



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA IN THE FRAMEWORK OF THE EU/COE JOINT PROJECT "INSCHOOL"

2019/AO/59

Object of the procurement procedure ►	Provision of consultancy services in Bulgaria in the framework of the EU/CoE Joint Project INSCHOOL
Project ►	EU/CoE Joint Project INSCHOOL
Organisation and buying entity ►	Council of Europe Roma and Travellers Team
Type of contract ►	Framework Contract
Duration ►	Until 31 december 2020, renewable until 31 January 2022
Expected starting date ►	1 October 2019
Tender Notice Issuance date ►	14 August 2019
Deadline for tendering ►	19 September 2019

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.

- **The TENDER RULES**..... 8

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 F 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 IN BULGARIA IN THE FRAMEWORK OF THE EU/COE JOINT PROJECT "INSCHOOL"

2019/AO/59

A. BACKGROUND

The European Union (EU) and Council of Europe (CoE) Joint Project "Inclusive schools: making a difference for Roma children (INSCHOOL)" aims at enhancing social inclusion of Roma by **promoting inclusive education and training** in Bulgaria, Czech Republic, Hungary, Romania and Slovak Republic.

Following a pilot phase conducted between May 2018 and July 2019, INSCHOOL 2 is scheduled to start in September 2019 and end in December 2020. In its second phase the project will continue to be implemented in cooperation with the national and local authorities, and in maximum 31 schools in the five countries.

The project outcomes will be the following:

- Schools are made more inclusive through support to the school staff, teachers, parents and children;
- Networking is further developed among inclusive schools at the domestic and international levels;
- Support is provided to remove concrete obstacles to equal access to quality education at the national level;
- Awareness is raised about the benefits of inclusive education for the general public as well as decision makers.

The Council of Europe is looking for a maximum of 10 Provider(s) (4 Educational Advisors and 6 Facilitators) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project **in Bulgaria** with a particular expertise on inclusive education practices and policies with a focus on Roma children.

This Framework Contract is currently estimated to cover up to 220 activities for all the providers, to be held by 31 December 2020. 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 1 000 000 Euros and the total amount of the object of present tender should in principle not exceed 70 000 Euros 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. SCOPE OF THE FRAMEWORK CONTRACT

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Educational Advisors	4
Lot 2: Facilitators	6

The Council will select the abovementioned number of Providers 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).

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

Lot 1: EDUCATIONAL ADVISORS:

- Participate in meetings at international level; provide contributions/reports and counselling to the Council of Europe implementation team; provide written materials on an as-needed basis upon request from the Council of Europe;
- Provide guidance and assistance to facilitators and schools on strategic and methodological issues throughout the implementation of the project;
- Participate in organisation and co-ordination of the meetings of a national working group (NWG) gathering relevant governmental, non-governmental and civil society representatives working on gaps and issues identified at policy level concerning inclusive education for Roma children;
- Transmit evidence and intelligence from the practice of the programme at policy level;
- Provide guidance and assistance to facilitators and educational advisors from other countries of implementation on an as-needed basis and upon request from the Council of Europe.

Lot 2: FACILITATORS:

- Form co-ordinating groups in each school and organise meetings to prepare and implement a plan of activities (linked to grants for schools);
- Provide coaching to the co-ordinating groups in each school based on the adapted methodology of the "Index for Inclusion";
- Provide guidance to schools in performing a self-assessment of their inclusive practices at regular intervals;

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 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 **Error! Reference source not found.** elow) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract

D. 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), by post or 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.

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.

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

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

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:

- 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 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.

- 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;
- 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 F):

Lot 1: EDUCATIONAL ADVISORS:

- Professional experience of at least five years in working with inclusive education policies, practices and methodologies; in coordination and/or participation in working groups involving governmental representatives, civil society, academia, etc.; in analysing national policies related to education and identifying gaps in inclusive education for Roma children;
- Excellent oral and written Bulgarian (native or at least level C2 of the CEFR) and good knowledge of English (at least level B2 of the CEFR):

Lot 2: FACILITATORS

- Professional experience of at least seven years in inclusive education policies, practices and methodologies; in training and/or mentoring educational staff on inclusive education methodologies;
- University Degree in relevant fields;
- Excellent oral and written Bulgarian (native or at least level C1 of the CEFR) and a good knowledge of English (at least level B2 of the CEFR);

Award criteria

Lot 1: EDUCATIONAL ADVISORS

- Quality of the offer (90%), including:
 - Thematic knowledge and related expertise and experience in the field of inclusive education; thorough understanding and expertise of national policies related to education and of gaps in inclusive education for Roma children; demonstrated understanding of inclusive education policies, practices and methodologies;
 - Capacity to lead and coordinate a working group at national level on education policies related to Roma children
 - Capacity to meet the required deadlines;
 - Capacity to adapt to the context;
 - Demonstrated ability to work in a team, strong interpersonal and communication skills.
- Financial offer (10%).

Lot 2: FACILITATORS

- Quality of the offer (90%), including:
 - Thematic knowledge and related expertise and experience in the field of inclusive education. demonstrated knowledge of inclusive education policies, practices and methodologies; demonstrated experience in training and/or mentoring of educational staff on inclusive education;

- Capacity to meet the required deadlines;
- Capacity to adapt to the context
- Demonstrated ability to work in a team, strong interpersonal and communication skills.
- Financial offer (10%).

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

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- **Two** completed and signed copies of the Act of Engagement;³
- A list of all owners and executive officers, for legal persons only;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
- A detailed CV, preferably in Europass Format, not more than 5 pages long, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Motivation letter highlighting skills and experience in all the above-mentioned selection criteria.

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.

* * *

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.

PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA IN THE FRAMEWORK OF THE EU/COE JOINT PROJECT "INSCHOOL"2019/AO/59

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Roma and Travellers Team, Directorate of Democratic Governance and Anti-Discrimination, Council of Europe
Agora Building
1 quai Jacoutot Strasbourg
F - 67075 STRASBOURG Cedex France

1.2 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, Moscow, 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 duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms (see Section D above on ordering procedure).

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: inschool@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 **both electronically and in paper hardcopy**.

Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

Paper hardcopies shall be sent in A4 format (21x29.7 cm) by post, as specified below:

- Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

COUNCIL OF EUROPE
For the attention of the Tenders Board
**CALL FOR FOR THE PROVISION OF CONSULTANCY
SERVICES IN BULGARIA IN THE FRAMEWORK OF THE
EU/COE JOINT PROJECT "INSCHOOL"2019/AO/59**
B.P. 7
F – 67075 STRASBOURG Cedex
FRANCE

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.
- Tenders submitted to another postal address will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 19 September 2019 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

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:

- **Two** completed and signed copies of the Act of Engagement;
- A list of all owners and executive officers, for legal persons only;
- A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
- A detailed CV, preferably in Europass Format, not more than 5 pages long, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Motivation letter highlighting skills and experience in all the above-mentioned evaluation criteria.

2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **both electronically and in paper hardcopy**.

Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

Paper hardcopies shall be sent in A4 format (21x29.7 cm) by post, as specified below:

- Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as

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follows:

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.
- Do not send a copy of your tender to the buyer entity. Tenders submitted to any other postal address than the one indicated above will be excluded from the procedure.

The deadline for the submission of tenders is 19 September 2019 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.