

CALL FOR TENDERS

FOR THE PROVISION OF INTERNATIONAL CONSULTANCY SERVICES IN THE AREAS OF WOMEN EMPOWERMENT, GLOBAL EDUCATION AND YOUTH COOPERATION

2021A009

Questions/Answers

20 April 2021

Question	Answer
<p>Who can apply?</p> <ul style="list-style-type: none"> - Is the tender oriented towards companies or individual experts? - Is it possible to apply as individual (I work as a university researcher)? 	<p>Both companies and individual experts may submit tenders. Legal persons under forms other than companies are also invited to submit tenders.</p>
<ul style="list-style-type: none"> - Are Consortia allowed to participate? 	<p>Please note that Article 6 of the Tender Rules state that "the tenderer must be either a natural person, or a legal person except consortia." It is not possible to have consortia participating in this call.</p>
<ul style="list-style-type: none"> - Are for-profit organisations eligible to apply for this call? 	<p>Yes, considering that the tenderer must be either a natural person, or a legal person except consortia.</p>
<p>Geographical scope of the proposals</p> <ul style="list-style-type: none"> - Which countries are eligible to apply? - I am a EU citizen and I am based outside the EU. Can I apply? 	<p>The European Centre for Global Interdependence and Solidarity – the "North-South Centre of the Council of Europe" – has a global outreach and accepts proposals coming from all territories worldwide.</p>
<p>BUDGET</p>	
<ul style="list-style-type: none"> - What is the budget given for the tender? 	<p>For information purposes only, the total budget of the project amounts to 3.000.000 Euros and the total amount of the object of present tender should in principle not exceed 640,000.00 Euros 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.</p>
<ul style="list-style-type: none"> - "What is the budget available for each lot?" 	<p>This information is not available.</p>

<p>Daily fees</p>	<p>The fee paid for a consultant's day of work should not change according to the complexity of the deliverable. The complexity of a deliverable will be reflected, when submitting an Order form, in the estimated number of days necessary to complete a given deliverable. This means that the lump sum to be paid for such a deliverable will be proportional to its complexity. In other words, when issuing an Order Form, the deliverable needed will be described in detail as well as the lump sum that will be paid for the production of such a deliverable.</p> <p>In order to calculate such a lump sum, the consultant's daily fee will be multiplied by the estimated number of working days assumed to be required to complete the deliverable in question (note that such a number will not have to appear in the order form). The higher the complexity of the deliverable, the higher the estimated number of working days, the higher the lump sum paid for the production of the deliverable.</p>
<p>- For budget design calculation purposes is there a schedule of acceptable rate for payments used by the NSC, e.g. Expert, Specialist and programme officer rates?</p>	<p>There is not a fixated table for daily fees. It is of the responsibility of the tenderer to define its own daily fee. Furthermore, all proposals will be assessed at 40% for their Financial offer and 60% for the Quality of the offer.</p>
<p>- In the financial proposal, can our company provide different daily rates, based on the different levels of experience of our experts?</p>	<p>The company will have to submit one single daily fee. With multiple daily fees, it would be impossible to evaluate its financial offer and compare it with the offers submitted by other bidders. Furthermore, the Council of Europe will enter into a contractual relationship with the company, irrespective of the number of collaborators that will be assigned to work on the contract. It is up to the company to figure out how to deal with the fact that some of its collaborators would be entitled to a higher fee than others.</p>
<p>- Would this be a full-time (40h/ week) contract or would you distribute tasks flexibly among the pool with differing working hours?</p>	<p>The Framework Contract does not entail a full-time position at the North-South Centre of the Council of Europe.</p> <p>The term, "Framework contract" shall be used to mean a contract, for the recurring supply of goods, services, intellectual service provision, or works, between the Organisation and one or more suppliers in which the units and corresponding prices are defined in the contract but the quantity to be provided by the supplier(s) over the duration of the framework contract is not. Subsequent purchases from the supplier(s) party to the framework contract are made by way of purchase orders (by issuing an Order Form), without a further competitive procedure being necessary. When issuing an Order Form, the deliverable needed will be described in detail as well as the lump sum that will be paid for the production of such a deliverable.</p>

DOCUMENTS TO BE PROVIDED

<p>- What is the format for the proposal to apply besides the Act of Engagement? Or is this to be sent at a later stage?</p>	<p>The instructions on how to apply are laid down in the Tender File.</p>
<p>Language of documents, including original samples of relevant work, to be submitted</p>	<p>All documents shall be submitted in English or French, failure to do so will result in the exclusion of the tender.</p>
<p>CVs - How this should look like in the case of a legal person (organisation)? Do you have a template that we could use?</p>	<p>There is not a template for the presentation of CVs. Legal persons, as well as natural persons are free to use their own template to present their CVs.</p>
<p>- How we should present the requested CV and motivation letter?</p> <p>- Should these documents demonstrate the experience of our organisation as a whole or do they concern only one designated staff person in our organisation?</p> <p>- Is it necessary to provide the CV of one specific person in charge of the agenda or the CV of the main contact person? Or is it about writing down the experience of the organisation as such?</p> <p>- With respect to legal persons, CV here refers to the experience and expertise of the company, or you would rather have us include the CVs of the individual consultants who would be involved, should we be selected (or both)?</p>	<p>A combination of an organisation's CV/profile showing the experience and expertise of the organisation/company, including a reference to the experts (their CVs) who would eventually work on the services to be provided</p> <p>Documents to be provided by the company - apart from One completed and signed copy of the Act of Engagement; A list of all owners and executive officers, for legal persons only; and Registration documents, for legal persons only:</p> <ul style="list-style-type: none">- A motivation letter in English or French (1 page maximum) highlighting the most relevant expertise regarding the lot(s) tendered for – The organisation's CV/profile mentioned in the 1st paragraph of this answer may be included in here, if not in a separate document;- Two references (contacts including phone number and e-mail address). <p>And, per each consultant:</p> <ul style="list-style-type: none">- Minimum two original samples of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, portfolios, etc.) related to the lot(s) tendered for;- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria.
<p>- As we apply as legal person, would experts' profiles be required now or at a later stage, during the implementation of the Framework Contract?</p>	<p>All consultants' profiles/CVs must be presented together with the proposal. Profiles not included in the proposal submitted until 25th April 2021 will not be considered at a later stage.</p>

<p>The Act of Engagement gives the possibility to apply for different Lots. Should I send all required documents for each Lot separately?</p>	<p>If you are applying to more than one lot, you should provide per each lot a minimum two original samples of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, portfolios, etc.), which are related to the lot(s) tendered for.</p>
<p>What is the age ceiling for programme/project coordinator/s? Is it Ok if the lead coordinator and trainer programme designer of a team of people spanning youth trainers and programme development 20's to 50' year is 55 years old?</p>	<p>Applicants are not subject to age limits.</p>
<p>I am currently implementing a project that focuses on children and youth. Would it be eligible to apply for this tender?</p>	<p>This tender aims at the provision of consultancy services, not project funding.</p>

QUESTIONS RECEIVED BETWEEN 16 APRIL AND THE DEADLINE

Question	Answer
The starting date is envisaged for 1 st July 2021. In case I am still employed, would it be possible to ask to start working later on or in the coming years?	The Call for Tenders is not a job offer. It aims at obtaining consultancy services from different providers who will integrate a pool of a given number of providers (indicated per lot). During the contract's timeframe, when a specific need arises, only the providers who are selected to be in the pool will be consulted for the provision of services.
As I see in the requirements, two references have to be submitted, however, it is not clarified, as far as I read, whether this has to be a reference letter or just the names, as well as the contact information of the referees?	No reference letters are requested, only contact information.
Am I eligible to apply if I am not European?	Yes
Will the fee offered to pool members in the following years be based on their proposals in the call for tenders?	Yes
- I am not yet registered as a freelancer and therefore I do not have a VAT number. Is this necessary for the tendering procedure?	A VAT number is not required, as stated on the 1 st page of the Act of Engagement.
<p>Lot 6</p> <p>- Is it needed to create a new website for each campaign from scratch? Or you will you need us to create landing pages/sub-pages?</p> <p>- How can a daily fee be applied here? Are we talking of a default number of working hours (like 6 hours/day)?</p>	<p>In principle, campaign webpages are hosted on the North-South Centre of the Council of Europe website. This Lot corresponds to the design of the structure of the webpage(s) and to the production of the visual assets, contents and resources that will appear in the webpage(s), in coordination with the respective North-South Centre's Programme manager and with the Communication Unit.</p> <p>As this is framework contract the final product will be established according to the specific campaign [see last section of page 2 of this document]. Web productions are developed in compliance with the recommendations and rules of the Directorate of Communication of the Council of Europe.</p> <p>A daily fee depending on a day of work shall be indicated, <i>i.e.</i> a daily fee should be set in accordance to the price that the consultant considers they should be paid for the number of hours they will dedicate to deliver the required product. The Order Form will state a number of days calculated to deliver the product asked for in it.</p>

<p>How do I apply if I would like to participate mainly as trainer (as I am a researcher) or as member of the Organizing Team of Summer Schools.</p>	<p>If the tenderer wishes to provide services as a trainer, depending on their area of expertise, which should fit in at least one of the first three lots, should apply to any of the three first lots.</p>
<p>Lot 5 Providing musical creation and facilitation as pedagogical tools/methodologies for/during activities/meetings on themes related with one or more fields described in this call.</p> <p>- What does musical creation mean in this context? Actual songs?</p>	<p>In certain activities, mainly related to the Youth programme, to the musicians is asked:</p> <ul style="list-style-type: none"> - to performs shorts concerts and jam session to break the ice of the group of participants or celebrate the closing of a week of activities - to collaborate with the group of trainers during a non-formal education activity including musical moments during a session to either emphasize a moment (a theatre play or a storytelling night) or enrich the pedagogical dynamic with musical exercise (drum circle, recitals, voice workshops etc..) - to create songs around a specific message produced by the young people during an activity - to helps expressing through music those youngsters who are not fluent in a common language but still have a message to express during a session. <p>This video shows more about the role of the of the artist and in this video it is possible to listen to a concrete song produced for a specific activity.</p>
<p>Lot 5 - Does a trainer on non-formal activities dedicated to making use of voice fit in this profile?</p>	<p>If the use of voice is meant as one of the tools in a trainer’s portfolio of competences to work with participants on different topics, the profile of this expert is more suitable for one of the first three Lots of this call.</p>
<p>- Who will be the final customer and if it qualifies for intra communitarian operations (I will need the company VAT number)</p>	<p>The final costumer is the European Centre for Global Interdependence and Solidarity – the North-South Centre of the Council of Europe: Rua de São Caetano, 32 1200-829 Lisboa, Portugal. As an international organisation the NSC is exempt from VAT in intra communitarian operations. For that purpose, the NSC will supply to the tenderer the intra-communitarian VAT number – more information in the Act of Engagement’s article 4 – FEES, EXPENSES AND MODE OF PAYMENT.</p>
<p>- Does the daily fee include the travel and accommodation costs if the services need to be contracted outside the provider’s residence/headquarters? - How are travel and per diets allocated within the tender? Would this need to be covered in a proposal or are they considered an additional cost covered in some other way?</p>	<p>The daily fee is uniquely for the consultancy services described in both the Tender File and the Act of Engagement. Other costs related to the provision of a service that do not have that nature shall be agreed on between the parties at a later stage. It is practice of the NSC to cover for those expenses either directly or under the form of a <i>per diem</i>/travel reimbursement.</p>

<p>Given the current pandemic, will there be a requirement to prove vaccination?</p>	<p>If the work of a consultant is required in a given physical space, the safety of all parties involved in that activity shall be ensured in accordance to CoE and national regulations. However, at this stage, it is not possible to provide a blunt answer to this question.</p>
<p>Do registration documents need to be translated in English/French if the applicant is not from English/French speaking country? If yes, is it needed to be with or without court certification?</p>	<p>A courtesy translation to either French or English shall suffice.</p>
<p>- As legal person, we would like to know if it is possible to apply as an organisation or if we have to apply as individuals. - If applying as a legal person, do you need a CV of all potential consultants? If not, is it expected to submit a sample of CVs or consultants who are expected to fulfill potential assignments? - If applying as a legal person, can the samples of work and the references relate to the specific consultants of the legal person rather than to the legal person itself?</p>	<p>Please refer to page 3 above</p>
<p>For a designer, how do you wish to receive the portfolio?</p>	<p>Portfolios can be submitted in the most convenient format for the bidder, noting that PDF, MSOffice formats, as well as .zip/.rar files enclosed to an e-mail or links to permanent webpages should be preferred to online links that expire.</p>
<p>May I register both as a natural and a legal person?</p>	<p>Applications can be submitted either way, however only once.</p>
<p>Must documents to be provided necessarily be public documents or are work documents for personal use also valid for submission?</p>	<p>As long as the quality of the work can be ascertained, all documents are valid, including work documents for personal use.</p>
<p>May the legal person be based outside of the EU (in the UK and/or Switzerland)?</p>	<p>Yes, the European Centre for Global Interdependence and Solidarity – the “North-South Centre of the Council of Europe” – has a global outreach and accepts proposals coming from all territories worldwide.</p>
<p>May we bid as a consortium of legal persons or of legal and natural persons?</p>	<p>Please note that Article 6 of the Tender Rules state that “the tenderer must be either a natural person, or a legal person except consortia.” It is not possible to have consortia participating in this call.</p>

<p>In this case, can the natural persons from the consortium issue invoices to you directly if hired for an assignment?</p>	<p>Not applicable</p>
<p>In the case of an application by a consortium of legal persons, do you need registrations and lists of owners of all legal persons?</p>	<p>Not applicable</p>
<p>Should there be a motivation letter per lot? Or one motivation letter covers all the lots that the legal entity/organization applicant is applying for?</p>	<p>Please refer to page 3 above</p>
<p>In case of applying through an organization (legal entity), should there be 2 references per consultant alongside their CV or 2 reference letters for the organization as a whole?</p>	<p>Please refer to page 3 above</p>
<p>- If an organisation (legal entity) applies for more than 1 one lot, could it be possible that they get selected for fewer lots, or is the selection decision based on an evaluation of ALL the applicant's applied lots? -Our consultants we have large experience with the first three Lots and were wondering if applying to all three is indeed possible as we understood, and whether doing so lowers our chances at all. If it does, could you advise of a potential fitting Lot?</p>	<p>Bidders can submit tenders for all lots and only be selected to one/some of them. Assessment is made independently per lot.</p>
<p>In case of demonstrating experience in facilitation of workshops/autumn or summer schools, what would be the best way to submit the work sample? In case of submitting reports or work samples that have been carried out internally within an organization or a team which results in anonymous publishing or no public publishing, what justifications does the CoE NSC expect?</p>	<p>According to the Tender file, amongst other documents, the tenderer should submit a minimum two original samples of relevant work (articles, handbooks, research analysis, policy opinions, presentations, training materials, portfolios, etc.) related to the lot(s) tendered for; Additionally, the tenderer may also submit: a list of facilitated workshops/conferences events with links to their programmes; Videos; Sessions outlines or documents describing the session's methodology; etc. For more information, please refer to page 7 above.</p>

<p>Can the samples be provided in the form of links to webpages or reports or should they be attached in the format of PDF? For videos and audio, is the link sufficient?</p>	<p>Yes, links are sufficient. Portfolios can be submitted in the most convenient format for the bidder, noting that PDF, MSOffice formats, as well as .zip/.rar files enclosed to an e-mail or links to permanent webpages should be preferred to online links that expire.</p>
<p>If a Europe-based consulting company applies, can some of the remote-working trainers/consultants be based outside of CoE member states or is residence a requirement? What are your policies regarding the nationality and residence status of the consultants?</p>	<p>The European Centre for Global Interdependence and Solidarity – the “North-South Centre of the Council of Europe” – has a global outreach and accepts proposals coming from all territories worldwide.</p>
<p>Can you please advise if there is a time deadline on April 25, 2021 for the receipt of bids?</p>	<p>Deadline is 25 April at 11.59 pm (Strasbourg time/CET)</p>