



## CALL FOR TENDERS

### FOR THE PROVISION OF NATIONAL CONSULTANCY SERVICES IN THE AREA OF GLOBAL EDUCATION

**2024A070**

<b>Object of the procurement procedure</b> ▶	National Consultancy Services in the area of Global Education
<b>Project</b> ▶	Intercultural Learning Exchange through Global Education, Networking and Dialogue – iLEGENDIII (3337)
<b>Organisation and buying entity</b> ▶	Council of Europe North-South Centre
<b>Type of contract</b> ▶	<b>Framework Contract</b>
<b>Duration</b> ▶	Until 31 December 2026
<b>Expected starting date</b> ▶	28 October 2024
<b>Tender Notice Issuance date</b> ▶	17 September 2024
<b>Deadline for tendering</b> ▶	<b>8 October 2024</b>

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES** ..... 8  
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** and collect the required **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 NATIONAL CONSULTANCY SERVICES IN THE AREAS OF GLOBAL EDUCATION 2024A070

#### A. BACKGROUND

The European Centre for Global Interdependence and Solidarity – the North-South Centre (NSC) – raises European awareness about global interdependence and solidarity related issues and promotes intercultural dialogue through a multilateral and interregional co-operation framework, and through a quadrilogue approach bringing together representatives of governments, parliaments, local and regional authorities and civil society. The North-South Centre also represents Council of Europe's window to the South and is a relevant instrument of its policy towards neighbouring regions.

The mission of the Centre is to empower civil society, in particular women and youth, through intercultural dialogue and global citizenship education to play an active role in Council of Europe's member states and neighbouring regions.

The iLEGEND III project aims at mobilising commitment to sustainable development in Europe by promoting Global Education (GE) as an interdisciplinary approach that supports learners with the values, attitudes, skills, and knowledge necessary in the 21st century to reflect, understand, and assume individual responsibility for social, ecological, political, economic, and ethical issues of common concern. iLEGEND III intends to bridge the formal and non-formal sectors of education to better align them to the underlying principles of GE. Specific attention will be given to improving/updating the competences of education practitioners: from policy development to monitoring, evaluation and learning (MEL). The project reinforces its capacity building dimension with a stronger tutored on-line training scheme complementing its residential training scheme and existing MOOC. It also reinforces its advocacy dimension through a continued support to the national coordinators of the Global Education Network (GEN), and through the enlargement of the GEN to a dual national representation (institutional/practitioner).

For this purpose, the North-South Centre of the Council of Europe is looking for a maximum of 40 national Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the North-South Centre's activities and projects **at the national level in member States of the Council of Europe or member States of the North-South Centre in the areas of global education** with a particular expertise on, but not limited to:

- Global competences for democratic citizenship
- Intercultural dialogue/learning
- Inter-faith and Interreligious dialogue
- Agenda 2030 for Sustainable Development
- Environmental degradation, climate change, loss of biodiversity
- Media literacy
- Diaspora communities
- Interregional cooperation in the fields mentioned above

The service provider must be a legal person or a consortium.

This Contract is currently estimated to cover approximately 120 activities to be held by 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 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 2,000,000 Euros and the total amount of the object of present tender should in principle not exceed 200 000 Euro 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.

## **B. SCOPE OF THE FRAMEWORK CONTRACT**

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

- Monitor and report on progress on Global Education at the national level: Conduct surveys and studies to gather data on the state of GE, analyse data to identify gaps and opportunities for improvement, share insights with the NSC; monitor the progress of GE initiatives, evaluate the impact of programs and activities, collect feedback from beneficiaries;
- Coordinate and facilitate the annual Global Education Week (GEW) campaign at the national and local level, through the engagement of relevant stakeholders (educators, students, other CSOs, government bodies), the organisation of national information sessions, the launch of a social media campaign (before and during the GEW), the collection of relevant data and feedback;
- Contextualisation and adaptation into national language(s) of pedagogical resources on Global Education;
- Provide the NSC with expertise and support for the organisation of meetings, seminars or study visits in their respective country: advise on the programme of activities, nominate experts, contribute to the report of the NSC.

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, 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 or French (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).

## **C. 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.

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.

#### **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 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<sup>1</sup> (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.

#### **E. ASSESSMENT**

The assessment will take into account the diversity of candidates in terms of experience and knowledge of different geographical contexts.

Exclusion criteria (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>2</sup>

<sup>1</sup> 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.

<sup>2</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).

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;
- 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

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

- Legally based in one of the Member States of the Council of Europe or in one of the Member States of the North South Centre.
- Minimum of five years experience in the field of global citizenship education, youth work, intercultural dialogue at the national level;
- Proficiency of key personnel in the national language (C2 level under the Common European Framework of Reference for Languages);
- At least upper-intermediate knowledge of English or French by key personnel (B2 level under the [Common European Framework of Reference for Languages](#)).

#### Award criteria

- Quality of the offer (70points), including:
  - Relevance of the expertise/experience in the field of the Global Education in the national context (40%)
  - Relevance of the proposed methodology/structure/outline of a campaign (20%)
  - Involvement in a relevant network within the Global Education sector (10%)
- Financial offer (30points)

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

**Multiple tendering is not authorised.**

## F. DOCUMENTS TO BE PROVIDED

- **One** completed and signed copy of the Act of Engagement;<sup>3</sup>
- A list of all owners and executive officers;
- Registration documents;

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<sup>3</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.

- Short description of the bidder, including mission, main expertise in the field of global citizenship education, number of members, and existing partnerships or national/international networks;
- A list of previous projects related to global education, conducted within the national and/or regional context (Case studies, project reports, or summaries) in the past three years;
- CVs of key personnel highlighting their relevant experience and expertise in global education and indicating their level of language proficiency in English or French and in the national language;
- Two samples of relevant work developed on the topic of global citizenship education (article, handbook, training course or toolkit, image/poster, game, research analysis, policy opinion, presentation, etc.).

**All documents shall be submitted in English or in 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 NATIONAL CONSULTANCY SERVICES IN THE AREA OF GLOBAL EDUCATION

#### 2024A070

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

##### 1.1 Name and address

#### COUNCIL OF EUROPE

North-South Centre of the Council of Europe  
Rua de São Caetano, 32  
1200-829 Lisboa, Portugal

#### 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>4</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 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 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: [nscinfo@coe.int](mailto:nscinfo@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. **2024A070** 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 8 October 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>4</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>5</sup>
- A list of all owners and executive officers;
- Registration documents;
- Short description of the organization, including mission, main expertise in the field of global citizenship education, number of members, and existing partnerships or national/international networks.
- A list of previous projects related to global education, conducted within the national and/or regional context (Case studies, project reports, or summaries) in the past three years.
- CVs of key personnel highlighting their relevant experience and expertise in global education and indicating their level of language proficiency in English or French and in the national language.
- Two samples of relevant work developed on the topic of global citizenship education (article, handbook, training course or toolkit, image/poster, game, research analysis, policy opinion, presentation, etc.)

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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. **2024AO70** 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 8 October 2024 by 23:59 CET.

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<sup>5</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.