

TENDER FILE / TERMS OF REFERENCE
(Competitive bidding procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of "Technical Assistance to the Ministry of Public Administration and Local Self-government in developing the competencies framework for local government employees"

Contract N° 4708/2020/39

The Council of Europe (CoE) is currently implementing the Programme "Human Resources Management in Local Self-government - phase 2" (the "Programme" hereinafter), jointly financed by EU and CoE, is implemented by CoE Belgrade Office (2019 -2021) in cooperation with the Ministry of Public Administration and Local Self-government (MPALSG) and the Standing Conference of Towns and Municipalities (SCTM).

In that context, it is looking for a Provider for the provision of "**Technical Assistance to the Ministry of Public Administration and Local Self-government in developing the competencies framework for local government employees**" (See Section A of the Act of Engagement).

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 **one-off 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, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the present Tender File and Act of Engagement.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: "Technical Assistance in developing the competencies framework"**. 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: "Technical Assistance in developing the competencies framework"**

Type of contract ▶	One-off contract
Duration ▶	Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement)
Deadline for submission of tenders/offers ▶	03 June 2020
Email for submission of tenders/offers ▶	lsg.serbia@coe.int
Email for questions ▶	lsg.serbia@coe.int
Expected starting date of execution ▶	10 June 2020

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

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead 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.

D. ASSESSMENT

Exclusion criteria and absence of conflict of interests

(by signing the Act of Engagement,² you declare on your honour not being in any of the below situations)

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;
- 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 or are likely to be in a situation of conflict of interests;
- are public servants employed at central, local or provincial level;
- 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

- University degree in law, political science, psychology, andragogy, other social sciences, organisational sciences or the related field OR equivalent 15 years' relevant work experience;
- Minimum of 5 years of professional experience in the HRM field (in the public or private sector);
- Proven professional experience in developing and analysing competences frameworks for civil servants/public sector employees on national and/or local levels;
- Proven track record in conducting trainings in the field of human resource management and career development for public sector employees;
- Good communication and presentation skills;
- Proficiency in Serbian and English language.

Award criteria

- Quality of the offer (90%), including:
 - Knowledge of legislative framework defining competencies for civil servants at national level;
 - Familiarity with the Law on Employees in Autonomous Provinces and Local Self-government Units and accompanying bylaws referring to internal organisation in LSGs, particularly those related to description and classification of workplaces;
 - Understanding HRM policy and challenges that local governments in Serbia are facing in implementing, referring to preparation of HR Plans and Rulebooks on Internal Organisation and Systematisation of Workplaces;

² 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 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).

- Understanding the HRM policy within PAR framework;
 - Familiarity with the responsibilities of Government Human Resource Management Service of the Republic of Serbia;
 - Experience in introducing system of competencies at central and/or local government level will be considered as an asset.
- Financial offer (10%).

The Council reserves the right to hold interviews with eligible tenderers

Multiple tendering is not authorised.

E. NEGOTIATIONS

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

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement³ (See attached)**
- For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
- A list of all owners and executive officers, for legal persons only;
- **CV (no longer than 4 pages)**;
- **Motivation letter (no longer than 2 pages)** showing the understanding of the scope of this programme assignment and main challenges for its successful delivery.

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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³ 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.