**TENDER FILE / TERMS OF REFERENCE**

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

**Purchase of consultancy services for the provision of a toolkit on teaching multiperspectivity and recognising manipulation of history**

The Council of Europe is currently implementing and until April 2024 the Joint Programme “Transnational History Education and Cooperation Laboratory – HISTOLAB”, funded by the European Union (EU) and the Council of Europe. The implementing department within the Council of Europe is the Education Department and the Observatory on History Teaching in Europe (OHTE). In that context, the Council of Europe is looking for one Provider for the provision of a toolkit on teaching multiperspectivity and recognising manipulation of history 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 €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 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 - Toolkit on teaching multiperspectivity and manipulation of history.** 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 - Toolkit on teaching multiperspectivity and manipulation of history.**

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| **Type of contract ►** | Framework contract  |
| **Duration ►** | Until 28 April 2024 |
| **Deadline for submission of tenders/offers ►** | **21 January 2023** |
| **Email for submission of tenders/offers ►** | **HISTOLAB@coe.int** |
| **Email for questions ►** | HISTOLAB@coe.int |
| **Expected starting date of execution ►** | 01 February 2023 |

1. EXPECTED DELIVERABLES

**Background of the Project**

The Joint Programme “Transnational History Education and Cooperation Laboratory – HISTOLAB” is a joint project between the European Union and the Council of Europe that focuses on the potential for evolution in history education, and shines a light on innovative initiatives in research, academia, and teaching practices. It is implemented in all the Council of Europe members states.

HISTOLAB embraces the need for transformation in education practices and will explore how new tools, teaching strategies and/or approaches can improve, rather than impede, progress in this field.

Many recent EU publications focus on how the spread of disinformation on online platforms affects fundamental values. This includes, but is not exclusive to:

* The Digital Services Act (DSA)
* The European Democracy Action Plan (EDAP)
* The Code of Practice on Disinformation (The Code)

Combatting disinformation online is a primary goal of the DSA, which will target large online platforms and very large online platforms directly.

In 2001, the Council of Europe drafted a recommendation on history teaching in classrooms and textbooks. This recommendation confirmed already that “ideological falsification and manipulation of history are incompatible with the fundamental principles of the Council of Europe as defined in its Statute”. It also outlined how history teaching should be done, and this involved ensuring that it would not feed “ideological manipulation, of propaganda or [be] used for the promotion of intolerant and ultra-nationalistic, xenophobic, racist or anti-Semitic ideas.”[[2]](#footnote-3)

The requested toolkit on teaching multiperspectivity and recognising manipulation of history should be used as a supportive tool by secondary schools’ teachers in highlighting a multiperspective analysis of certain historical events to initiate a discussion on how to include more perspectives when learning about history. The toolkit should then guide teachers as they help their students not only to recognise the manipulation of history, but to understand the dangers of the phenomenon of disinformation in the context of history, particularly online.

In 2022, after school and away from the classroom, students continue to engage with the world and absorb information through their use of online platforms, from Facebook and Twitter to Google and Wikipedia. Manipulation of history has been routinely used by political regimes to justify certain political standpoints or drastic actions. The most egregious example of this is Russia’s invasion of Ukraine, which has drawn international condemnation and reignited concerns about the dangers of the manipulation of history.

The Council of Europe is looking for one Provider (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on history education and data analysis.

This Contract is currently estimated to cover up to 8 activities, to be held by 28 April 2024. 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 1 111 000 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.

**Scope of the Framework Contract**

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

* Dealing with the preparatory phase (research, data collection, identification of target groups);
* Developing the toolkit on teaching multiperspectivity and recognising manipulation of history;
* Organising of at least three focus groups with a significant selection of teachers, secondary education students in history courses, and one mixed group;
* Evaluate the effectiveness of the toolkit through the outcomes of the focus groups;
* Revising the toolkit in light of this evaluation.

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 which is the 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).]

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).

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[3]](#footnote-4) (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)[[4]](#footnote-5)

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*

* At least 5 years of experience in education and history teaching proven through the CV of the project manager;
* At least 3 years of experience in data collection and analysis proven through the CV of the project manager;
* At least 3 years of experience in international projects involving different stakeholders proven through the Cv of the project manager.

*Award criteria*

* Quality of the offer (70%), including:
	+ Expertise in assessment of knowledge and historical thinking in different educational levels;
	+ Expertise in analysis of textbooks and other teaching resources and methods of social science;
	+ Expertise in international projects on the field of education, preferably in history education.
* Financial offer (30%).

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[[5]](#footnote-6)** (see attached);
* A detailed financial offer;
* A detailed CV of the project manager, 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 concept note describing the methodology proposed, the target groups and the timeline.

**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.**

**\* \* \***

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. Rec(2001)15 is available at [www.coe.int](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=09000016805e2c31) [↑](#footnote-ref-3)
3. 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-4)
4. 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-5)
5. 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-6)