**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / Framework Contract)**

**Purchase of consultant services for the development** **of a** **guide on the protection of personal data in the handling process of victims of human trafficking.**

The Council of Europe is currently implementing, jointly with the European Union, a co-operation Project on "Protecting human rights, rule of law and democracy through shared standards in the Southern Mediterranean" (South Programme V).

In that context, it is looking for maximum of 10 (ten) Providers for the provision of provision of intellectual services to be requested by the Council on an as needed basis.

1. 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 Europe[[1]](#footnote-2), 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 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 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 for the development of a guide on the protection of personal data of victims of human trafficking.** 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 - Tender for the development of a guide on the protection of personal data of victims of human trafficking.**

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| **Object of the supply procedure** | Development of a guide on data protection for victims of human trafficking |
| **Project** | Protecting human rights, rule of law and democracy through shared standards in the Southern Mediterranean" (South Programme V). |
| **Type of contract ►** | Framework contract | |
| **Duration ►** | Until 31 August 2025 | |
| **Deadline for submission of tenders/offers ►** | **23 June 2023** | |
| **Email for submission of tenders/offers ►** | **Anne.boyer-donnard@coe.int** | |
| **Email for questions ►** | Imen.bahri@coe.int | |
| **Expected starting date of execution ►** | 03 July 2023 | |

1. EXPECTED DELIVERABLES

**Background of the Project**

The South programme V “Protecting human rights, rule of law and democracy through shared standards in the Southern Mediterranean" aims at consolidating the achievements of co-operation started in 2021 with the objectives, notably, the development in the countries of the region of a common legal space that would be compatible with European legal principles. The Council of Europe and the European Union closely work together with the beneficiary countries of the southern Mediterranean (Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine\* and Tunisia) to promote a strong common legal space that would be aligned with European standards and respect the priorities and specific needs of each country.

Within its component focused on the protection of personal data, the Programme aims at enlarging the common legal space between Europe and the countries of the south of the Mediterranean on that specific topic, on the basis of relevant international legal standards.

One of the projects is the development of a guide on the protection of personal data in the handling process of victims of human trafficking. Once finalised, the guide will be presented and disseminated through promotion, awareness raising and training actions.

**Types of expected deliverables**

The Council of Europe is looking for a maximum of 10 (ten) Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on personal data protection.

List of expected deliverables (non exhaustive):

* Analyses of legal and institutional framework related to the protection of personal data of victims of human trafficking in South Mediterranean countries;
* Analysis of institutional practices related to the protection of personal data of victims of human trafficking in South Mediterranean countries;
* Drafting of analyses reports and operational recommendations;
* Identification of stakeholders involved in the processing of personal data of victims of human trafficking in South Mediterranean countries;
* Extensive contribution in the development of a practical guide for the protection of victims (of human trafficking, violence to women and children, torture, etc) in South Mediterranean countries;
* Training activities in respect of protection of personal data of victims (of human trafficking, violence to women and children, torture, etc) for the benefit of institutional and non-institutional stakeholders;
* Drafting of training reports, working workshops and seminars;
* Participation in meetings, included with partners and stakeholders, in the field and/or at a distance vie visio-conference platforms.

Each recruited consulted may be asked to work in several of the countries beneficiaries of the programme.

This Contract is currently estimated to cover up 30activities, to be held by 31/08/2025. 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. 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**

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.

For 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).]

1. 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.

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.

1. 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 5 (five) 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 quote[[2]](#footnote-3) (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 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.

1. 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]](#footnote-4)

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](http://www.sanctionsmap.eu)).

*Eligibility criteria*

* Higher education in law, humanities or other relevant higher education;
* Knowledge of the international regulatory texts in force regarding the personal data protection.

*Award criteria*

* Quality of the offer (80%), including:
  + Demonstrated expertise in areas relating to the personal data protection;
  + Knowledge of the relevant international normative legal texts regarding the personal data protection;
  + Proven expertise in cooperation with state or non-state institutions;
  + Experience in developing practical guides for the benefit of governmental or non-governmental institutions;
  + Ability to meet the deadlines;
  + Ability to adapt to context and cultural constrains;
  + Demonstrated understanding of the contrains related to national and international technical assistance projects;
  + Professional knowledge of Arabic, French and or English;
  + Ability to work in a team, strong interpersonal and communication skills.
* Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

1. NEGOTIATIONS

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

1. DOCUMENTS TO BE PROVIDED

* **A completed and signed copy of the** **Act of Engagement[[4]](#footnote-5)** (See attached);
* A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
* A list of all owners and executive officers, for legal persons only;
* A motivation letter underlining the expertise in the area of personal data protection and demonstraiting how the tender meets the award criteria;
* A scanned copy of an identification document bearing a photography (e.g. passport) for physical persons (including owners and executives of legal entities);
* 3 reference contacts.

**All documents shall be submitted in English or French, 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.**

**\* \* \***

1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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;

   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). [↑](#footnote-ref-4)
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. [↑](#footnote-ref-5)