

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

Purchase of consultancy services in the areas of intercultural integration and inclusion

Contract N° FC.DGII.925.2023

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Council of Europe is implementing from 31 October 2023-31 December 2024 a project on "Enhancing structures and policies for intercultural integration in Cyprus". In that context, it is looking for providers for the provision of consultancy services in the areas of intercultural integration and inclusion 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 €6,000 for intellectual services) and €55,000 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 180 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 – Cyprus consultants.** 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 by 20 December 2023 and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions – Cyprus consultants**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2024
Deadline for submission of tenders/offers ▶	01 January 2024 23h59 CET
Email for submission of tenders/offers ▶	Intercultural.cities@coe.int
Email for questions ▶	Intercultural.cities@coe.int
Expected starting date of execution ▶	15 January 2024

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 Council of Europe is implementing a joint Project with the European Union, together with the Ministry of Interior of Cyprus, on "[Enhancing structures and policies for intercultural integration in Cyprus](#)". It is a follow-up project to the previous "Building structures for intercultural integration in Cyprus" project. This follow-up project aims to enhance and strengthen the previous project achievements and to support Cyprus in the establishment of a new National Authority to co-ordinate multilevel governance of integration policy and in the preparation of a national integration strategy.

Following consultations at the national and local levels, the previous project prepared a "[Blueprint for multilevel governance of intercultural integration policies in Cyprus](#)", which proposed the establishment of a new National Authority for integration. This project aims to support the establishment of a National Authority, as decided by the Republic of Cyprus, through providing capacity building for the proposed Focal Points for the national level (representatives of ministries, social partners, unions of local authorities, national NGOs) and for the Focal Points for the local level proposed to be the regional intercultural network coordinators, representing the local NGOs, municipalities, migrant representatives, and civil society.

The project will use the Council of Europe's [Intercultural Cities Programme](#) conceptual, analytical and policymaking tools to address the challenges of migrant integration, in particular related to building trust, fostering community cohesion and managing diversity as a resource. As well as the Council of Europe [Recommendation CM/Rec\(2022\)10 on multilevel policies and governance for intercultural integration at national level](#) and the [Model Framework for an intercultural integration strategy at the national level](#).

The Council of Europe is looking for a maximum of 10 (ten) providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on migrant integration, intercultural approach to integration, inclusion, social cohesion, diversity management and/or anti-discrimination as well as policy making in these field.

This Contract is currently estimated to cover up to 3 activities to be held by 31 December 2024. 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 333 333 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 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:

- Prepare training modules and training materials;
- Adapt Council of Europe training materials and tools to the Cypriot context;
- Conduct trainings/workshops;
- Draft analytical reports (research, assessments, gap analysis...);
- Provide policy advice on intercultural integration and inclusion strategies;
- Strategic advice on the setting up of multilevel platforms for policy coordination and knowledge sharing;
- Participate at events (training courses, workshops, conferences, high level meetings);
- Advise on communication strategy, prepare and implement communication campaigns.

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.

Based on needs, this Contract might be used also by other Units or Divisions within the Anti-discrimination Department.

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

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.

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;
- are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- 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

- Availability to carry out the services ordered under the Framework Contract in Cyprus;
- At least 3 years of relevant experience in the fields of migrant integration, intercultural approach to integration, inclusion, social cohesion, diversity management and/or anti-discrimination as well as policymaking on the local, regional or state level.
- Written and oral English - minimum B2 level according to the Common European Framework of Reference for Languages.

Award criteria

- Financial offer (40%)
- Thematic expertise and relevant professional experience (60%) including:
 - Knowledge of the Cypriot context; with experience in relevant fields: migrant integration, intercultural approach to integration, inclusion, social cohesion, diversity management and/or anti-discrimination, communication and inclusive narratives;
 - Knowledge of Council of Europe standards and other relevant international standards in the field of inclusive integration, equality, intersectionality and human rights will be an asset.

The Council reserves the right to hold interviews with tenderers.

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;
- 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).

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.

G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Act of Engagement⁴** (See attached);
- A detailed CV(s) demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A list of all owners and executive officers, for legal persons only;
- A letter of motivation;
- 2 contact details for professional references;
- A recent example of a report or other relevant material, written in English, and one in Greek on a topic of relevance to this call.

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.