



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

Purchase of consultancy services for the Intercultural Cities Programme (ICC): Coordination of the ICC national network in the United Kingdom *Contract N° DAD-ADD/ICC(2020)03*

The Council of Europe is currently implementing the Intercultural Cities Programme (ICC). In that context, it is looking for Provider(s) for the provision of consultancy services in the areas of inclusive integration and diversity management, to coordinate the ICC national network in the United Kingdom, 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 €150,000 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 a legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: ICC call for tenders: ICC UK coordination.** 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 Council of Europe 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: Question for ICC call for tenders: ICC UK coordination**

Type of contract ▶	Framework contract
Duration ▶	Until 01 March 2022
Deadline for submission of tenders/offers ▶	01 March 2020
Email for submission of tenders/offers ▶	Leonor.Tejado@coe.int
Email for questions ▶	Leonor.Tejado@coe.int
Expected starting date of execution ▶	09 March 2020

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 1393 of 20 June 2019 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

The Intercultural Cities (ICC) is a capacity-building and policy development programme developed by the Council of Europe to support local authorities to design inclusive integration policies and strategies based on the application of a diversity management model called Intercultural Integration.

The Council of Europe is looking for a maximum number of 10 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the programme with a particular expertise in the areas of: inclusive integration, strategic planning, events organisation, relationship-building, communication and visibility, research in the field of integration, local development and associated policies.

This Contract is currently estimated to cover up to 40 activities to be held by 28 February 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 100 000 Euros and the total amount of the object of present tender **shall not exceed 150,000 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:

- Based on consultation and needs of UK member cities, create and facilitate the implementation of a strategic plan of actions for the network for 2020-2022, taking into account the ICC programme's objectives, priorities and calendar. This includes organising at least one online/in-person thematic meeting per year, for cities to share good practices and develop joint strategic approach to challenges. Provided the Council of Europe is informed at least 2 (two) months in advance of the dates of the yearly in-person thematic meeting, the Council will arrange and cover travel and subsistence expenses of UK member cities that are also part of the ICC international network directly.
- Facilitate and encourage bilateral and multilateral exchanges between member cities throughout the year.
- Facilitate the necessary interactions between the international and national Intercultural Cities networks throughout the year- build relationships, connect members, forward relevant documents and encourage ICC UK members to attend international events.
- Ensure sharing and visibility of the national network's activities, by a common ICC UK branding identity, regularly preparing news and updates for the Council of Europe Intercultural Cities website and social media, encourage communication on social media by cities, and keep UK network's website, Twitter and other social media accounts regularly up to date.
- Liaise with national authorities/NGOs/Universities to promote ICC context and achievements.
- Liaise with other Intercultural cities national networks in view of common initiatives.
- Offer methodological support to member cities in carrying out specific activities in line with ICC's paradigm - (e.g. completion of the ICC index, development and implementation of intercultural strategies, etc).
- Participate in the ICC Experts' visits to those cities having replied to the Index questionnaire.
- Collect and edit a compilation of good practices from member cities once a year in the fields of work related to ICC's priorities and submitting them to the Council of Europe for dissemination.
- Participate in relevant international meetings of the Intercultural Cities Programme such as the annual ICC coordinators' meeting (travel and subsistence expenses will be reimbursed separately).
- Encourage and promote the adhesion/joining of new cities to the national or international Intercultural Cities networks.
- Ensure above activities are aligned/in accordance with the Intercultural cities programme's vision and priorities and with the Council of Europe's reporting and financial requirements.
- Submit brief bi-monthly reports to the Council of Europe to update on progress, namely on policy developments and relevant initiatives in the UK and member cities.

- Prepare the UK network's annual report (max 10 pages), summarising all activities carried out as a national network, and to inform on innovative or outstanding initiatives/measures/policies of member cities.

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.

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;

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 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;
- 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 or are likely to be in a situation of conflict of interests.

Eligibility criteria

- Company staff to be allocated to the call's assignments to have a minimum 2 years' experience conducting similar tasks to those listed in the lots;
- Excellent level of English;
- Proven experience implementing projects in the field of this call within the United Kingdom.

Award criteria

- Quality of the offer (90%), including:
 - Thematic expertise (50%), including:
 - sound and proven professional experience in the field of urban policy research and/or practice development, with a focus on inclusive integration and equality, and in providing policy advice to public authorities;
 - proven knowledge of Council of Europe standards and other relevant international standards in the field of inclusive integration, equality and human rights will be an asset
 - Professional expertise (40%), including:
 - excellent organisational, analytical, communication and interpersonal skills, and good portfolio of contacts in the national context.
- Financial offer (10%).

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

Multiple tendering is not authorised.

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

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 Engagement**⁴ (See attached);
- Registration documents, for legal persons only;
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A motivation letter detailing reasons for application;
- CVs of company staff to be allocated to the call's assignments;
- An institutional summary;
- A strategic plan produced for previous or forthcoming assignments;
- A sample policy document produced in fields similar to that of this call for tender;
- An overview of a previous project successfully delivered in the field of this call for tender;
- Client portfolio;
- Referees' contact details.

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.

* * *

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.