



CALL FOR TENDERS

FOR THE PROVISION OF LOCAL CAPACITY-BUILDING SERVICES IN CYPRUS

2023/AO/10

CLARIFICATIONS

QUESTION	ANSWER
<i>I am part of an international consortium of Experts, with our operational centre in Cyprus. We are considering submitting an application for this tender. Is the call open to both "established organisations" and "(ad-hock) groups of affiliated experts". If so could you explain how such a "group of experts" can apply – individually or as a "group"?</i>	As indicated in Article 6 of the Tender Rules, " <i>The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons</i> ". In case of a consortium, this will have to be specified in the Act of Engagement, and a CV for each member of the consortium will have to be submitted. Once a tender is submitted as a legal person or consortium, the members of such entities may not submit a different bid as a natural person. This would be a case of multiple tendering, which is not allowed.
<i>We are able to provide testimonials to expertise in addressing more than one aspects of the call. You have requested only one example of a relevant project. Can we include in our response to the call more than one such example?</i>	Tenderers can submit more than one example of a recent deliverable in a related activity.
<i>Have you appointed the "Cypriot implementing partners that will ensure the local expertise necessary for contextualising the recommendations and capacity-building tools"? If so, can we be advised who has been appointed? If this appointment has not been decided, will experts submitting applications to the call be eligible to be considered for selection/appointment as "Cypriot implementing partner(s)"?</i>	The Cypriot implementing partners of the project are the entities composing its Steering Committee together with the Council of Europe, i.e., the Ministry of Interior, the Unions of Cyprus Municipalities and Communities, and the Cyprus Academy of Public Administration. The Providers selected under this tender will be requested to work for the Council of Europe and in close liaison with these partners.
<i>"Through the project, the Centre of Expertise will offer policy advice to the Cypriot authorities; will organise a peer review; update the National Training and Capacity-Building</i>	As indicated in the Terms of Reference, " <i>the project aims at strengthening skills as well as the capacity to deliver training at local level. In order to do that, and ensure the proper sustainability of the outcomes, the Council of Europe will identify a pool of national Providers, with appropriate knowledge of the Cypriot context and of the Greek</i>

<p><i>Strategy for the Local Government of Cyprus; and strengthen the skills and knowledge of staff and elected representatives of local authorities and their associations through a package of capacity building activities. In particular, these will be based on the toolkits of the Centre of Expertise for Good Governance, focusing on 1) Public Ethics Benchmarking; 2) Strategic Municipal Planning and Performance Management Programme; 3) Resilience Building Strategies; 4) Inter-Municipal Cooperation; 5) European Label of Governance Excellence; 6) Leadership Academy Programme."</i></p> <p><i>The Council of Europe will select up to 20 National Providers. Each provider can request up to 100.000EY</i></p> <ul style="list-style-type: none"> <i>• Should the total of maximum 100.000EY include actions that cover all the above 6 areas of expertise?</i> <i>• Could a tender focus only on 1 or on a selection of areas?</i> <i>• Could a provider submit a tender that includes all 6 areas and request more than 100.000EY?</i> 	<p><i>language, which will implement trainings targeting staff and elected representatives of local authorities. [...] For information purposes only, the total budget of the project amounts to 840.000 Euros and the total amount of the object of present tender should in principle not exceed 100.000 Euros for the whole duration of the Framework Contract."</i></p> <p>The Tender is therefore aimed at identifying a pool of trainers, who will be involved in the already designed Project activities, according to the Project needs. Therefore, tenderers shall not submit to the Council of Europe a project proposal nor request a total amount to implement a set of activities. On the contrary, tenderers are requested to follow the indications provided in the Terms of Reference and the Tender Rules, and submit the documents therein requested, including:</p> <ul style="list-style-type: none"> - One completed and signed copy of the Act of Engagement. - Registration documents, for legal persons only; - A detailed CV, preferably in EuroPass Format, and motivation letter demonstrating clearly that the tenderer fulfils the eligibility criteria; legal persons need to supply the CVs of the employees that would be assigned to the tasks under this framework contract; - Example of a recent deliverable in a related activity. <p>Please note that tenderers are invited to indicate their unit fees, by completing the table of fees, as attached in Section A of the Act of Engagement.</p> <p>Pre-selected Providers might be requested by the Council of Europe to implement capacity building activities based on the indicated toolkits, as well as other activities, as indicated in Section B of the Terms of Reference. In any case, please also note that <i>"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)."</i></p> <p>The expertise requested to the tenderers is indicated in the eligibility and award criteria (Section E of the Terms of Reference).</p>
<p><i>Are there any other specific templates that should be completed other than the "Act of Engagement"?</i></p>	<p>As indicated in the Terms of Reference and in the answer to the question above, the following documents have to be submitted by the tenderers:</p> <ul style="list-style-type: none"> - One completed and signed copy of the Act of Engagement. - Registration documents, for legal persons only; - A detailed CV, preferably in EuroPass Format, and motivation letter demonstrating clearly that the tenderer fulfils the eligibility criteria; legal persons need to supply the CVs of the employees that would be assigned to the tasks under this framework contract; - Example of a recent deliverable in a related activity. <p>Please note that tenderers can submit more than one example of a recent deliverable in a related activity.</p>

"This Contract is currently estimated to cover up to 30 activities, to be held by 30 June 2025."

• Should the Tenderer provide a detailed list of activities to be implemented during the duration of the Project in a PDF document, or should the Tenderer focus on providing proof of knowledge and previous experience?

As indicated in the previous two answers, the tenderer shall not provide any list of activities to be implemented, as these have already been defined by the Council of Europe in coordination with the Cypriot beneficiaries and partners.

The tenderers should focus on providing proof of their compliance with the eligibility and award criteria, by means of their CV, motivation letter, and example(s) of recent deliverable(s) in a related activity.