

TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

Purchase of consultancy services on preventing and combating trafficking in human beings in Serbia *Contract N° BH5047/2023/1*



The Council of Europe is currently implementing and until 31 December 2026, an action on "Strengthening Anti trafficking Action in Serbia" as part of the technical cooperation established in the framework of the joint programme of the European Union and the Council of Europe Horizontal Facility for Western Balkans and Türkiye – phase III. In that context, it is looking for Provider(s) for the provision of consultancy services in the area of preventing and combating trafficking in human beings in Serbia, to be requested by the Council on an as needed basis.

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 either a natural person, a legal person or consortium of natural and/or 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 - Consultancy services on preventing and combating trafficking in human beings in Serbia.** 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 - consultancy services in Serbia.**

Type of contract ►	Framework contract
Duration ►	Until 31 December 2026
Deadline for submission of tenders/offers ►	23 March 2023
Email for submission of tenders/offers ►	HF.THB.belgrade@coe.int
Email for questions ►	HF.THB.belgrade@coe.int
Expected starting date of execution ►	06 April 2023

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 action aims at strengthening the prevention of trafficking in human beings and the protection of the victims of trafficking and their rights. It will support the efforts of the Serbian authorities to enhance the compliance with the standards of the Council of Europe Convention on Action against Trafficking in Human Beings, following the latest recommendations of the monitoring body GRETA, as well as with the European Union acquis. The action will also support different categories of professionals and specialised civil society organisations.

The action will focus in particular on enhancing the institutional framework and operational capacities for action against human trafficking and protection of the victims; strengthening the strategic and legislative frameworks and operational capacities for improving the access to justice and effective remedies for the victims of trafficking; improving measures to prevent and combat trafficking for the purpose of labour exploitation; improving measures to prevent and combat child trafficking.

The action will assist the stakeholders and make sure that its activities follow a human-rights based, gender and child-sensitive, and cross-sectoral approach. The methodology will include inter-institutional and inter-disciplinary partnership and co-operation; provision of technical expertise, training and sensitisation; provision of legal and policy advice.

The Council of Europe is looking for maximum 10 Providers per area outlined below (provided enough tenders meet the criteria indicated below) in order to support the implementation of the action with a particular expertise on preventing and combating trafficking in human beings in Serbia.

This Contract is currently estimated to cover up to up to 50 activities, to be held by 22 December 2026. 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 **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 action and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Improving data collection and analysis, monitoring and reporting on trafficking in human beings and anti-trafficking action.	10
Lot 2: Improving the access to justice and remedies for the victims of trafficking.	10
Lot 3: Preventing and combating trafficking in human beings for the purpose of labour exploitation.	10
Lot 4: Preventing and combating trafficking in children.	10

Lot 1 concerns the provision of technical expertise and training to the Ombudsperson's Office, the National Anti-trafficking Coordination Office, the Centre for Protection of Trafficking Victims, to improve the collection and analysis of data, the monitoring and reporting on trafficking in human beings and anti-trafficking action.

Lot 2 concerns the provision of legal and technical expertise to relevant authorities, as well as training to legal professionals such as judges, prosecutors, and lawyers to improve the access to justice (legal aid, legal assistance) and remedies (compensation) for the victims of trafficking.

Lot 3 concerns the provision of technical expertise and training for labour inspectors, law enforcement, trade unions, and other stakeholders to improve the detection, identification, referral of and/or assistance to the victims of trafficking in human beings for the purpose of labour exploitation.

Lot 4 concerns the provision of technical expertise and training for law enforcement, child protection and social workers, education professionals, and other stakeholders to improve the detection, identification, referral of and/or assistance to child victims of trafficking, including children from vulnerable communities.

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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section E below), is equivalent to or higher than 3 will be selected under each Lot.

Scope of the Framework Contract

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

Conduct research, make analysis and draft reports, including but not limited to the following:

- analysis of specific laws with a view to identifying gaps and propose solutions/recommendations;
- review of policy documents with a view to identifying gaps and propose solutions/recommendations;
- research on new trends in trafficking in human beings;
- analysis of relevant case-law;
- delivery of presentations.

Prepare training modules and methodological tools/materials to professionals and institutions, including but not limited to the following:

- conduct needs analysis, develop training materials and curricula, develop guidelines, standard operative procedures, upgrade existing tools.

Provide capacity building, including but not limited to the following:

- deliver presentations to working groups, seminars, training sessions, workshops, peer to peer exchanges related to preventing and combating trafficking for the purpose of labour exploitation and trafficking in children;
- moderate and facilitate discussions; provision of feedback and evaluation of results.

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.

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 D below) the global fee corresponding to each deliverable, 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:

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;
- 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).

- 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

- Advanced university degree in Law, Public Policy, Political Science, Criminology, Social Sciences, Psychology, or any related field or equivalent working experience;
- 5 years of proven professional experience in areas covered by the Lot(s) for which the candidate is applying.
- At least 5 years of proven professional experience relevant for the duties described under the Lot(s) for which the candidate is applying;
- Serbian mother tongue;
- Good command of oral and written English;
- Excellent interpersonal skills;
- Regional experience in the areas covered by the Lot(s) would be an advantage.

Award criteria

- Quality of the offer (90%), including:
 - Excellent knowledge and experience in the area(s) covered by the Lot(s) for which the consultant is applying;
 - Experience in working with international organisations and/or knowledge of international and/or Council of Europe anti-trafficking standards;
 - Excellent knowledge of the national context in the anti-trafficking field.
- Financial offer (10%).

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 IN PDF:

- **A completed and signed copy of the Act of Engagement⁴** (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria; In the case of legal persons, the CV of all persons who will be designated to execute the contract must be provided;
- A motivation letter in English (2 pages maximum) demonstrating the expertise regarding the Lot(s) for which the candidate is applying and how the tenderer meets the criteria listed above;
- Two examples of previous work (publication, legal opinion, report, study, training material etc.) in Serbian or English language relevant for the experience the tenderer claims;
- 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);
- Registration documents of legal persons accompanied by a list of all potential providers representing the organisation;
- A list of all owners and executive officers, for legal persons only;
- Two references (contacts including phone number and e-mail address);
A list of all owners and executive officers, for legal persons only;

At the time a specific assignment is ordered from a tenderer (natural person) belonging to the category of local⁵ civil servant or other public administration staff under the third phase of the Horizontal Facility, the respective tenderer will be required to submit a written confirmation by his/her employer **that secondary activities are allowed by national/local legislation and that the employer authorises the tenderer to carry out the object of this tender procedure as a secondary activity**. In the absence of such a confirmation, the Council of Europe reserves the right to withdraw the order.

Alternatively, at the time a specific assignment is ordered from a tenderer (legal person) assigning the production of the expected deliverables to an individual belonging to the category of local civil servant or other public administration staff under the third phase of the Horizontal Facility, the respective tenderer will be required to verify and provide the Council of Europe with the necessary supporting documents confirming that this individual submitted a written confirmation by his/her employer that secondary activities are allowed by national/local legislation and that the employer authorises the individual to carry out the object of this tender procedure as a secondary activity. In the absence of such a confirmation, the Council of Europe reserves the right to withdraw the order.

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.

⁵ For the purpose of this document, the term « local » designates consultants from one of the Horizontal Facility Beneficiaries region and Türkiye.