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| --- | --- |
| Contract No. ► | FC.DGII.VC2966.2021.02 |
| Project ID / Sector ► | 2966; 21SI10 - “Improving the juvenile justice system and strengthening the education and training of penitentiary staff |
| Council of Europe contact point ► | Marine BRAUN Project Managermarine.braun@coe.int  |

**Act of Engagement**

**(Competitive bidding procedure / Framework contract)**

**This Act of Engagement lays down the terms and conditions of the framework contract between the Provider (as described below), and the Council of Europe[[1]](#footnote-1) for the provision of** **local intellectual consultancy services in the area of reforming the juvenile justice system and strengthening the education and training of penitentiary staff in Slovenia.**

The signature of this Act of Engagement by the tenderer alone shall not constitute or imply any sort of contractual commitment on the part of the Council of Europe. This Act shall become contractually binding only **upon signature by a Council of Europe authorised staff member** (see Section B).

Tenderers shall:

1. Fill in the below sections **Contact details of the Provider** and **Bank details**. Ensure that the “Name” of the Provider and the “Account holder” are the same.

2. Fill in the column “Unit fee” of the table of fees (See Section A);

3. Sign the Act of Engagement (See Section B) and send a signed and scanned copy to the Council, together with the other supporting documents (if any – see Tender File Section F).

|  |  |  |
| --- | --- | --- |
| **Contact details of the Provider** | Name and address► |  |
| Representative► |  |
| Contact person► |  |
| VAT n° (if any)► |  |
| Country and registration n° (if any)► |  |
| Email (Contact person)► |  |
| Phone number (Contact person)► |  |
| **Bank details** | Account holder► |  |
| IBAN n°(if available)► |  | Full bank account n° (for non-IBAN countries only) ► |  |
| Bank nameand Branch► |  | BIC/SWIFT Code ► |  |
|  | Bank Address ► |  | Account currency ►  |  |

**A. Terms of reference/Table of unit fees**

The Council of Europe is currently implementing a Joint Project 21SI10 - “Improving the juvenile justice system and strengthening the education and training of penitentiary staff" over a period of 12 months for Component I (1 September 2021 – 31 August 2022) and over 24 months for Component II (1 September 2021 - 31 August 2023).

The project aims to improve the quality and efficiency of the criminal justice system in Slovenia, firstly by reforming the juvenile justice system with the development of a future special penal act for juvenile offenders and comprehensive policies and measures in accordance with European standards and good practices. Secondly, the project addresses long-standing issues concerning the lack of organised education and training of prison staff and the improvement of prisoners’ treatment. Slovenian penal practice remains orientated towards a humane treatment of prisoners with emphasis placed on an individual approach.

It consists of two components:

* Component I: reform of the juvenile justice system - aims at supporting the Slovenian authorities to pursue a comprehensive review of the national legal framework on juvenile justice, in order to harmonise it with the latest European and international standards and good practices.
* [Component II: reform of the penitentiary system and human resources of penitentiary staff](https://www.coe.int/en/web/criminal-law-coop/improving-the-juvenile-justice-system-and-strengthening-the-education-and-training-of-penitentiary-staff-in-slovenia) - aims at improving the penitentiary system through enhanced training capacities of the prison administration and better human resources policy applied to the prison staff by the Slovenian Prison Administration.

This project responds to the objectives referred to in the 2020 European Semester Country Report for Slovenia in relation to improving the efficiency and the quality of justice including by reducing the backlog in criminal courts and the average length of time of criminal proceedings. It will further contribute to existing initiatives to train legal professionals including judges, court staff and the State Prosecution and support them with existing good practices and analyses of practices.

The first component of the project will also contribute to an important part of the wider ongoing reform of the justice system in Slovenia. DG REFORM has provided support to Slovenia on the development of the Barnahus (house for children) and the current project will be a valuable addition to ongoing work. Based on the outcome of the project “Feasibility Study for Setting Up Barnahus (2018–2019)”, the second related project, i.e. “Support the Implementation of Barnahus (“Children's House”) – Phase II, is currently under way (both are EU-COE Joint projects, also supported by the SRSP7). While the so-called “Barnahus projects” focus on child victims in the youth justice system, this project attempts to complement the above by focusing on juvenile offenders.

The second component of the project will contribute to the on-going reform of the Office of the State Prosecutor General pursued through the DG REFORM's technical support project under the title “Improving consistency of sentencing in criminal proceedings”. In particular, the project will support the development of a system of guidance for increased consistency in proposing sentences in criminal proceedings, a communication policy and a dissemination strategy to increase awareness on the prosecution’s work. It is expected that this project will complement the above reform efforts in the area of criminal justice by focusing on the reform of the penitentiary system.

A local consultant and an international expert will work jointly on the preparation of a comprehensive report to identify all existing shortcomings of the current system. This analysis will take stock of a study that was conducted in 2009 which indicated that changes were needed that would enable the individualisation of sanctions to a greater extent and that the possibilities of alternative treatment should be emphasised. In addition, the report will address the shortcomings that were identified during the preparation of the new the “Liability of Minors for Criminal Offences Act”; this report will also take into account the procedural provisions in this area that were included in the Act Amending the “Criminal Procedure Act”.

In that context, the Council is looking for Providers for the provision of national intellectual consultancy services to provide technical assistance in the following areas: research and gap analysis existing challenges, Analysis of the case law related to juvenile justice with focus on juvenile offenders, training programmes on selected topics and capacity building for prison staff and development and pilot of a risk and needs assessment tool to be requested by the Council of Europe on an as needed basis, in compliance with the ordering procedure defined below.

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 select from the pool of pre-selected tenderers for the lot concerned 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 the above deadline, the Council may call on another Provider selected under that lot, using the same criteria, and so on until a suitable Provider is contracted.]

**Lots**

The Tenderer declares that they submit a tender for the following lot/s:

Tenderers shall tick the box(es) corresponding to the lot(s) they tender for. They can tender for one, several or all lots.

|  |  |  |
| --- | --- | --- |
|  | **Lots** | **Maximum number of Provide(s) to be selected** |
|[ ]  **Lot 1:****Research and gap analysis** to identify existing challenges and gaps of the existing **national legal and policy framework** related to juvenile justice in Slovenia (with focus on sanctions for juvenile offenders) | **2** |
|[ ]  **Lot 2**:**Analysis of the case law** related to juvenile justice with focus on **juvenile offenders** | **3** |
|[ ]  **Lot 3**:**Comparative study of European standards and promising practices** with targeted recommendations for the Slovenian context | **2** |
|[ ]  **Lot 4**:**Recommendation for provisions** to be included in legal review and/or preparation of a **specific legal act** on sanctions for juvenile offenders and **a roadmap for implementation** | **5** |

**Fees**

The fees indicated below will be applicable throughout the duration of the Framework Contract. Prices are indicated in Euros without VAT. For the VAT regime to be mentioned on the invoice(s), please refer to Article 4.2 of the Legal Conditions (See Section C. below). **Tenders proposing a fee above the exclusion level will be entirely and automatically excluded from the tender procedure.**

The Provider shall indicate its proposed fee(s) in the box(es) below.

|  |  |  |
| --- | --- | --- |
| **LOT 1:** **Research and gap analysis to identify existing challenges and gaps of the existing national legal and policy framework related to juvenile justice in Slovenia (with focus on sanctions for juvenile offenders)****Type of Units ▼** | **Unit fee****▼** | **Exclusion level****▼** |
| Indicative list of expected deliverables under Lot 1 (not exhaustive):* Prepare an analytical report which will entail desk work as well as empirical research in cooperation with relevant stakeholders including the judiciary, law enforcement, healthcare professionals, civil society organisations, and others.
* Prepare the first drafts of the report which will be reviewed and complemented by the international expert.
* Plan, prepare and contribute to at least **2** roundtables to collect and discuss information, share and discuss the first findings and agree on final results and conclusions of the report, together with a CoE international expert.
* Implement any changes and comments as indicated during roundtables and discussions with relevant stakeholders.
* Support for the development of internal documents/materials on specific aspects related to the theme of the lot;
* Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations;
 | Per/day | 250€ |

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| --- | --- |
| This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until | 31/08/2022 |

The Provider shall indicate its proposed fee(s) in the box(es) below.

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| --- | --- | --- |
| **LOT 2:** **Analysis of the case law related to juvenile justice with focus on juvenile offenders.****Type of Units ▼** | **Unit fee****▼** | **Exclusion level****▼** |
| Indicative list of expected deliverables under Lot 2 (not exhaustive):* Review and analysis of policy documents, legislation and other sources relevant to the lot;
* Prepare an analytical report which will entail desk work as well as empirical research, that will be facilitated by an international expert.
* Plan, participate and contribute to the organisation of at least 2 round tables to collect and discuss information, share and discuss the first findings, and agree on the final results and conclusion of the report.
* Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations;
* Draft an analysis report in collaboration with an international expert, which will include (preliminary) recommendations addressed to the Ministry of Justice on improvement measures which could be taken to improve the current Slovenian system in light of the findings of the report.
 | Per/day | 250€ |

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| --- | --- |
| This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until | 31/08/2022 |

The Provider shall indicate its proposed fee(s) in the box(es) below.

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| --- | --- | --- |
| **LOT 3:** **Comparative study of European standards and promising practices with targeted recommendations for the Slovenian context****Type of Units ▼** | **Unit fee****▼** | **Exclusion level****▼** |
| Indicative list of expected deliverables under Lot 3 (not exhaustive):* Collaborate and support an international expert in collecting and analysing examples of European promising practices, ensuring that all national challenges and shortcomings are addressed and that proposed solutions are tailor-made to the needs of Slovenia.
* Plan, participate and contribute to at least **2** study visits, in collaboration with the international expert, to compare legal solutions and practical experiences regarding juvenile criminal procedure and the implementation of sanctions in other member states.
* Plan, participate and contribute to at least **2** roundtables, in collaboration with the international expert, to ensure that the report is prepared in full cooperation with the beneficiaries and relevant stakeholders.
* Implement comments, amendments and proposals in the report as indicated during the roundtables.
* Contribute to the organisation of and participate to a conference to present European standards and good practices in the field of juvenile justice and present the findings of the report.
* Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations;
* Supporting international consultants during fact-finding missions and other assignments relevant to the lot, including through identification and development of relevant materials (briefings, legislation, rules, training modules, strategies, etc.).
 | Per/day | 250€ |

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| --- | --- |
| This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until | 31/08/2022 |
| .  |

The Provider shall indicate its proposed fee(s) in the box(es) below.

|  |  |  |
| --- | --- | --- |
| **LOT 4:** **Recommendation for provisions to be included in legal review and/or preparation of a specific legal act on sanctions for juvenile offenders and a roadmap for implementation** **Type of Units ▼** | **Unit fee****▼** | **Exclusion level****▼** |
| Indicative list of expected deliverables under Lot 4 (not exhaustive):* Collaborate with an international expert in the preparation of a report which will analyse the draft “Liability of Minors for Criminal Offences Act” with recommendations for improvements.
* Support an international expert in preparing and finalising the recommendations, in full cooperation with the Ministry of Justice.
* Plan, participate and contribute to the organisation of 2-3 meetings between the Ministry of Justice and all other key stakeholders to discuss the first draft of the recommendations, agree on the final recommendations to be taken into account by the Ministry of Justice and prioritise recommendations in view of preparing a roadmap for implementations
* Support an international expert in preparing and finalising the implementation roadmap, in full consultation with the Ministry of Justice and other key stakeholders.
* Develop, adapt and lead training courses and programmes on priority issues identified with national authorities to support the preparation of the recommendation and roadmap for implementation, in cooperation with international experts.
* Participation and contribution to conferences, roundtables, seminars, trainings, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations;
* Supporting international consultants during fact-finding missions and other assignments relevant to the lot, including through identification and development of relevant materials (briefings, legislation, rules, training modules, strategies, etc.).
 | Per/day | 250€ |

|  |  |
| --- | --- |
| This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until | 31/08/2022 |
|   |

The Provider shall indicate its proposed fee(s) in the box(es) below.

**B. Declaration of Agreement and Signature**

I, the undersigned, acting on my own behalf or as a representative of the Provider indicated below, hereby:

* Declare having the authority to represent the Provider;
* Declare that the information provided to the Council under this procedure is complete, correct and truthful.
* Acknowledge, in signing this document, that I have been notified that if any of the statements made or information provided prove to be false, the Council reserves the right to exclude the tender concerned from the procedure or to terminate any existing contractual relations related to the latter;
* Express consent to any audit or verification that the Council may initiate by any means on the information provided under this procedure;
* Declare that neither I or the Provider I represent is in any of the situations listed in the exclusion criteria as reproduced in the Tender File;
* Declare that neither I, nor the Provider I represent, are in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure. I have been notified and understand that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest;
* Declare (where applicable) that I am the only owner of the moral rights in any creations of the company under my sole proprietorship or equivalent and that I am individually liable for all obligations undertaken under this contract by me or by the company under my sole proprietorship or equivalent;
* Undertake to update the Council with significant information changes within a reasonable time. Significant information changes include, but are not limited to change of legal status, ownership, name and address, loss of licence of registration, filing bankruptcy, suspension or debarment by any national or local governmental agency or assimilated, inclusion 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));
* Accept without any derogation all the terms of the Legal Conditions as reproduced in the present document and understand that its signature **shall constitute signature of the contract** with the Council subject to the selection of the tender by the Council and the signature of this Act by a representative of the Council.

Tenderers shall **fill in this part**, **print the document**, **sign in the last box** below and **send a scan copy of the document** to the email address indicated on the 1st page of the Tender file.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **For the Provider****▼** |  | **For the Council of Europe[[2]](#footnote-2)****▼** |
| Signature | Provider ► |  |  | Signatory (Name, Function and Entity) |  |
| Signatory► |  |
| Place of signature ► | In |  | Place of signature | In |
| Date of signature ► | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |  | Date of signature | \_\_\_ / \_\_\_ / \_\_\_\_\_\_ |
| Signature► |  |  | Signature |  |
|  |  | Selection and Ranking (if applicable) | Lot 1 | ☐ | \_\_\_ out of \_\_\_ |
|  | Lot 2 | ☐ | \_\_\_ out of \_\_\_ |
|  | Lot 3 | ☐ | \_\_\_ out of \_\_\_ |
|  | Lot 4 | ☐ | \_\_\_ out of \_\_\_ |

**C. Legal Conditions**

**Article 1 – General provisions**

* 1. The Provider undertakes, on the conditions and in the manner laid down by common agreement hereafter excluding any accessory verbal agreement, to provide the list of Deliverables reproduced in the Terms of reference (see Section A above) related to the present contract and in the tender submitted by the Provider.
	2. The present contract is composed, by order of precedence, of:
	a) the Act of Engagement, in its entirety (cover page, Sections A and B and the present Legal Conditions) and any subsequent Order; and
	b) the tender submitted by the Provider.
	3. Any general purchasing terms and conditions of the Provider shall never prevail over these legal conditions. Any provision proffered by the Provider in its documents (general conditions or correspondence) conflicting with the clauses of these legal conditions shall be deemed void, except for any clauses which may be more favourable to the Council.
	4. For the purposes of this Contract:
	a) “Contract” shall refer to the documents described in 1.2, above;
	b) “Council” shall mean the Council of Europe;
	c) “Deliverables” shall mean the services or goods as described in the Terms of reference;
	d) “Parties” shall mean the Council and the Provider;
	e) “Provider” shall mean the legal or physical person selected by the Council for the provision of the Deliverables. This person may equally be referred to as the “Service Provider” or the “Consultant”.

**Article 2 – Duration**

The contract is concluded until the day specified in Section A of this Act of Engagement and takes effect as from the date of its signature by both parties. The Deliverables shall be executed in accordance with the timeframe indicated in the Terms of reference and in any subsequent Order form.

**Article 3 – Obligations of the Provider**

**3.1 General obligations**

1. The Provider bears sole responsibility for all the decisions made and the human, technical, logistic and material resources used in the context of the Contract in order to provide the Deliverables, with due respect for the Council of Europe’s needs and constraints, as contractually defined.
2. The Provider recognises that it is subject to a general obligation to provide advice, including, but not limited to, an obligation to provide any relevant information or recommendations to the Council. In this context, the Provider shall supply to the Council all the advice, warnings and recommendations necessary particularly in terms of quality of Deliverables, security and compliance with professional standards. The Provider also undertakes 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.

**3.2 Intellectual services**

1. The provisions of Articles 3.2.2 to 3.2.10 shall apply insofar as the contract concerns the provision of intellectual services.
2. Unless agreed otherwise by the Parties, any written documents prepared by the Provider under the contract shall be written in English and produced on a word processing file. In case the Parties agree that a written document shall be prepared in a language other than English or French, a summary in English or French shall be included in the said document.
3. Unless agreed otherwise by the Parties, all written documents of more than 1,500 words shall be preceded or accompanied by a text summarising the subject and main conclusions and shall not, unless specifically required, exceed 5,000 words.
4. The Provider guarantees that the Deliverables conform to the highest academic standards.
5. The Provider cedes irrevocably and exclusively to the Council throughout the entire world and for the entire period of copyright protection, all rights on the Deliverable(s) produced as a result of the execution of the present contract. Such rights shall include in particular the right to use, reproduce, represent, publish, adapt, translate and distribute – or to have used, reproduced, represented, published, adapted, translated and distributed - in any country, in any language, in any form and on any kind of support, including on a CD-ROM or the Internet, the said Deliverables, or any part thereof.
6. The Council reserves the right to exercise the above-mentioned rights for any purpose falling within its activities.
7. The Provider guarantees that use by the Council of the Deliverable(s) produced as a result of the execution of the present contract will not infringe the rights of third parties. However, should the Council incur liability as the result of any such infringement; the Provider will compensate it in full for any damage it may suffer in consequence.
8. Notwithstanding the provision in Article 3.2.5 above, the Council may, on prior application by the Provider, authorise the Provider to use the Deliverable(s) referred to above. When giving the Provider such authority, the Council will inform the Provider of any conditions to which such use may be subject.
9. Any intellectual property rights of the Provider over methods, knowledge and information which are in existence at the date of the conclusion of the Contract and which are comprised in or necessary for or arising from the performance of the Contract shall remain the property of the Provider. However, in consideration of the fees payable pursuant to the Contract the Provider hereby grants the Council a non-exclusive and free licence for the entire world and for the entire period of protection by the applicable intellectual property rights law for the use of such methods, knowledge and information insofar as they are an integral part of the Deliverable(s).
10. If the Deliverable(s) result(s) in the provision of a training session, and provided the training materials are not the property of the Council, the Provider shall grant the participants in the training a non-exclusive licence for the entire world and for the entire period of protection by the applicable intellectual property rights law for their own professional use of those training materials.

**3.3 Health and social insurance of the Provider or its employees**

The Provider shall undertake all necessary measures to arrange for health and social insurance during the entire contract. The Provider acknowledges and accepts in this regard that the Council shall not assume any responsibility for any health and social risks concerning illness, maternity or accident which might occur during the performance of work under the contract.

**3.4 Fiscal obligations**

The Provider undertakes to inform the Council about any change of its status with regard to VAT, to observe all applicable rules and to comply with its fiscal obligations in:

a) submitting a request for payment, or an invoice, to the Council in conformity with the applicable legislation;

b) declaring all fees received from the Council for tax purposes as required in his/her/its country of fiscal residence.

**3.5 Loyalty and confidentiality**

1. In the performance of the present contract, the Provider will not seek or accept instructions from any government or any authority external to the Council. The Provider undertakes to comply with the Council’s directives for the completion of the Deliverables and to refrain from any word or act that may be construed as committing the Council.
2. The Provider shall observe the utmost discretion in all matters concerning the contract, and particularly any matters or data that have been or are to be recorded that come to the Provider’s attention in the performance of the contract. Unless obliged to do so under the terms of the contract, or expressly authorised to do so by the Secretary General of the Council, the Provider shall refrain at all times from communicating to any person, legal entity, government or authority external to the Council any information which has not been made public and which has come to the Provider’s notice as a result of dealings with the Council. Nor shall the Provider seek to gain private benefit from such information. Neither the expiry of the contract nor its termination by the Council shall lift these obligations.

**3.6 Disclosure of the terms of the contract**

1. The Provider is informed and gives an authorisation of disclosure of all relevant terms of the contract, including identity and price, for the purposes of internal and external audit and to the Committee of Ministers and to the Parliamentary Assembly of the Council with a view to these latter discharging their statutory functions, as well as for the purpose of meeting the publication and transparency requirements of the Council of Europe or its donors. The Provider authorises the publication, in any form and medium, including the websites of the Council of Europe or its donors, of the title of the contract/projects, the nature and purpose of the contract/projects, name and locality of the Provider and amount of the contract/project.
2. Whenever appropriate, specific confidentiality measures shall be taken by the Council to preserve the vital interests of the Provider.

**3.7 Use of the Council of Europe’s name**

The Provider shall not use the Council’s name, flag or logo without prior authorisation of the Council.

**3.8 Data Protection**

1. Without prejudice to the other provisions of this contract, the Parties undertake, in the execution of this contract, to comply at all times with the legislation applicable to each of them concerning the processing of personal data.
2. Where the Provider, pursuant to its obligations under this contract, processes personal data on behalf of the Council, it shall:
3. Process personal data only in accordance with written instructions from the Council;
4. Process personal data only to the extent and in such manner as is necessary for the execution of the contract, or as otherwise notified by the Council;
5. Implement appropriate technological measures to protect personal data against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful processing, accidental loss, destruction, or damage while having regard to the nature of the personal data which is to be protected;
6. Take reasonable steps to ensure the reliability of the Provider’s employees having access to the personal data and to ensure that they have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality and thus agree to comply with the data protection obligations set out in this contract;
7. Obtain written consent from the Council prior to any transfer of possession or responsibility for the personal data to any subcontractors. If the Council chooses to authorise subcontracting, the same data protection obligations as set out in this contract shall be imposed on the subcontractor by way of a contract. The Provider shall remain fully liable to the Council for the performance of that subcontractor’s obligations.
8. Notify the Council within five working days if it receives:
a. a request from a data subject to have access (including rectification, deletion and objection) to that person’s personal data; or
b. a complaint or request related to the Council’s obligations to comply with the data protection requirements.
9. Provide the Council with full assistance in relation to any such request or complaint and assist the Council to fulfil its obligation to respond to the requests for rectification, deletion and objection, to provide information on data processing to data subjects and to notify personal data breaches;
10. Allow for and contribute to checks and audits, including inspections, conducted or mandated by the Council or by any authorised third auditing person. The Provider shall immediately inform the Council of any audit not conducted or mandated by the Council;
11. Not process nor transfer personal data outside the jurisdiction of a Council of Europe Member State without the prior authorisation of the Council and provided that an adequate level of protection is guaranteed by law or by ad hoc or approved standardised safeguards (such as binding corporate rules) in the jurisdiction of the recipient;
12. Make available to the Council all information necessary to demonstrate compliance with the obligations under the contract in connection with the processing of personal data and the rights of data subjects;
13. Upon the Council’s request, delete or return to the Council all personal data and any existing copies, unless the applicable law requires storage of the personal data.

**3.9 Parallel Activities**

Where the Provider is a natural person who is employed in parallel to this Contract, they hereby confirm that they:

a) have been granted approval from their employer to perform paid services for the Council under this Contract, and/or

b) have been granted leave during the performance of their obligations under this Contract.

**3.10 Other obligations**

1. In the performance of the present contract, the Provider undertakes to comply with the applicable principles, rules and values of the Council.
2. The Staff Regulations and the rules concerning temporary staff members shall not apply to the Provider.
3. Nothing in this contract may be construed as conferring on the Provider the capacity of a Council of Europe staff member or employee.

**Article 4 – Fees, expenses and mode of payment**

**4.1 Ordering**

1. 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 the deadline indicated in the Tender File. If this Provider is unable to take the Order or if no reply is given on his behalf within that deadline, the Council may call on another Provider, if any, in accordance with the terms of the Tender File.
2. 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.
3. In return for the fulfilment by the Provider of its obligations under each Order, the Council undertakes to pay the Provider the fees as indicated in the relevant Order Form, in the currency specified in the Table of fees.
4. Amounts/Fees indicated in this Contract and in each Order are final and not subject to review.

**4.2 VAT**

1. Should the Provider not be subject to VAT, the amount invoiced shall be net fixed amount. Should the Provider be subject to VAT, the amount shall be invoiced as indicated in Articles 4.2.2 to 4.2.5.
2. Should the deliverables be taxable in France, the amount invoiced shall be VAT inclusive.
3. Should the deliverables be taxable in another EU country, and unless otherwise agreed between the Parties, the Council will provide the Provider with an exemption certificate prior to the signature of the contract. The exemption certificate sent by the Council of Europe should be retained by the Provider and presented to the relevant tax authorities to justify tax-free invoicing. In accordance with Article 2 b) of Council Directive 2001/115/EC, the following should be stated in the invoice: “*Intra-Community sale/service to an exempted organisation: Articles 143 and 151 of Council Directive 2006/112/EC*” and should indicate the final total amount excluding VAT. In case the CoE will not be in a position to provide the said certificate, the Council will pay the invoice with VAT included.
4. Should the deliverables be taxable in a non-EU country, the amount invoiced will not include VAT if the local (national) legislation allows for it, or if the Council of Europe enjoys tax exemption through other means in the country concerned. Otherwise, it shall include VAT.
5. For the provision of “online services”, should the Provider be established either in an EU country (other than France) or in a non-EU country, the invoiced amount shall include French VAT at the applicable rate. The invoice shall indicate the total amount without taxes, the rate and the amount of the VAT and the total amount ‘all tax included’. The invoice shall also stipulate the following statement: “*Intra-community sale/service: French VAT collected by the Provider and paid to the Mini One-Stop shop in [Address/Country]*”.

**4.3 Invoicing and payment**

1. For each Order completed, and upon acceptance of the Deliverable(s) by the Council, the Provider shall submit an invoice or a request for payment in triplicate and in the currency specified in the Table of fees, in conformity with the applicable legislation.
2. Before accepting the Deliverable(s), the Council reserves the right to ask the Provider to submit any other document or information that may serve the purpose of establishing that the Contract has been duly executed.
3. In the case of event organisation, the Provider shall in any case submit any document that proves that the event took place, including but not limited to an attendance sheet broken down into half days specifying the location, date(s) and time(s) of the event(s) or activity(ies), to be individually signed by each participant and the Provider.
4. The payment for the Deliverables to be paid by the Council shall be made within 60 calendar days of submission of the invoice described in Article 4.3.1, subject to the submission of the Deliverable(s) described in the Terms of reference and its/their acceptance by the Council.
5. Advance payments are subject to a written agreement between the parties, on an order by order basis, and should be paid within 60 calendar days upon signature of the Order concerned.

**4.4 Other expenses**

4.4.1. In the event of the Provider being required to travel for the purposes of the contract and provided the Terms of reference do not stipulate that the fees already include travel and subsistence expenses, the Council undertakes, subject to its prior agreement, to reimburse travel and subsistence allowances in compliance with the Council’s applicable Rules.

4.4.2. Travel expenses referred to under 4.4.1 will be reimbursed on the basis of the rail fare (first class) or air fare (tourist class) upon presentation of an invoice on the letterhead of the relevant vouchers. Subsistence expenses (including travel expenses within the locality visited) will be reimbursed at the applicable daily rate.

4.4.3. In the event of the Provider being required to travel for the purposes of the contract, the duration of the Provider’s travel and stays will be covered by an insurance policy with the insurers CHARTIS (Policy No. 2.004.761). A telephone helpline is available in case of emergency (+ 32 (0)3 253 69 16). The said insurance will cover specific risks related to travel and stay of the Provider (including medical costs related to unforeseen illness or accident, repatriation, death, cancellation of journey or flight, theft or loss of personal possessions). The insurance policy does not cover persons over 75 years of age.

**Article 5 - Breach of contract**

1. In the event that:

a) the Provider does not satisfy the conditions laid down in this contract or those resulting from any modifications duly accepted in writing by both parties, in accordance with the provisions of Article 6 below; or

b) the Deliverables provided as referred to under Article 1.1 do not reach a satisfactory level; or

c) the Provider is in any of the situations listed in Article 10.2,

the Council may consider there to have been a breach of contract and may consequently refuse to pay to the Provider the amounts referred to in Article 4.1 and Article 4.4 above.

1. In the cases described in paragraph 5.1 above, the Council reserves further, at any moment and further to prior notification to the Provider, the right to terminate the contract in all or in part. In case of termination, the Council shall pay only the amount corresponding to the deliverables actually and satisfactorily provided at the time of termination of the contract and shall request reimbursement of the sums already paid for Deliverables not provided. In case of partial termination, the obligations of the parties shall endure for all deliverables which are not subject of the notification of termination.
2. The outstanding sums shall be paid to the Council’s bank account within 60 calendar days from the notification in writing by the Council to the Provider regarding the outstanding sums to be paid.

**Article 6 - Modifications**

1. The provisions of this contract cannot be modified without the written agreement of both parties. This agreement may take the form of an exchange of emails provided it is done using the contact details specified in Article 8.
2. Any modification shall not affect elements of the contract which may distort the initial conditions of the tendering procedure or give rise to unequal treatment between the tenderers.
3. This contract may not be transferred, in full or in part, for money or free of charge, without the Council’s prior authorisation in writing.
4. The Provider may not subcontract all or part of the Deliverables without the written authorisation of the Council.

**Article 7 - Case of force majeure**

1. In the event of force majeure, the parties shall be released from the application of this contract without any financial compensation. Force majeure is defined as including the following: major weather problems, earthquake, strikes affecting air travel, attacks, a state of war, health risks or events that would require the Council or the Provider to cancel the contract.
2. In the event of such circumstances each party shall be required to notify the other party accordingly in writing, within a period of 7 calendar days.

**Article 8 - Communication between the parties**

1. The Contact point within the Council of Europe is indicated on the cover page of the Act of Engagement (See page 1 above).
2. The Provider can be reached through the means indicated in the Act of Engagement (see page 1 above).
3. Any communication is deemed to have been made when it is received by the receiving party, unless the Contract refers to the date when the communication was sent.
4. Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in paragraphs 1 and 2 above. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses listed in paragraphs 1 and 2 above. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline, provided the communication is dispatched by another means of communication without further delay.
5. Mail sent to the Council using the postal services is considered to have been received by the Council on the date on which it is registered by the department identified in paragraph 1 above.
6. Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

**Article 9 –Acceptance**

The provision of Deliverables referred to in this contract shall be the subject of a written acceptance procedure. If acceptance is refused, the Council shall inform the Provider accordingly, giving reasons, and may set new modalities for the provision of the Deliverables. If acceptance is refused again, the Council may terminate the Contract in whole or in part without previous notice and without paying any financial compensation.

**Article 10 – Changes in the Provider’s situation or standing**

1. The Provider shall inform the Council without delay of any changes in their address or legal domicile or in the address or legal domicile of the person who may represent them.
2. The Provider shall inform also inform the Council without delay:
3. if they are involved in a merger, takeover or change of ownership or there is a change in their legal status;
4. where the Provider is a consortium or similar entity, if there is a change in membership or partnership.
5. if they are sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
6. if they 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 not subject to a procedure of the same kind;
7. if they have received a judgment with *res judicata force*, finding an offence that affects their professional integrity or serious professional misconduct;
8. if they 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 legal domicile;
9. if they are or are likely to be in a situation of conflict of interests;
10. if they 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)).

**sArticle 11 - Disputes**

1. Any dispute regarding this Contract shall - failing a friendly settlement between the Parties - be submitted to arbitration.
2. The Arbitration Board shall be composed of two arbitrators each selected by one of the parties, and of a presiding arbitrator, appointed by the other two arbitrators; in the event of no presiding arbitrator being appointed under the above conditions within a period of six months, the President of the Tribunal de Grande Instance of Strasbourg shall make the appointment.
3. Alternatively, the parties may submit the dispute for decision to a single arbitrator selected by them by common agreement or, failing such agreement, by the President of the Tribunal de Grande Instance of Strasbourg.
4. The Board referred to in paragraph 2 of this Article or, where appropriate, the arbitrator referred to in paragraph 3 of this Article, shall determine the procedure to be followed.
5. If the parties do not agree upon the law applicable the Board or, where appropriate, the arbitrator shall decide ex aequo et bono having regard to the general principles of law and to commercial usage.
6. The arbitral decision shall be binding upon the parties and there shall be no appeal from it.

**Article 12 - Addresses and bank details of the parties**

The bank details of the Provider are indicated in the Act of Engagement. The bank details of the Council of Europe are the following:

Bank address: F-67075 Strasbourg Cedex, France

Bank name: Société Générale Strasbourg

Code IBAN: FR76 30003 02360 001500 1718672

SWIFT Code: SOGEFRPP

1. Which has its seat Avenue de l’Europe, 67075 Strasbourg Cedex, France [↑](#footnote-ref-1)
2. On behalf of the Secretary General of the Council of Europe. [↑](#footnote-ref-2)