

## **Call for proposals for the creation of a pool of international experts supporting the Council of Europe's work in combating hate speech in sport**

### **Questions and answers**

*Q1. Please explain: "For information purposes only, the total budget of the project amounts to 550 000 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 Contracts".*

A1. The overall value of the contract for the entire duration of the project "Combating Hate Speech in Sport", jointly co-funded by the European Union and the Council of Europe and implemented by the Council of Europe is limited to a maximum of 55,000 euros, tax exclusive. For the VAT regime to be mentioned on the invoice(s), please refer to Article 4.2 of the Legal Conditions (Act of Engagement, Section C.). Fees are to be indicated in Euros without VAT.

*Q2. In the terms of reference under 'Scope of the framework contract' and Lot 1 'Prepare and deliver presentations, participate in workshops and online events, design and facilitate 3 workshops, when advice and support is needed for cooperation between stakeholders to address hate speech in sport'. Can you present the volume and number of other activities in further detail?*

A2. Lot 1 concerns the development of strategies with governments, stakeholders, NGOs to address the causes, prevent, and combat hate speech in sport, including punitive and rehabilitation measures for offenders. A guide for developing the strategic approach will be prepared and technical assistance will be provided to specific countries for the preparation of strategies. As described in the Terms of Reference, "This might include under Lot 1:

- Perform desk and field research, including through questionnaires, focus groups, surveys, and stakeholders' consultations as contributions to the research, concept, planning, policy briefs for developing the strategic approach.
- Write expert opinions, methodology, templates and model documents, resulting in National Action Plans, National Platform meetings, assessment and recommendation for the draft strategic approach. This will include new documents as well as revisions to existing documents.
- Prepare and deliver presentations, participate in workshops and online events, design and facilitate 3 workshops, when advice and support is needed for cooperation between stakeholders to address hate speech in sport.
- Provide input for the project online platform content related to the content of the national strategy."

*Q3. In the terms of reference, you describe the qualifications that you require for experts working on this project. If we share the CVs and qualifications from a pool of staff that match what you want for this project, would we then have flexibility to deploy from this pool of people?*

A3. We require the CVs of those experts who are interested, committed and available to provide expertise for the Lot/ Lots for which they apply. If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the bid of the Provider whose CVs have been presented to the Council of Europe and selected in accordance with the terms as provided in the present Tender File and Act of Engagement.

*Q4. In the Act of Engagement under 'Legal personality', we are a company limited by guarantee (but not a consortium) so would we tick 'Legal person'?*

A4. Correct.

*Q5. In the Act of Engagement table for 'Daily fee' and 'Unit fee' do you want us to provide both?*

A5. 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. The 'Unit fee' is the 'Daily fee'. These fees are final and not subject to review. The Council of Europe will indicate on each Order Form (see Section D of the Terms of Reference) the global fee corresponding to each deliverable, calculated on the basis of the number of units.

*Q6. The range of qualifications like public admin that would be required – we do not possess those listed but do have others that would be suited to this project – if we can demonstrate the relevance – should we still submit a proposal?*

A6. In the Terms of Reference, the Eligibility criteria are clearly defined:

“Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section G), Eligibility criterion common to all lots:

- University Degree in Public Administration, Public Policy, Economics or a related field (minimum bachelor levels)”.

Other eligibility criteria are formulated separately per each Lot.

*Q7. Is an organisation based in Monaco eligible?*

A7. Yes, the organisation that is formally registered in Monaco is eligible to apply under this procurement procedure.

Please note that exclusion and eligibility criteria apply to each profile included in the bid. If awarded a contract, legal persons should assign work related to the execution of the present contract to the persons accepted for inclusion in the contract by the Council.

*Q8. Would it be better to respond to the call for tenders as a consultant or as a member of an organisation?*

A8. The selection process relies on criteria outlined in the Terms of Reference. It is important to note that submitting applications both individually and as part of a legal entity or consortium may be considered as multiple tendering, a practice not permissible under this procurement procedure.

*Q9. Can members of the Consultative Committee (CC) and EPAS apply and be accepted during the tender procedure aiming at establishing a pool of experts for Council of Europe future work in respect of your Project on "Combatting Hate Speech in Sport", or would they be in a conflict of interests because of these memberships?*

A9. There are no general conflicts of interest for members of CC or EPAS to apply and, if qualified, to be selected for the Pool of experts. That said, such members should not be contracted for activities relating to their “own” beneficiary institutions<sup>1</sup>. An individual “conflict of interest test” should always be done in respect of each and every candidate before selection and contracting.

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<sup>1</sup> Ethics Officer [2022 Annual Report](#), p.8