

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

Purchase of *intellectual services*

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Council of Europe will implement from October 2021 to the end of 2023 a Project on the Observatory on History Teaching in Europe's Regular Report on the State of History Teaching in Europe. In that context, it is looking for Providers for the provision of consultancy and drafting services, 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 €150,000 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 Regular Report on the State of History Teaching in Europe.** 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 7 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 on the Regular Report on the State of History Teaching in Europe.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2023
Deadline for submission of tenders/offers ▶	15 September 2021
Email for submission of tenders/offers ▶	ohte@coe.int
Email for questions ▶	ohte@coe.int
Expected starting date of execution ▶	01 October 2021

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 [Observatory on History Teaching in Europe](#) is an Enlarged Partial Agreement of the Council of Europe which was established in November 2020. The Observatory is currently comprised of 17 member States (Albania, Andorra, Armenia, Cyprus, France, Georgia, Greece, Ireland, Luxembourg, Malta, North Macedonia, Portugal, Russian Federation, Serbia, Slovenia, Spain, Turkey).

The Observatory aspires to a future where, the knowledge, skills, and values acquired by young people through history learning will help to foster an openness towards different perspectives and will ensure mutual understanding of democratic culture within Europe.

The Observatory shall provide an impartial overview of the state of history teaching in European countries as well as evidence-based analysis on specific topics. This is done through regular reports as well as thematic reports examining how these topics have been addressed in national curricula. Based on the factual data in the reports, the Observatory provides the platform for networks of professionals, government representatives and other interested parties to engage in high-level debates on the state of history teaching and related policies.

The regular reports shall survey and compare approaches to history teaching in all countries of the Observatory. Over time, the series of regular reports produced shall provide a unique longitudinal study on how history education has developed in Europe. The reports should therefore focus on a broad range of topics and comprise several elements, such as curricula, thematic focus, transversal competences specific to the discipline and preferred pedagogical practices. It is important not to limit the reports to merely formal and structural issues, such as the number of hours devoted to history teaching at different levels.

The overview of possible issues and topics presented below is not intended to be exhaustive, but it does indicate that the focus of the regular studies need to be considered in some detail.

- *National, European and World history*
- *Periods of history*
- *Multiperspectivity*
- *Competences for Democratic Culture*
- *Learning Outcomes*
- *Formal aspects – workload*
- *Sources, study material and teaching practices*
- *Teacher training*

The duration of this project shall run from October 2021, from when the selected providers begin work on the regular report, through to the end of 2023 when the draft report is finalised and published. Providers shall also be available to contribute to the dissemination and promotion of the results and findings of the thematic report, until the report is presented during the Annual Conference at the end of 2023 (date to be confirmed).

The report will be drafted and edited by a team of up to five providers selected on the basis of this call for tenders. They will be guided by and shall work in cooperation with the [Scientific Advisory Council of the Observatory](#), who shall define the general scope and methodology for the report. The Scientific Advisory Council will analyse and approve the final draft of the report.

The Council of Europe is looking for 5 providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on the subject of the regular report.

This Contract is currently estimated to cover activities related to **Regular Report on the State of History Teaching in Europe**, to be held by 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 less than 300,000 Euros and the total amount of the object of present tender **shall not exceed 150,000 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:

- **contributing to the definition by the Scientific Advisory Council of the report outline (thematic approach, geographical scope, and questions to be addressed) and methodology (data collection procedure and questionnaires)**
- **gathering and analysing data on history education in the member States of OHTE**
- **analysing the history curricula and learning outcomes**
- **sourcing additional data apart from those provided by the OHTE Governing Board through questionnaires submitted by Board members to ministries of education of the OHTE member States**
- **developing a structure for the report**
- **drafting the report**
- **coordinating and organising work within the expert group and participating in meetings of the expert group and the Scientific Advisory Council**
- **promoting the results and outcomes of the report, at the annual conference and other related events.**

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.

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 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 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.

Eligibility criteria

- Higher education degree in a relevant academic discipline, including but not limited to, humanities or social sciences (education, history, law, public policy, political science, international relations);
- Minimum of 2 years professional and/ or research experience on history teaching, including at least one of the member States of the Observatory;

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.

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.

- Knowledge of the English language, equivalent to a minimum of level C1.1 the Common European Framework of Reference for Languages of the Council of Europe.

Award criteria

Criterion 1: Relevant professional and/ or research experience in the field of history education (70%)

- Thematic knowledge in fields relevant to the Regular report (30%)
- Ability to write clearly, logically, and concisely (20%)
- Previous experience working in the international context and in similar projects (10%)
- Demonstrated ability to work in a team, strong interpersonal and communication skills (10%).

Criterion 2: Financial Offer (30%)

The Council reserves the right to hold interviews with eligible 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.

DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**⁴ (See attached);
- A motivation letter in English, describing how the tenderer meets the requirements of the expected service (see Section B above);
- A detailed CV, preferably in Europass Format, outlining tenderer's educational qualifications, professional engagements, and a list of relevant work undertaken;
- Two relevant references, from current or previous employers or clients (name, surname, title, phone number or e-mail).
- For legal persons only, registration documents;
- For legal persons only, a detailed CV of the staff member(s) appointed to provide the deliverables, preferably in Europass Format, outlining the staff member(s) educational qualifications, professional engagements, and a list of relevant work undertaken.

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.