



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES

2023/AO/05

Object of the procurement procedure ▶	Consultancy services in the areas of inclusive integration and the "Good Relations" concept in Finland
Project ▶	Building an inclusive integration approach in Finland
Organisation and buying entity ▶	Council of Europe Directorate General of Democracy and Human Dignity Directorate of Anti-Discrimination Anti-Discrimination Department Inclusion and Anti-Discrimination Programmes Division Intercultural Cities Unit
Type of contract ▶	Framework Contract
Duration ▶	Until 14 September 2024
Expected starting date ▶	07 March 2023
Tender Notice Issuance date ▶	19 January 2023
Deadline for tendering ▶	20 February 2023

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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A FRAMEWORK CONTRACT WORK?

STAGE 1:

SELECTION of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

STAGE 2:

ORDER(S) are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

EXECUTION as from the date of signature of each Order, unless the Order concerned provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules

PART I –TERMS OF REFERENCE

CALL FOR TENDERS FOR THE PROVISION OF CONSULTANCY SERVICES IN THE AREAS OF INCLUSIVE INTEGRATION AND THE "GOOD RELATIONS" CONCEPT IN FINLAND 2023/AO/05

A. BACKGROUND

The Council of Europe is currently implementing a joint project with the European Union, together with the Ministry of Justice of Finland, on "Building an inclusive integration approach in Finland" from 15 September 2022 to 14 September 2024.

The project aims to support Finland in the adoption of a holistic approach to inclusive integration, based on the principles of intercultural integration and the Finnish "Good relations" concept, and to introduce knowledge and tools, including for example guides, manuals and training materials, on how to effectively promote the receptiveness of society, good relations and inclusive integration nationally, regionally and locally. The project will identify municipalities which will bring together all relevant stakeholders at the local level to design and implement local integration strategies.

The strategies and the relevant operational and management mechanisms within the participating municipalities, will be developed based on a review of current policy actions and the state of community cohesion. In order to ensure transfer of knowledge and expertise to other municipalities, and enhance the sustainability of the project results, a pool of national experts will be trained to provide further advice and support to the local and national stakeholders in the development and implementation of integration policies.

The Council of Europe is looking for a maximum of ten Providers for the pool (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on inclusive integration and the "Good Relations" concept in Finland.

This Contract is currently estimated to cover up to 15 activities, to be held by 14 September 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 444,444 Euros and the total amount of the object of present tender should in principle not exceed 70 000 Euros 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.

B. 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 Finnish context
- Conduct trainings/workshops
- Draft analytical reports (assessments, gap analysis...)
- Provide policy advice to local authorities
- Participate at events (training courses, workshops, conferences, high level meetings)

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 unit fees, by completing the table of fees, as attached in Section A of the Act of Engagement. These fees are final and not subject to review.

The Council will indicate on each Order Form (see Section **Error! Reference source not found.** below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract]

D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

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.

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.

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 Service 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 quote¹ (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 Service 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.

¹ It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part.

E. ASSESSMENT

Exclusion criteria (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)²

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 civil servants or other staff of the public administration in Finland;
- 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

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

- Availability to carry out the services ordered under the Framework Contract in Finland;
- University Master's Degree;
- At least 5 years of relevant experience in the fields of migrant integration, inclusion, diversity; management and/or anti-discrimination as well as policymaking on the local, regional or state level.
- excellent written and oral Finnish and/or Swedish - minimum C2 level according to the Common European Framework of Reference for Languages;
- Excellent written and oral English - minimum C1 level according to the Common European Framework of Reference for Languages.

Award criteria

- Criterion 1: Financial offer (20%)
- Criterion 2: Analytical, research and drafting skills (20%)
- Criterion 3: Organisational, communication and interpersonal skills (20%)
- Criterion 4: Thematic expertise and relevant professional experience (40%) including:
 - Knowledge of the Finnish regional and local context; with experience in relevant fields: Finnish "Good Relations" concept; inclusive integration; equality or anti-discrimination, and in providing policy advice to public authorities;
 - 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 eligible tenderers.

² 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 requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement 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. DOCUMENTS TO BE PROVIDED

- One completed and signed copy of the Act of Engagement;
- For natural persons only:
 - the letter of motivation;
 - curriculum vitae;
 - copy of university master's degree certificate;
 - 2 contact details for professional references;
 - a recent example of a report or other relevant material, written in English, and one in Finnish or Swedish on a topic of relevance to this call.
- for legal persons only:
 - the letter(s) of motivation of persons allocated to the execution of the contract;
 - curriculum vitae(s) of persons allocated to the execution of the contract;
 - copy(ies) of university master's degree certificates of persons allocated to the execution of the contract;
 - 2 contact details for professional references;
 - A recent example of a report or other relevant material, written in English, and one in Finnish or Swedish, by persons allocated to the execution of the contract.

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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PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN THE AREAS OF INCLUSIVE INTEGRATION AND THE “GOOD RELATIONS” CONCEPT IN FINLAND 2023/AO/05

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of Democracy and Human Dignity
Directorate of Anti-Discrimination
Inclusion and Anti-Discrimination Programmes Division
Intercultural Cities Unit

1.2 Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.³

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: intercultural.cities@coe.int

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent **only** to cdm@coe.int with reference no. **2023/AO/05** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 20 February 2023 by 23:59 CET.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

ARTICLE 11 – NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

* * *

³ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- One completed and signed copy of the Act of Engagement;
 - For natural persons only:
 - the letter of motivation;
 - curriculum vitae;
 - copy of university master's degree certificate;
 - 2 contact details for professional references;
 - a recent example of a report or other relevant material, written in English, and one in Finnish or Swedish on a topic of relevance to this call.
 - for legal persons only:
 - the letter(s) of motivation of persons allocated to the execution of the contract;
 - curriculum vitae(s) of persons allocated to the execution of the contract;
 - copy(ies) of university master's degree certificates of persons allocated to the execution of the contract;
 - 2 contact details for professional references;
 - A recent example of a report or other relevant material, written in English, and one in Finnish or Swedish, by persons allocated to the execution of the contract.
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2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

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