



TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

Purchase of international consultancy services within the framework of the project "Prevent bullying and peer violence in schools".

Contract N° BH9207/FC/IC/2024

The Council of Europe is currently implementing and until 31 December 2025 will implement a project "Prevent bullying and peer violence in schools". In that context, it is looking for Providers for the provision of consultancy services 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 €6,000 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 180 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 – international consultancy services.** 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) working 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 – international consultancy services.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2025
Deadline for submission of tenders/offers ▶	07 April 2024 23h59 CET
Email for submission of tenders/offers ▶	education.belgrade@coe.int
Email for questions ▶	education.belgrade@coe.int
Expected starting date of execution ▶	30 April 2024

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 "Prevent bullying and peer violence in schools" is implemented by the Council of Europe and funded by Germany. It runs from January 2024 to December 2025.

The project aims to support the prevention of bullying and peer violence in schools in Serbia and strengthen safe school environment based on European standards and practices.

The project will:

- Support education policy makers, institutions and professionals to apply in practice the existing policy framework to prevent bullying and peer violence in schools.
- Strengthen the knowledge and professional competences of teachers and educational staff so they can better contribute to the safe school environment.

This will be achieved through a set of comprehensive initiatives at policy and grassroots level, including conducting national surveys on safety and cyberbullying in schools and developing policy recommendations and roadmaps for their implementation enabling policy makers to adjust and develop policies to reduce instances of violence in schools. At the same time, new and existing Council of Europe resources, tools and methodologies on preventing bullying, cyberbullying and peer violence will be developed and tailored to the Serbian context and put in practice by relevant education institutions.

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 in the fields of education for democratic citizenship and human rights education, specifically violence in schools and social science research

This Contract is currently estimated to cover up to 30 activities to be held by 31 December 2025 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 650 000 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.

Scope of the Framework Contract

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

- Provide technical expertise and contribute to design of research methodologies for assessments on safety, cyberbullying, other forms of violence and wellbeing in schools;
- Provide technical expertise to national decision and policy makers, education experts on education for democratic citizenship and human rights education, specifically on creating safe learning environments based on European/international standards and practices evidence based practices;
- Provide input in the development of policy recommendations and a roadmap for implementation of policy recommendations to prevent bullying and peer violence and to strengthen safe learning environment evaluation to assess impact and effectiveness of existing measures and policies;
- Contribute to the adaptation of the existing Council of Europe resources, tools and methodologies on preventing bullying and cyberbullying and peer violence to the Serbian context;
- Provide technical expertise in designing roundtables, peer learning events, study visits and other events organised within the project;
- Participate in and, where applicable, facilitate conferences, seminars and workshops;
- Work in close collaboration with project team and local experts and provide support as requested.

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 (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. Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

The Council will indicate on each Order Form (see Section D below) the global fee corresponding to each deliverable, calculated on the basis of the 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 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 2 (two) 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;

² It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

- 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;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe.

Eligibility criteria

- University degree in education, pedagogy, social sciences, political sciences or any related relevant field;
- At least 8 years of professional experience at international level in areas related to human rights education, democratic citizenship, anti-discrimination, in particular related to prevention of bullying and violence in schools and strengthening safe learning environments;
- Expert knowledge and understanding of different education systems, policies and trends in Council of Europe member states;
- Excellent oral and written knowledge of English (at least level C1 of the CEFR⁴), proficiency in drafting in that language.

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.

⁴ http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf

Award criteria

- Quality of the offer (80%), including:
 - Familiarity with the relevant international standards, in particular the Council of Europe standards in the field of Human Rights Education, Democratic Citizenship, Reference Framework of Competences for Democratic Culture, and other pan-European relevant standards (20%);
 - Demonstrated analytical, research and reporting skills (20%);
 - Knowledge and understanding of Serbian educational context (20%);
 - Previous co-operation experience with government bodies, civil society organisations and other relevant national institutions in Serbia or in CoE member States(20%).
- Financial offer (20%).

The Council reserves the right to hold interviews with 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

- **A completed and signed copy of the Act of Engagement⁵** (See attached);
- A detailed CV(s), preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Registration documents, for legal persons only;
- Motivation letter describing how the tenderer meets the award criteria and the requirements of the expected service, including the description of examples of relevant previous work, max.2 pages.

All documents 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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⁵ 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.