

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / One-off contract)

Purchase of Intellectual services for the Ex-Ante Assessment of the Reform Logic in the area of Human Resources

Contract N° 2019/2



The Directorate of Internal Oversight of the Council of Europe (DIO) is currently implementing an evaluability assessment of the administrative reform of the Council of Europe. In that context, DIO is looking for a consultant to conduct an ex-ante assessment of the reform logic in the area of **human resources**. The reform logic is a graphical presentation that illustrates how the reform objectives are expected to be achieved, i.e. it specifies the linkages between reform initiatives and intended results of the reform (see Appendix 1 for the Reform Logic graphic). The consultant shall assess whether the reform can be expected to yield positive results if implemented in accordance with the reform logic. The ex-ante assessment aims at determining, based on available information about successes and failures in other organisations' reform processes, whether the Council of Europe's planned reform initiatives can be expected to achieve the objectives of the reform. This assessment takes place before the reform is completed to ensure that the reform is going into the right direction before it is fully implemented. For this purpose, the consultant will assess each box and arrow of the reform logic by drawing on the following sources of information:

- External studies and literature, including on reforms in other international organisations;
- Interviews with external subject matter experts;
- Her/his subject matter expertise.

The consultant will also review the reform and information documents and might conduct interviews with Council of Europe staff in order to better understand the reform logic (s)he is assessing.

An assessment report including possible recommendations for improvement will be drafted by the consultant.

A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 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 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: Ex-Ante Assessment of the Reform Logic HR.** 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 (i.e. by 28 June) and shall be exclusively addressed to the email address indicated below with the following reference in subject: Question: Ex-Ante Assessment of the Reform Logic HR.**

| | |
|--|---|
| 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 ▶ | 11 July 2019 |

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 1333 of 29 June 2011 on the procurement procedures of the Council of Europe](#).

| | |
|--|------------------------|
| Email for submission of tenders/offers ► | Dio.evaluation@coe.int |
| Email for questions ► | Dio.evaluation@coe.int |
| Expected starting date of execution ► | 22 July 2019 |

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.

Eligibility criteria

- Thematic competency in the area of public administration reform and human resources;
- Fluency in English, both written and spoken.

Award criteria

Quality of the offer (80%), including:

- Thematic knowledge and experience (at least 15 years) in the area of public administration reform and human resources (60%);
- Academic background in a relevant field (10%);
- Experience in the context of international cooperation (10%).
- Financial offer (20%).

The Council reserves the right to hold interviews with eligible tenderers.

Multiple tendering is not authorised.

E. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

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.

- **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);
- **CV;**
- A document describing the **methodology proposed** for the assignment (1-3 pages);
- 3 (three) referees' contact details.

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.

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.

Appendix 1: Reform Logic of the Administrative Reform Human Resources

