points from an educational activity or method.
- Identify motivating factors for learners and address them in the development of activities through advance preparation and while the activity is taking place.
- Present concepts, methodologies and theories relevant to the activity in a coherent and comprehensible manner.
- Develop educational programmes responding to different learning styles.
- Facilitate plenary sessions, workshops and group discussions.
- Develop online learning modules and sessions, and prepare supporting materials for those
- Support participants in discovering their learning style/s and developing strategies accordingly.
- Evaluate learning processes within an educational activity and use results in the development of the future processes.
- Act as a resource person (provide input relevant to a specific topic).

*For lead roles only*

- Design an educational programme from beginning to end (conceptualise an activity; prepare session outlines detailing programme elements).
- Organise and conduct a programme of an educational activity according to competences (provide guidance and direction in the planning and running of an activity).
- Develop concept notes for different kinds of activity.
- Create or elaborate the curriculum of a training project.
- Mentor participants or trainees or junior team members in their learning process, in initiatives and other follow-up activities implemented after the educational activity takes place.

**Under Lot 2:***For lead roles*

- Develop and pilot educational materials / experiences including the preparation of theoretical background materials and instructions for use in in-presence educational activities and / or in digital educational activities / e-learning modules with young people (e.g., develop the concept for a publication, author entire publications or significant parts of a publications, provide feedback and advice on contributions of more junior team members, organise and evaluate testing of new materials and adapt according to results).

*For supporting roles*

- Contribute to the development and testing of new educational materials / experiences for use in in-presence educational activities and / or in digital educational activities / e-learning modules with young people (e.g., provide input to or write smaller sections of material on the basis of a pre-prepared plan, review sections and provide limited feedback, make changes based on feedback received from more senior authors).

The above list is not considered exhaustive. The Council reserves the right to request deliverables not explicitly mentioned in the above list of expected services, but related to them.

**D. FEES**

The fees are predetermined by the Council of Europe. The daily fee rates under Lot 1 and Lot 2 are set at: 160 € (one hundred sixty euros) for the supporting role and 300 € (three hundred euros) for the lead role respectively.

Under each call-off, the Council of Europe will indicate the global fee corresponding to each deliverable, calculated on the basis of the unit fees for each role separately.

**E. HOW WILL THIS FRAMEWORK AGREEMENT WORK? (CALL-OFFS PROCEDURE)**

Throughout the duration of this Framework Agreement, the pre-selected Providers will benefit from exclusivity, within the limits of the scope of this Agreement.

**1. 1<sup>st</sup> stage: Selection and signature of the Framework Agreement**

The Council of Europe will select a minimum of 3 (three) per Lot and maximum of 200 (two hundred) Providers for both Lots, provided that there are sufficient tenderers satisfying the exclusion and eligibility criteria. In case the number of eligible tenderers exceeds the maximum number of Providers to be selected, the Council of Europe will select tenderers who score the highest on the basis of the award criteria (see Section E below).

A signed copy of the Act of Engagement will be returned to the pre-selected Providers. The Framework Agreement will subsequently be considered as concluded between the Council of Europe and these pre-selected Providers.

**2. 2<sup>nd</sup> Stage: Award of subsequent call-offs**

Once the Framework Agreement is signed, further competitive procedures will be launched to determine which of the pre-selected Providers will provide the services.

During the execution period of the Framework Agreement, tendering procedures, referred to as "call-offs", will be launched each time a new need for services arises. For these call-offs, only the pre-selected Providers will be invited to submit tenders.

For each call-off, the pre-selected Providers will be notified of the terms of reference, and, where relevant, additional tender rules and additional legal conditions applicable. Each notification will indicate the deadline for the submission of tenders, along with all supporting documents, taking into account the complexity of the call-off concerned. Call-off tenders received after the deadline shall not be considered.

For more information about the call-off procedure, see the applicable legal conditions (as reproduced in the Act of Engagement).

The Council reserves the right to contract with third parties if the offers presented by the pre-selected Providers do not satisfy the applicable professional standards, do not cover the entire scope of the Council of Europe's needs or if no suitable offer is presented.

For each call-off, the Council of Europe will determine, at its absolute discretion, award criteria for the activity/activities for which the call-off is organised. These criteria may include, but shall not be limited to: language skills, competencies, adaptability to the context, experience in a specific geographical area, expertise in a specific theme or approach.

### **1. Award criteria and weighting for the subsequent call-offs**

The Award criteria and weighting for the subsequent call-offs will be defined for each of the call-offs and for lead and supporting roles respectively.

The above criteria will be assessed on the basis of the documents identified/requested by the Council in each individual call-off.

## **F. ASSESSMENT (1<sup>ST</sup> STAGE OF THE FRAMEWORK AGREEMENT)**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations) <sup>1</sup>

Tenderers shall be excluded from participating in this 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, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- 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;

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<sup>1</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 and sixth requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement 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 an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
- have been involved in mismanagement of the Council of Europe funds or public funds;
- are or appear to be in a situation of conflict of interest;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- 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 for Lots 1 and 2*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G):

- Ability to conduct activities in English autonomously at B2 level or higher (CEFR).
- University degree in social sciences, education, or youth work related studies and 3 years work experience conducting education and training activities OR in the absence of the required university degree at least 5 years of experience conducting education and training activities in the context of non-formal education or youth work.
- Experience in leading or supporting at least 5 activities (study sessions, training courses, educational seminars, or other educational activities) within the last five years.

#### *Award criteria*

If after the application of the eligibility criteria to the tenders received, there remain more Providers than the maximum number announced in this call, the Council of Europe shall proceed with a scoring of the eligible tenderers, on the basis of the following criteria:

#### *Both lots*

- Criterion 1: Institutional awareness (20 points), including:
  - Comprehensive understanding and expert knowledge of key themes Council of Europe values and policies, notably those of the youth sector, and ability to explain these to youth participants.
- Criterion 2: Experience working in the European youth sector (50 points), including but not limited to:
  - Education and training activities, study sessions, training courses, consultative meetings, seminars, development of educational resources, multilateral activities and projects involving international youth organisations and networks, creation of educational manuals and online learning materials / experiences.
- Criterion 3: Language competence (10 points), including:
  - Ability to conduct activities in French or languages other than English spoken in a Council of Europe member state at B2 level or higher (CEFR).

#### *Lot specific*

- Criterion 4: Lot specific (20 points)
  - Lot 1: Training of Trainers
    - Completed at least one 'training of trainers' course as a participant.
  - Lot 2: Drafting skills
    - Has drafted educational materials in English

**Multiple tendering is not authorised.**

## G. DOCUMENTS TO BE PROVIDED

- **One** completed and signed copy of the Act of Engagement;<sup>2</sup>
- A list of all owners and executive officers, for legal persons only;
- CV (maximum 5 pages) in which the roles, tasks, length and breadth of Tenderer's experience and expertise in the European youth sector and its main issues is comprehensively documented. For legal persons, the CVs of the persons proposed to be assigned to the contract. The CV(s) should include:
  - description of projects conducted on several key youth sector themes with details of when and where the projects took place and live links to any web content (e.g., resources developed, articles, blog pieces, (video) interviews, podcasts, social media posts/pieces, visual presentations, text of lectures).
- Language school (examination) certificates or self-assessments according to the [CEFR](#).
- Maximum 500 words outlining the Tenderer's thoughts on: *'The Council of Europe Youth Department approach to non-formal education by, with and for young people and its contribution to the development of youth participation and a democratic political culture'*.

In addition, for Lot 1

- Letter (maximum 2 pages) from a peer trainer or educator or from a manager in the Tenderer's organisation / association / non-formal education provider that supervises the work of the Tenderer describing in detail their educational competence (knowledge, attitudes, skills) in lead or supporting roles.
- Letter (maximum 2 pages) from a trainer or educator from a different specialist organisation / association / non-formal education provider with whom the Tenderer has worked regularly describing in detail the Tenderer's educational competence (knowledge, attitudes, skills) in lead or supporting roles.
- Certificate of completion of a Training of Trainers' course as a participant and programme or curriculum of said course.

In addition, for Lot 2

- Letter (maximum 2 pages) from the supervisor of the Tenderer's work on the elaboration of educational publications, materials or experiences (for use on or online educational activities) describing in detail the Tenderer's drafting competence in lead or supporting roles.
- Sample educational material drafted under the supervision of the person who provides the letter of reference.

**Legal persons, entities and consortia must submit the requested documents for all persons proposed as part of the Tender application with the exception of the Act of Engagement.**

**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.**

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<sup>2</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.



# PART II – TENDER RULES

## CALL FOR TENDERS

### FOR THE PROVISION OF CONSULTANCY SERVICES- EDUCATION, TRAINING AND FACILITATION 2024/AO/61

#### ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

##### 1.1 Name and address

#### COUNCIL OF EUROPE

Council of Europe, Avenue de l'Europe, F – 67075 Strasbourg Cedex

#### Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.<sup>3</sup>

Further details on the project are provided in the Terms of Reference.

#### ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 180 calendar days as from the closing date for their submission.

#### ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework agreement is set out in Article 2 of the Legal Conditions in the Act of Engagement.

#### ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

#### ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

#### ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

#### ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: [youth\\_tenders@coe.int](mailto:youth_tenders@coe.int).

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

#### ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

**Electronic copies** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int) with reference no. **2024AO61** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

#### ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 15 September 2024 by 23:59 CET.

#### ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

#### ARTICLE 11 – NEGOTIATIONS

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

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<sup>3</sup> Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int)

# FINAL CHECK LIST

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## 1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One** completed and signed copy of the Act of Engagement;<sup>4</sup>
- A list of all owners and executive officers, for legal persons only;
- CV (maximum 5 pages) in which the roles, tasks, length and breadth of Tenderer's experience and expertise in the European youth sector and its main issues is comprehensively documented. For legal persons, the CVs of the persons proposed to be assigned to the contract. The CV(s) should include:
  - description of projects conducted on several key youth sector themes with details of when and where the projects took place and live links to any web content (e.g., resources developed, articles, blog pieces, (video) interviews, podcasts, social media posts/pieces, visual presentations, text of lectures).
- Language school (examination) certificates or self-assessments according to the [CEFR](#).
- Maximum 500 words outlining the Tenderer's thoughts on: *'The Council of Europe Youth Department approach to non-formal education by, with and for young people and its contribution to the development of youth participation and a democratic political culture'*.

In addition, for Lot 1

- Letter (maximum 2 pages) from a peer trainer or educator or from a manager in the Tenderer's organisation / association / non-formal education provider that supervises the work of the Tenderer describing in detail their educational competence (knowledge, attitudes, skills) in lead or supporting roles.
- Letter (maximum 2 pages) from a trainer or educator from a different specialist organisation / association / non-formal education provider with whom the Tenderer has worked regularly describing in detail the Tenderer's educational competence (knowledge, attitudes, skills) in lead or supporting roles.
- Certificate of completion of a Training of Trainers' course as a participant and programme or curriculum of said course.

In addition, for Lot 2

- Letter (maximum 2 pages) from the supervisor of the Tenderer's work on the elaboration of educational publications, materials or experiences (for use in person or online educational activities) describing in detail the Tenderers drafting competence in lead or supporting roles.
- Sample educational material drafted under the supervision of the person who provides the letter of reference.

**Legal persons, entities and consortia must submit the requested documents for all persons proposed as part of the Tender application with the exception of the Act of Engagement.**

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## 2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to [cdm@coe.int](mailto:cdm@coe.int) with reference no. **2024A061** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 15 September 2024 by 23:59 CET.

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<sup>4</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.