

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

Purchase of international consultancy services in the area of youth policy, youth work, social cohesion and inclusion in the field of youth

Contract 8805-2022-01



The Council of Europe is currently implementing and until 31/12/2023 the Project "Youth for Democracy in Ukraine: Phase II" (hereinafter – the Project). In that context, it is looking for Provider(s) for the provision of international consultancy services in the area of youth policy, youth work, social cohesion and inclusion in the field of youth to be requested by the Council on an as needed basis.

A. TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €5,000 for intellectual services) and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

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

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Tender - 8805-2022-01**. Tenders addressed to another email address **will be rejected**.

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions - 8805-2022-01**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2023
Deadline for submission of tenders/offers ▶	17 February 2022
Email for submission of tenders/offers ▶	youthfordemocracy_ukraine@coe.int
Email for questions ▶	youthfordemocracy_ukraine@coe.int
Expected starting date of execution ▶	01 March 2022

¹ The activities of the Council of Europe are governed by its [Statute](#) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

The Project is built on the results and experience of the project "Youth for Democracy in Ukraine" and extends the systematic influence by strengthening of youth work provision and extends youth policy reform at the local level. The Project is built on previous experience and fruitful bilateral co-operation between the Council of Europe and the Ministry in charge of youth policy in Ukraine within the bilateral Framework Programme for Co-operation between the Council of Europe and the Ministry of Youth and Sports of Ukraine for 2016-2020.

The Project stresses the importance of the Council of Europe youth sector strategy 2030 and reflects the current youth policy reforms in Ukraine, notably the National strategy of the State Youth Policy 2030, the State Target Social Programme "Youth of Ukraine" 2021-2025.

The Project comprises the capacity-building activities, support measures for the youth policy and youth work fields based on existing policy standards and tools at the Council of Europe youth sector. The Project covers work with the representatives of the local, regional and national authorities and youth work providers (youth workers, librarians, youth leaders, youth activists). As an overall result of the implementation of the Project young people in Ukraine will benefit from participatory youth policy and youth work to exercise of their human rights and freedoms, meaningful participation, and democratic citizenship.

The Council of Europe is looking for 10 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on youth policy, youth work, social cohesion and inclusion in the field of youth.

This Contract is currently estimated to cover up to 15 *activities*, to be held by 31/21/2023. 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 700 000 Euros and the total amount of the object of present tender **shall not exceed 55,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

Lots

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Planning and delivery of capacity-building and training activities, including mentoring and expert advice to project development and implementation	6
Lot 2: Developing and carrying out research / questionnaires / surveys on youth related issues, drafting documents, policy briefs, evaluation and analysis in the area of youth policy, youth work, social cohesion and inclusion in the field of youth	4

Lot 1 concerns a provision of international consultancy services in the area of youth policy, youth work, social cohesion and inclusion in the field of youth for a series of activities including but not limited to:

1. Development of the educational modules on the Council of Europe standards, tools and resources on strengthening youth policy and youth work at local, and regional levels in removing barriers to youth participation for civil servants at local, regional and national levels (with participation of experts and participants from ten partner communities of the project of the Council of Europe "Youth for Democracy in Ukraine")
2. Training of trainers and experts of the Project
3. TOT for experts to deliver educational modules to civil servants on the Council of Europe standards on implementing participatory and gender-sensitive youth policy, youth participation and civic participation in the decision-making process

4. Training seminars for youth workers from youth centres on developing and applying quality youth work based on youth participatory and human rights approaches
5. Training seminars for youth work providers on democratic citizenship and human rights education
6. Support measures for participants of two training seminar to implement follow-up activities on democratic citizenship and human rights education with young people
7. Collection and evaluation of good practices and challenges in the area of democratic citizenship and human rights education with young people in Ukraine
8. Training seminar for youth work providers on the promotion of social cohesion and inclusion for and with young people

Lot 2 concerns a provision of international consultancy services in the area of youth policy, youth work, social cohesion and inclusion in the field of youth for a series of activities including but not limited to: Research on learning needs assessment of civil servants in the field of youth policy, youth participation and civic participation

1. Development of a Curriculum on the Council of Europe standards, tools and resources on strengthening youth policy and youth work at local, and regional levels in removing barriers to youth participation for civil servants at local, regional and national levels (with participation of experts and participants from ten partner communities of the project "Youth for Democracy in Ukraine")
2. Participatory evaluation of the educational modules to civil servants on the Council of Europe standards on implementing participatory and gender-sensitive youth policy, youth participation and civic participation in the decision-making process
3. Design of a system for validation of competencies of youth worker (a qualification framework, a professional standard) with participation of experts and participants from communities and youth centres - partners of the project of the Council of Europe "Youth for Democracy in Ukraine"
4. Participatory evaluation of application in youth centres of quality youth work based on youth participatory and human rights approaches
5. Collection and evaluation of good practices and challenges in the area of democratic citizenship and human rights education with young people in Ukraine
6. Development of the Compendium for youth work providers (in particular youth workers, librarians, youth leaders, youth activists, members of youth organisations) on standards, tools, and resources to promote social cohesion and inclusion

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).

Scope of the Framework Contract

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

Under Lot 1:

1. Participating at different types of events (meetings, trainings, workshops, forums etc.) in online, offline and hybrid formats;
2. Acting as educational advisors during capacity building activities;
3. Participating in teams of trainers in charge of planning, implementing and evaluating capacity building activities, meetings and other support events in an online, offline or hybrid nature based on the standards, values and approaches of the Council of Europe youth sector;
4. Contributing in planning, implementing and evaluating e-learning activities;
5. Providing the participants with the mentoring support for practice phase and follow-up actions;
6. Drafting reports and documentation of activities;
7. Contributing to educational publications and manuals;
8. Delivering specific sessions or workshops as lecturers and resource persons;
9. Providing expert advice, support and recommendations to the Project team, key stakeholders and partners;
10. Other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2:

1. Develop and pilot research methodology;
2. Carry out evaluation / research/ questionnaires / surveys (which may include analysis, interviews etc.);

3. Participate at the events (meetings, trainings, workshops, forums etc.) in an online, offline or hybrid nature held within the Project;
4. Draft reports, recommendations and other relevant documents based on the Council of Europe youth sector standards and in line with the core values of the Organisation;
5. Present the results/main findings of the reports at the Project team and partners;
6. Pro-actively propose methodology adjustment, as needed, outreach to relevant stakeholders and dissemination of the research results;
7. Provide expert support to the Project team;
8. Other deliverables as related to the above and as requested by the Council of Europe.

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 for the lot concerned.

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.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement.

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

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

C. FEES

Tenderers are invited to indicate their fees, by completing and sending the table of fees, as attached in Section A to the Act of Engagement. These fees are final and not subject to review.

FOR CONSULTANCY ONLY:

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the unit fees, as agreed by this Contract.

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

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider (s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Pooling

For each Order, the Council will choose from the pool of pre-selected tenderers for the relevant lot the Provider who demonstrably offers best value for money for its requirement when assessed – for the Order concerned – against the criteria of:

- quality (including as appropriate: capability, expertise, past performance, availability of resources and proposed methods of undertaking the work);
- availability (including, without limitation, capacity to meet required deadlines and, where relevant, geographical location); and
- price.

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 3 (three) working days after its reception. If a Provider is unable to take an Order or if no reply is given on his behalf within that deadline, the Council may call on another Provider using the same criteria, and so on until a suitable Provider is contracted.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote² (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive .

Signature of orders

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

E. ASSESSMENT

Exclusion criteria and absence of conflict of interests

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

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, 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.

Lot 1: Planning and delivery of capacity-building and training activities, including mentoring and expert advice to project development and implementation

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):

- Experience, at least three years, as a trainer in international and intercultural youth work activities based on non-formal education on some of the following topics:
 - Human rights education and education for democratic citizenship;
 - Youth participation and democratic citizenship;
 - Youth work and youth policy development;
 - Promoting responses to racism, intolerance and discrimination;
 - Youth work for peacebuilding, conflict prevention and transformation;

² It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

³ The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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 above listed exclusion criteria are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

- Promoting young people's access to social rights;
- Non-formal education/learning as a means of facilitating the social inclusion of young people.
- Professional education backgrounds, whether on a formal or non-formal basis, such as:
 - academic education in line with the methodologies and/or topics relevant to the Project;
 - extra-curricular training or vocational training courses for trainers in non-formal education or youth worker;
 - youth worker / leader of a project / programme on similar topics.
- Knowledge about the Council of Europe core values, approaches and principles of the work in youth field;
- Experience in working with the international human rights organisation/s for international training activities in the youth policy / youth work field based on non-formal education, including facilitation of intercultural learning processes;
- Experience in working with youth policy and youth work standards in Europe;
- Excellent knowledge of English both oral and written.

Award criteria

Criterion 1: Quality of the offer (80%), including:

- Experience in preparing, coordinating and facilitating international intercultural training activities based on the Council of Europe standards in youth field (40%);
- Experience in application main standard setting documents, tools and educational resources in the youth policy field of the Council of Europe to different type of activities (40%);

Criterion 2: Financial offer (20%).

LOT 2: Developing and carrying out research / questionnaires / surveys on youth related issues, drafting documents, policy briefs, evaluation and analysis in the area of youth policy, youth work, social cohesion and inclusion in the field of youth

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):

- A Master's degree in social science, political science, education or other related policy fields;
- At least 5 years of relevant professional experience in the field of youth policy and youth research in the international context;
- Experience in working with international projects with a strong citizenship and human rights education dimension;
- Knowledge of the Council of Europe values and approaches in the field of youth;
- Experience in working with youth policy and youth work standards in Europe;
- Excellent writing and editing skills in English.

Award criteria

- Criterion 1: Quality of the offer (80%), including:
 - Experience and expertise in research area on issues related to youth policy and youth work in the international context (40%);
 - Proven capacity to develop and apply research methodology based on the Council of Europe standards and approaches in the youth field, and collaborate with different stakeholders, taking on board their contributions (20%);
 - Competences of writing in English analytical contents related to the youth field and drawing clear conclusions from surveys and data (20%);
- Criterion 2: Financial offer (20%).

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

Multiple tendering is not authorised.

F. NEGOTIATIONS

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

G. DOCUMENTS TO BE PROVIDED

LOT 1: PLANNING AND DELIVERY OF CAPACITY-BUILDING AND TRAINING ACTIVITIES, INCLUDING MENTORING AND EXPERT ADVICE TO PROJECT DEVELOPMENT AND IMPLEMENTATION

1. Completed and signed copy of the Act of Engagement.
2. A detailed CV, preferably in Europass Format, demonstrating clearly that the Tenderer fulfils the eligibility criteria;
3. A cover letter;
4. A list of training courses, which were attended by the Tenderer;
5. A list of international and intercultural youth work activities based on non-formal education on the mentioned key topics, which were planned and delivered by the Tenderer;
6. A list of 3 (three) referees' contact details;
7. Registration documents, for legal persons only.

LOT 2: Developing and carrying out research / questionnaires / surveys on youth related issues, drafting documents, policy briefs, evaluation and analysis in the area of youth policy, youth work, social cohesion and inclusion in the field of youth

1. Completed and signed copy of the Act of Engagement.⁴
2. A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
3. A cover letter;
4. A list of analytical reports, research, reports, publications in the field of youth with research in the international context a comparative dimension done in the past, which were developed and carried out by the Tenderer (with hyperlinks, if any). Provided samples in the list should have an indication of name and surname of a Tenderer who applies;
5. A list of 3 (three) referees' contact details.
6. Registration documents, for legal persons only.

Please, use the following structure to name the files: 1_Name/Surname_YFDUA2022, where:

- **1** is number of document (the list of documents is above)
- **Name/Surname** is name of legal entity or Surname of a person, who applies
- **YFDUA2022** is abbreviation of the Project

All documents (except registration documents for legal persons that could be submitted in the original language) **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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⁴ The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.