



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES ON EQUALITY AND FREEDOM FROM DISCRIMINATION FOR ROMA "EQUIROM" – NATIONAL COORDINATORS IN BULGARIA, GREECE AND ROMANIA

2023/AO/07

Object of the procurement procedure ▶	Consultancy services for National Co-coordinators in <u>Bulgaria, Greece and Romania</u> on Equality and Freedom from Discrimination (EQUIROM)
Project ▶	EU/CoE Joint Programme EQUIROM
Organisation and buying entity ▶	Council of Europe Directorate General of Democracy and Human Dignity Anti-discrimination Department Roma and Travellers Team
Type of contract ▶	Framework Contract
Duration ▶	Until 31 December 2024
Expected starting date ▶	17 April 2023
Tender Notice Issuance date ▶	14 February 2023
Deadline for tendering ▶	07 March 2023

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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A FRAMEWORK CONTRACT WORK?

STAGE 1:

SELECTION of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

STAGE 2:

ORDER(S) are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

EXECUTION as from the date of signature of each Order, unless the Order concerned provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS FOR THE PROVISION OF CONSULTANCY SERVICES ON EQUALITY AND FREEDOM FROM DISCRIMINATION FOR ROMA "EQUIROM" – NATIONAL CO-ORDINATOR IN BULGARIA, GREECE AND ROMANIA 2023/AO/07

A. BACKGROUND

The purpose of the Joint Project Council of Europe/European Commission "Equality and Freedom from discrimination" EQUIROM is to prevent and combat antigypsyism and discrimination and promote equality for Roma people, in accordance with the EU Roma Strategic Framework and Council of Europe Strategic Action Plan for Roma and Travellers Inclusion by:

- 1) Combatting stereotypes in the media, raising awareness about the history and culture of Roma and other ethnic minorities including Roma Holocaust and contributing to building positive narratives about Roma by journalists and other media representatives;
- 2) Fostering closer co-operation and mutual understanding between Roma and pro-Roma civil societies, Roma communities and individuals, journalists and other media representatives;
- 3) Empowering Roma people, in particular Roma women and young people, to become front-runners in the fight against antigypsyism and gender stereotypes.

The project will run until December 2024 and the activities are planned around these three clusters:

1. Capacity building activities targeting journalists and future journalists and Regulatory Authorities representatives. It is expected that the activities will contribute to adequate reporting and broadcasting on Roma and other ethnic minorities related topics and will result in more positive narratives promoted by the media as a response to the antigypsyism phenomenon.
2. Awareness raising activities will include a broad communication campaign to fight antigypsyism and anti-Roma discrimination, build positive narratives about Roma and raise awareness about Roma history and culture, as well as the Roma Holocaust, including on the matters of gender equality and diversity dimension, with the empowerment component as a first step. The studies on the representation and portrayal of Roma in broadcasting and in media will contribute to raising awareness of the general population and of relevant stakeholders on how widespread the antigypsyist hate speech is.
3. Policy oriented activities will include discussions during EQUIROM events on the adoption of guidelines, ethical codes of conduct with specific provisions on combating antigypsyism, by journalists' association and by regulatory authorities. The EQUIROM events bringing together regulatory authorities and CSOs will discuss possibilities to adapt complaint procedures as to make them more accessible and also possibilities to raise awareness on the regulatory authorities' roles

Project activities will take place in three countries: Bulgaria, Greece, Romania. The areas of implementation will be determined during the inception phase of the project.

In each country, the EQUIROM teams will consist of one National Co-ordinator, responsible for the overall co-ordination of actions in the country as well as liaising and negotiations with variety of local and national actors.

The Council of Europe is looking for **a maximum of 3 Providers** (1 National Co-ordinator in Bulgaria, 1 National Co-ordinator in Greece and 1 national Co-ordinator in Romania), provided enough tenders meet the criteria indicated below, in order to support the implementation of the project with a particular expertise in the field of preventing and combating antigypsyism and discrimination and promoting equality for Roma people, as well as with project management and coordination skills, and divided into 3 lots:

- **Lot 1:** National co-ordinator in **Bulgaria** (1 provider);
- **Lot 2:** National co-ordinator in **Greece** (1 provider);
- **Lot 3:** National co-ordinator in **Romania** (1 provider);

This Contract is currently estimated to cover up to 12 days per month for 20 months per each lot (up to 12 days per month for 20 months for lot 1; up to 12 days per month for 20 months for lot 2, up to 12 days per month for 20 months for lot 3), until December 2024. 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.

It is foreseen that selected consultants will be invited to Strasbourg for a kick-off event in April-May 2023 (dates to be confirmed).

For information purposes only, the total budget of the project amounts to 850 000 Euros and the total amount of the object of present tender should in principle not exceed 108 000 Euros (for all lots combined, 36 000 Euros per lot for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

B. 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: National co-ordinator in Bulgaria	1
Lot 2: National co-ordinator in Greece	1
Lot 3: National co-ordinator in Romania	1

Lot 1 concerns consultancy services relating to project management and overall coordination of the implementation of the EQUIROM programme at national level in **Bulgaria**

Lot 2 concerns consultancy services relating to project management and overall coordination of the implementation of the EQUIROM programme at national level in **Greece**

Lot 3 concerns consultancy services relating to project management and overall coordination of the implementation of the EQUIROM programme at national level in **Romania**

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).

C. SCOPE OF THE FRAMEWORK CONTRACT

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

Under the instructions of the Project Management team,

- Coordinate, provide support for and ensure the effective and timely implementation of EQUIROM project activities at national, regional and local level, including, but not limited to: developing work plan of action in cooperation with national experts, defining and achieving monthly tasks, indicators and mitigation solutions;
- Provide expertise and advice on developing partnerships at national, regional and local level with relevant institutions, and the setting up of actions and frameworks on matters and in fields related to the project aim and objectives, including, but not limited to: providing bi-monthly reports and feedback, proposals, recommendations, coaching and training assistance, elaborating documents, research, data collection and analysis;
- Facilitate the organisation of project activities and trainings in the country, and participate in and provide expert input in various meetings (at international, national, regional and local level);

- Prepare and revise documents, guidelines, templates for reporting on good practice, and contribute to the systematic documentation of processes and project results;
- Participating at the events (workshops, conferences, high level meetings)
- Ensure the visibility of the project.

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

D. FEES

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

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 E below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract.

No extra travel, accommodation or subsistence costs will be covered by the Council of Europe within the scope of the contract unless specified.

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

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within 2 (two) working days after its reception.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote¹ (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

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

Signature of orders

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

F. ASSESSMENT

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

¹ It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part.

² The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

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;
- 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;
- 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).

Eligibility criteria

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

Lot 1

- University degree or at least three years of working experience on combating antigypsyism and discrimination against Roma and/or Roma inclusion issues;
- At least three years of professional experience relating to project management;
- At least one year experience in working on international projects;
- Fluency in written and spoken English (at least B2 level) and Bulgarian (C1 level).

Lot 2

- University degree or at least three years of working experience on combating antigypsyism and discrimination against Roma and/or Roma inclusion issues;
- At least three years of professional experience relating to project management;
- At least one year experience in working on international projects;
- Fluency in written and spoken English (at least B2 level) and Greek (C1 level).

Lot 3

- University degree or at least three years of working experience on combating antigypsyism and discrimination against Roma and/or Roma inclusion issues;
- At least three years of professional experience relating to project management;
- At least one year experience in working on international projects;
- Fluency in written and spoken English (at least B2 level) and Romanian (C1 level).

Award criteria

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- An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth requirements listed above under "exclusion criteria" are met;
 - A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met;
 - For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
 - For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).

Lot 1

- Criterion 1: quality of the offer (90%), including:
 - Thematic knowledge and related expertise and experience in fields relevant to equality and freedom from discrimination of Roma as well as experience in working on Roma issues (40%)
 - Demonstrated understanding of the delivery and management of national and international technical assistance projects (20%)
 - Demonstrated ability to work in a team, strong interpersonal, networking, communication and coordination skills (20%)
 - Capacity to meet deadlines and comply with reporting requirements (10%)
- Criterion 2: financial offer (10%)

Lot 2

- Criterion 1: quality of the offer (90%), including:
 - Thematic knowledge and related expertise and experience in fields relevant to equality and freedom from discrimination of Roma as well as experience in working on Roma issues (40%)
 - Demonstrated understanding of the delivery and management of national and international technical assistance projects (20%)
 - Demonstrated ability to work in a team, strong interpersonal, networking, communication and coordination skills (20%)
 - Capacity to meet deadlines and comply with reporting requirements (10%)
- Criterion 2: financial offer (10%)

Lot 3

- Criterion 1: quality of the offer (90%), including:
 - Thematic knowledge and related expertise and experience in fields relevant to equality and freedom from discrimination of Roma as well as experience in working on Roma issues (40%)
 - Demonstrated understanding of the delivery and management of national and international technical assistance projects (20%)
 - Demonstrated ability to work in a team, strong interpersonal, networking, communication and coordination skills (20%)
 - Capacity to meet deadlines and comply with reporting requirements (10%)
- Criterion 2: financial offer (10%)

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

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy** of the Act of Engagement.³
- A list of all owners and executive officers, **for legal persons only**;
- A detailed CV, not more than 5 pages long, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Motivation letter highlighting skills, experience linked to the scope of the present call and added value in the above mentioned areas, maximum 2 pages long;
- 2 (two) referees' contact details.

All documents shall be submitted in English, in Word or PDF format, 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.

³ 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.

The Council reserves the right to reject a tender if the scanned documents are of such a quality that the documents cannot be read once printed.

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PART II – TENDER RULES

CALL FOR TENDERS

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ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of Democracy and Human Dignity
Directorate of Democratic Governance and Anti-discrimination
Roma and Travellers Team

Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are governed by the Financial Regulations of the Organisation and by Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.⁴

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;

- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, or a legal person except consortia.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: equirom@coe.int

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent **only** to cdm@coe.int with reference no. **2023/AO/07** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 07 March 2023 by 23:59 CET.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

ARTICLE 11 – NEGOTIATIONS

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

* * *

⁴ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **A completed and signed copy** of the Act of Engagement.⁵
 - A list of all owners and executive officers, **for legal persons only**;
 - A detailed CV, not more than 5 pages long, demonstrating clearly that the tenderer fulfils the eligibility criteria;
 - Motivation letter highlighting skills, experience linked to the scope of the present call and added value in the above mentioned areas, maximum 2 pages long;
 - 2 (two) referees' contact details.
-

2) HOW TO SEND TENDERS?

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