

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

Purchase of national consultancy services for coordinating implementation of Citizens Assembly

Contract N° BH8762/30092022



The Council of Europe is currently implementing until 31 December 2023 a Project on "Strengthening Participatory Democracy and Human Rights at Local Level in Georgia". The project aims to strengthen civil participation in decision-making process at the local level in Georgia. The project will deploy different activities to introduce new innovative participatory mechanisms, among them Citizens Assembly tool. In that context, it is looking for Provider(s) for the provision of national consultancy services for coordinating implementation of Citizens Assembly.

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 €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 a legal person.

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 – Citizens Assembly Coordinating Team.** 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 3 (three) 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 – Citizens Assembly Coordinating Team.**

Type of contract ►	Framework contract
Duration ►	Until 31 December 2023
Deadline for submission of tenders/offers ►	26 October 2022
Email for submission of tenders/offers ►	Tamar.tsertsvadze@coe.int
Email for questions ►	Tamar.tsertsvadze@coe.int
Expected starting date of execution ►	11 November 2022

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 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

The Council of Europe is implementing until 31 December 2023 a Project "Strengthening Participatory Democracy and Human Rights at Local Level in Georgia" within the Council of Europe Action Plan for Georgia 2020-2023. The project is based on strategic priorities enshrined in the Council of Europe Action Plan for Georgia 2020-2023 and is being implemented by two entities of the Council of Europe: Directorate General of Democracy (DG II) (focus on participatory democracy) and Congress of Local and Regional Authorities (focus on human rights).

In the framework of the participatory democracy component, the project foresees to strengthen civil participation at the local level and to foster innovation for effective engagement of citizens in political decision-making to ensure a more citizen-oriented, gender-sensitive, open, responsive and transparent local government. For this purpose, the project will deploy different activities to introduce innovative participatory mechanisms, to enhance the implementation of existing mechanisms, to raise general awareness among civil society for the importance and benefits of active civil participation at all levels and strengthen capacity of local public authorities and civil society to effectively implement civil participation tools in practice. The present tender relates only to the participatory democracy component of the project.

The project partners with public authorities and civil society organizations at central and local levels to strengthen policy, legal frameworks, and existing participatory practices at central and local levels for enhancing civil participation in municipalities. The project supports 10 pilot municipalities in developing, revising, adopting and implementing civil participation tools (among others, the participatory mechanisms enshrined in the Local Self-Government Code of Georgia), enhancing specific regulations, procedures, practices in civil participation; raising public awareness and boosting capacity of local public officials, CSOs and citizens to apply civil participation tools and mechanisms in practice, ensuring sustainability of participatory practices and promoting intersectoral dialogue.

In the framework of the project implementation, the Council of Europe will deploy tested methodologies and provide tools for stakeholders to ensure that citizens and CSOs are better engaged in and can influence decision-making process in municipalities.

In that context, Council of Europe plans to organise deliberative form of citizens participation, Citizens Assemblies, in Ozurgeti municipality and in city of Rustavi municipality. The methodology of Citizens Assembly will be applied in Ozurgeti municipality and city of Rustavi municipality to allow citizens to deliberate on topics of interest and make proposals for local politicians in relation to a particular issue.

A Citizens' Assembly consists of a randomly selected group of citizens, from all sectors of a community which is formed taking into account demographic criteria such as gender, age and others. This group is invited to make a thorough analysis of a given subject, hold discussions of various solutions, analyse pros and cons and then deliver final recommendations or decisions to the political decision-makers. The Citizen Assembly allows citizens to be better engaged in decision-making, learn about the topic of consultation from the field experts, and exchange the views of local stakeholders. The process will be facilitated by Council of Europe experts from the Center for Blue Democracy, hereafter "Design team". The Citizens Assemblies have been successfully implemented in several countries of Europe such as Austria, Germany, Ireland, Spain and Poland. For more information about Citizens Assembly, please see a [guide](#).

The training for selected coordinating teams is planned for the period of 11-13 November 2022 (TBC).

The Council of Europe is looking for 6 (six) providers provided enough tenders meet the criteria indicated below in order to support the implementation of the Citizens Assembly in Ozurgeti municipality and city of Rustavi municipality.

This Contract is currently estimated to cover up to 20 activities to be held by 31 December 2023. 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 900,000 Euros and 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.

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: Preparation, implementation and follow up of Citizens Assembly in Ozurgeti municipality	3
Lot 2: Preparation, implementation and follow up of Citizens Assembly in city of Rustavi municipality	3

Lot 1 concerns preparation, implementation and follow up of Citizens Assembly in **Ozurgeti** municipality, in particular, including but not limited to:

- coordinate the process of Citizens Assembly implementation in coordination with the design team, Ozurgeti City Hall and Council of Europe project team and provide support as requested;
- identify field experts, specialists on the selected topic of Citizens Assembly, who will later provide expertized information to the members of the assembly (during educational phase of the Citizens Assembly);
- identifying stakeholders in the selected field of Citizen Assembly, who will later present their position on the subject matter to the members of the assembly and conduct their open recruitment;
- support implementation of the campaign aimed at raising awareness on Citizens Assembly;
- support the process of random selection of the members of Citizens Assembly, if need be;
- as necessary, assist Ozurgeti City Hall in organising meetings and trainings during the implementation of Citizens Assembly (introductory training, learning day(s) [educational phase], deliberative days, additional work-meetings if need be);
- plan/organise meetings and trainings during the implementation of Citizens Assembly in collaboration with the Design Team and Council of Europe Staff;
- co-develop agendas for meetings and trainings during the implementation of Citizens Assembly in collaboration with the Design Team and Council of Europe project team;
- maintain continuous contact with the members of the Citizens Assembly (providing them information and updates);
- maintain continuous contact with the experts, facilitators and stakeholders (providing them information and updates);
- facilitate the process of the final voting on the proposals developed by the members of Citizens Assembly;
- publish all necessary information and materials in English and Georgian regarding the Assembly process and outcomes on the website (website created specifically for Citizens Assembly implementation to ensure transparency of the process);
- prepare the final report that presents recommendations and details of the Citizens Assembly process.
- provide other deliverables as related to the above and as requested by the Council of Europe.

Lot 2 concerns preparation, implementation and follow up of Citizens Assembly in city of **Rustavi municipality**, in particular, including but not limited to:

- coordinate the process of Citizens Assembly implementation in coordination with the design team, Rustavi City Hall and Council of Europe project team and provide support as requested;
- identifying field experts, specialists on the selected topic of Citizens Assembly, who will later provide expertized information to the members of the assembly (during educational phase of the Citizens Assembly);
- identify stakeholders in the selected field of Citizen Assembly, who will later present their position on the subject matter to the members of the assembly and conduct their open recruitment;
- support the implementation of the campaign aimed at raising awareness on Citizens Assembly;
- support the process of random selection of the members of Citizens Assembly, if need be;
- as necessary, assist Rustavi City Hall in organising meetings and trainings during the implementation of Citizens Assembly (introductory training, learning day(s) [educational phase], deliberative days, additional work-meetings if need be);
- plan/organise meetings and trainings during the implementation of Citizens Assembly in collaboration with the Design Team and Council of Europe Staff;
- co-develop agendas for meetings and trainings during the implementation of Citizens Assembly in collaboration with the Design Team and Council of Europe project team;
- maintain continuous contact with the members of the Citizens Assembly (providing them information and updates);
- maintain continuous contact with the experts, facilitators and stakeholders (providing them information and updates);
- facilitate the process of the final voting on the proposals developed by the members of Citizens Assembly;
- publish all necessary information and materials in English and Georgian regarding the Assembly process and outcomes on the website (website created specifically for Citizens Assembly implementation to ensure transparency of the process);
- prepare the final report that presents recommendations and details of the Citizens Assembly process.
- provide other deliverables as related to the above and as requested by the Council of Europe.

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).

Scope of the Framework Contract

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

Under Lot 1:

- Act as coordinators, moderators for the whole process of Citizens Assembly organisation
- Provide updates on the process of Citizens Assembly implementation to the Council of Europe Staff, Ozurgeti City Hall and Design Team
- Identify stakeholders in the field of selected topic of Citizens Assembly and ensure their recruitment
- Identify experts in the field of selected topic of Citizens Assembly
- Communicate via email/phone with the experts, facilitators and stakeholders
- Communicate via email/phone with the members of Citizens Assembly
- Prepare training modules and training materials in coordination with Design Team
- Support an implementation of the informational campaign
- Support the random selection process of Assembly members
- Update web-page with relevant information
- Develop outline for the trainings/work group meetings and other capacity building activities, guides for facilitators, experts and evaluators
- Organise specific online and/or offline trainings/ work group meetings and other capacity building activities
- Facilitate specific online and/or offline trainings/ work group meetings and other capacity building activities
- Draft the final report
- Other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2:

- Act as coordinators, moderators for the whole process of Citizens Assembly organization
- Provide updates on the process of Citizens Assembly implementation to the Council of Europe Staff, Rustavi City Hall and Design Team
- Identify stakeholders in the field of selected topic of Citizens Assembly
- Identify experts in the field of selected topic of Citizens Assembly
- Communicate via email/phone with the experts, facilitators and stakeholders
- Communicate via email/phone with the members of Citizens Assembly
- Prepare training modules and training materials in coordination with Design Team
- Support an implementation of the informational campaign
- Support the random selection process of Assembly Members
- Update web-page with relevant information
- Develop outline for the trainings/work group meetings and other capacity building activities, guides for facilitators, experts and evaluators
- Organise specific online and/or offline trainings/ work group meetings and other capacity building activities
- Facilitate specific online and/or offline trainings/ work group meetings and other capacity building activities
- Draft the final report
- Other deliverables as related to the above and as requested by the Council of Europe.

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 for the lot concerned.

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.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement]

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.

The Council will indicate on each Order Form (see Section D below) the number of units ordered, calculated on the basis of the unit fees, as agreed by this Contract.

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 for the relevant lot 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;
- 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, 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;

² It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

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.

- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;

Eligibility criteria

- At least three (3) years' experience in organising events and managing projects;
- Knowledge and experience in the field of civil participation and/or participatory democracy/local governance;
- Two (2) persons represented in the team of provider/tenderer;
- Mother tongue level of the Georgian language and good command of the English language (at least level B2 of the Common European Framework of Reference for Languages (CEFR));
- The ability to identify, articulate and share a clear vision for the success of the process;
- Working experience with public authorities at all levels and/or civil society organisations will be an asset;
- Very good communication skills.

Award criteria

- Quality of the offer (80%), including:
 - Specific skills and abilities, including: communication skills, language skills and ability to create a clear vision of success (30%);
 - Relevance of the experience of the tenderer in the areas covered by this call (25%);
 - Background of the tenderer in the field of civil participation and/or participatory democracy/local governance (25%);
- Financial offer (20%)

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

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 Engagement⁴** (See attached);
- Registration document;
- One motivation letter (up to 2 pages), which proves that tenderer fulfils the eligibility criteria and has experience that matches the areas mention in this tender;
- A detailed CVs, demonstrating clearly that the tenderer fulfils the eligibility criteria, including knowledge of respective language(s). The CV of each natural person who shall be allocated to the execution of the contract should be submitted.

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.

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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.