

TENDER FILE / TERMS OF REFERENCE
(Competitive bidding procedure/ One-off contract)
CC.DGII.011.2021

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of intellectual and project management services

The Council of Europe will implement from *1 January until 31 December 2021* a Project on child consultations as part of the development of the new Strategy on the Rights of the Child (2022-2027). In that context, it is looking for service provider(s) for the provision of intellectual and project management services (see Section A of the Act of Engagement).

A. TENDER PROCEDURE 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 OR 150,000 – according to the source of financing (VC or OB)], 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 legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: "Child consultations proposals"**. 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 Council of Europe 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: "Question on Child consultations"**.

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 ▶	31 January 2021
Email for submission of tenders/offers ▶	children@coe.int
Email for questions ▶	children@coe.int
Expected starting date of execution ▶	08 February 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

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 to be provided;
- 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.

Eligibility criteria (for the applying consultant(s) and/or staff of the applicant legal person)

- University degree or other comparable professional qualification in law, political or social sciences, with a specialisation in the field of children's rights, solid experience in child participation policies, mechanisms and methodologies;
- In-depth and proven knowledge and understanding of issues related to child participation in a European context, as well as knowledge of relevant standards and publications in this field;
- In-depth knowledge and experience in working with children of various backgrounds and level of vulnerability and communicating complex legal, political and social matters in a child-friendly manner in order to support the process in conveying key messages back and forth;
- Ability to work in a team, in collaboration with multiple partners of various institutional backgrounds and in an international environment to achieve common results;
- Demonstrated English language speaking and drafting skills; good knowledge of French would be an advantage for communicating with any French-speaking delegations participating in the process (knowledge of further European languages welcome);
- Availability to provide input to and/or attend:
 - A preparatory meeting with the Council of Europe Secretariat in the first half of February 2021 (date to be defined);
 - Regular exchanges (via telephone, video conference etc.) with the Secretariat and with national delegations and partners as needed;
 - Some of the (online) consultations held with the children by national partners;
 - The final conference presenting and discussing the results of the process;
 - The meeting of the Steering Committee for the Rights of the Child (CDENF) in October 2021 to report on children's input;
 - The different analyses and reports back to the Council of Europe and the children according to the concept note and Act of Engagement.

² The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

Award criteria

- Quality of the offer (90%), including:
 - Solid experience in child participation activities in theory and practice, including in analysing children's responses to complex matters;
 - Knowledge and experience in reaching out to children in difficult circumstances, such as the current Covid-19 restrictions imposed in most European countries, including the use of information and communication technologies for gathering and consulting children;
 - Substantive and methodological know-how of use for the project;
 - Ability to convey information on complex matters to children, and input received from the children back to decision-makers and international experts;
 - Capacity to follow the work programme specified in the concept note and act of engagement and meet all deadlines specified.
- 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);
- Registration documents, for legal persons only (including a list of owners and executive officers and a list of persons allocated to the execution of the contract);
- **A Motivation letter** describing how the tenderer meets the requirements of the expected types of deliverables related to the fields of expertise as described under the scope of this tender;
- **CV(s) of the consultant(s)**

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, scanned in its entirety (i.e. including all the pages) and sent as a compiled document. For all scanned documents, .pdf files are preferred.