**CALL FOR TENDERS**

for the provision of intellectual services on history education

**2023/AO/88**

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| **Object of the procurement procedure ►** | The provision of intellectual services in the field of history education |
| **Project ►** | Observatory on History Teaching in Europe |
| **Organisation and buying entity ►** | Council of Europe  Education Department |
| **Type of contract ►** | **Framework Contract** |
| **Duration ►** | Until 31 December 2026  Renewable until 31 December 2028 |
| **Expected starting date ►** | 31 January 2024 |
| **Tender Notice Issuance date ►** | 20 October 2023 |
| **Deadline for tendering ►** | 20 December 2023 23h59 CET |

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.

* [**The TENDER RULES** 6](#_Toc445392376)

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. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

**HOW DOES A FRAMEWORK CONTRACT WORK?**

**Stage 1:**

**Selection** of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

**Stage 2:**

**Order(s)** are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

**Execution** as from the date of signature of each Order, unless the Order concerned provides otherwise.

**HOW TO SUBMIT A TENDER?**

**Step 1:** Read the **TENDER FILE**

**Step 2:** Complete the **ACT OF ENGAGEMENT** andcollect therequired **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

**Step 3:** Send your **TENDER**, in accordance with the Tender Rules

**PART I –TERMS OF REFERENCE**

**CALL FOR TENDERS**

**for the provision of intellectual services on history education**

**2023/AO/88**

1. **Background**

The Observatory on History Teaching in Europe is an Enlarged Partial Agreement of the Council of Europe, whose mission is to promote quality education in order to enhance the understanding of democratic culture. The Observatory provides a clear picture of the state of history teaching in its member states, based on reliable data and facts on how history is taught, through general and thematic reports. In addition, international events are organised to promote the OHTE work and discuss the reports’ findings with experts in the field of history education.

OHTE **general reports** are longitudinal studies that examine how history is taught from a myriad of angles, using a methodology developed by the Observatory’s Scientific Advisory Council (SAC). It surveys and compares approaches to history teaching in all countries of the Observatory. While the first report provides a static image of the present state of history teaching in the OHTE member states, future reports will render this picture more dynamic, allowing for a longitudinal overview of history education that can reveal changes and developments over time. Having as their starting point the official national curricula and the place of history within education systems, the general reports are not limited to this formal, structural level. Instead, they are meant to encompass a broad range of dimensions pertaining to history education, concerning structure, content, and pedagogies.

Furthermore, the Observatory conducts **thematic studies** exploring certain issues related to history education in more depth. The choice of subjects considers the priorities of the Council of Europe, as well as issues which are particularly urgent and pertinent to modern European societies. For example, the first thematic report focused on “Pandemics and Natural Disasters as Reflected in History Teaching” (2023), the second will address “Economic Crises in History Teaching” (2024). The reports are drafted by a team of experts selected on the basis of the call for tenders.

Different **events organised by the Observatory**, including its annual conference, provide a unique opportunity to fully showcase its work, as well as to present and discuss the key findings of the OHTE general and thematic reports. Every year, over 150 education professionals, government representatives and other interested parties engage in high-level debates on the state of history teaching and related policies.

The Council of Europe is looking for a maximum of 40 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the OHTE activities to be held by 31 December 2026. The Providers are expected to have a particular expertise on one or more of the following fields: history education policies, didactics, pedagogies, educational resources, specific topics related to European/world history, survey design and analysis, including statistical analysis, qualitative research in history education. The experts might be asked to work in a team.

This Contract is currently estimated to cover activities related to the production of OHTE general and thematic reports, as well as to the promotion of the Observatory’s work (e.g. additional research and publications; development of tools; seminars, conferences and other events). The period of work is estimated to run between February 2024 and December 2026, with possible renewal until the end of 2028. 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 include other activities, depending on the evolving needs of the Organisation.

For information purposes only, the total budget of the project amounts to 2 626 800 Euros and the total amount of the object of the present tender should in principle not exceed 500 000 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.

1. **SCOPE OF THE FRAMEWORK CONTRACT**

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

* Gather and analyse data on history education, conduct research (desk research, surveys, focus groups, interviews)
* Draft analytical reports on the state of history teaching and thematic reports on specific issues
* Write academic articles or contributions to other OHTE publications
* Provide expertise on different OHTE projects
* Coordinate and organise their work with other experts and participate in working meetings
* Participate in events (workshops, conferences, high level meetings) with a speaking role
* Prepare training modules and training materials
* Conduct trainings/workshops

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 the field of expertise, object of the present Framework Contract.

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, informing 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).

1. **FEES**

Tenderers are invited to indicate their unit fees, by completing the table of fees, as attached in Section A of 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 daily fees, as agreed by this Contract.

1. **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 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).

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.

**Pooling**

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.

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.

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[1]](#footnote-1) (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 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 Provider, to the extent possible on the day of its signature.

1. **ASSESSMENT**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations) [[2]](#footnote-2)

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, 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;
* 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.

*Eligibility criteria*

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

* Higher education degree in a relevant academic discipline, including but not limited to, humanities or social sciences (education, history, law, public policy, political science, international relations);
* Minimum of 2 years professional or research experience in the field of history, education;
* Knowledge of the English language, equivalent to a minimum of level C1.1 the Common European Framework of Reference for Languages of the Council of Europe.

*Award criteria*

* Criterion 1: Relevant professional and/or research experience (70%), including:
* Thematic expertise in fields relevant to the OHTE work (30%)
* Ability to write clearly, logically, and concisely (20%)
* Previous experience working in the international context and in similar projects (10%)
* Demonstrated ability to work in a team, strong interpersonal and communication skills (10%).
* Criterion 2: Financial offer (30%)

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**

* One completed and signed copy of the Act of Engagement.[[3]](#footnote-3)
* A motivation letter, describing how the tenderer meets the requirements of the expected service (see Section B above);
* A detailed CV, preferably in Europass Format, outlining tenderer’s educational qualifications, professional engagements, and a list of relevant work undertaken;
* Two relevant references, from current or previous employers or clients (name, surname, title, phone number or e-mail).
* For legal persons only, registration documents;
* For legal persons only, a detailed CV of the staff member(s) appointed to provide the deliverables, preferably in Europass Format, outlining the staff member(s) educational qualifications, professional engagements, and a list of relevant work undertaken.

**All documents shall be submitted in English or French, 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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# PART II – TENDER RULES

**CALL FOR TENDERS**

**for the provision of INTELLECTUAL SERVICES ON HISTORY EDUCATION**

**2023/AO/88**

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

* 1. **Name and address**

**COUNCIL OF EUROPE**

Observatory on History Teaching in Europe

Education Department

DGII Democracy and Human Dignity

Strasbourg Cedex

* 1. **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.[[4]](#footnote-4)

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 contract 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 or French, and shall be exclusively sent to the following address: ohte@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. **2023AO88** 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 20 December 2023 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.

\* \* \*

**FINAL CHECK LIST**

1. **BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:**

* **One** **completed and signed copies of the Act of Engagement**.
* A motivation letter, describing how the tenderer meets the requirements of the expected service (see Section B above);
* A detailed CV, preferably in Europass Format, outlining tenderer’s educational qualifications, professional engagements, and a list of relevant work undertaken;
* Two relevant references, from current or previous employers or clients (name, surname, title, phone number or e-mail).
* For legal persons only, registration documents;
* For legal persons only, a detailed CV of the staff member(s) appointed to provide the deliverables, preferably in Europass Format, outlining the staff member(s) educational qualifications, professional engagements, and a list of relevant work undertaken.

1. **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. **2023AO88** 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 **20 December 2023 by 23:59 CET**.

1. It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part. [↑](#footnote-ref-1)
2. 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.

   [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)
4. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-4)