



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY AND REGIONAL INTERCULTURAL CO-ORDINATION SERVICES

2022/AO/73

Object of the procurement procedure ►	Consultancy and regional intercultural co-ordination services in Cyprus
Project ►	Building structures for intercultural integration in Cyprus
Organisation and buying entity ►	Council of Europe Anti-discrimination Department, Inclusion and Anti-Discrimination Programmes Division, Intercultural Cities Programme
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)
Expected starting date ►	01 January 2023
Tender Notice Issuance date ►	14 November 2022
Deadline for tendering ►	05 December 2022

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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 ONE-OFF CONTRACT WORK?

SELECTION of one qualified Provider through a call for tenders and signature of a One-off contract with the selected Provider.

EXECUTION as from the date of signature of the contract, unless the contract 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

AND REGIONAL INTERCULTURAL CO-ORDINATION SERVICES IN CYPRUS

2022/AO/73

A. BACKGROUND

The Council of Europe (COE) and the European Commission's Directorate General for Structural Reform Support (DG REFORM), in partnership with the Civil Registry and Migration Department of the Ministry of Interior of the Republic of Cyprus, is currently implementing from 2 June 2021 to 1 June 2023 a Project on "Building structures for intercultural integration in Cyprus". In that context, it is looking for a Provider for the provision of consultation and regional intercultural co-ordination services for the Limassol District.

The "Building structures for intercultural integration in Cyprus" project will support the Republic of Cyprus in implementing its National Action Plan on the Integration of Third-Country Nationals 2020-2022, by empowering local authorities, NGOs, and migrant organisations to be part of the integration process.

The Project will enable the authorities to improve integration and diversity management policies in order to ensure that migration is seen as a resource, rather than a hurdle, for economic and social development and cohesion. The challenge is to address how can integration and diversity management be mainstreamed in various policy areas, in order to ensure that migrants are able to contribute to the economic, social and cultural life, and that local and national administrations are able to develop and implement the adequate policies to this effect.

Five regional intercultural networks – based around the cities of Paralimni (Famagusta), Larnaka, Limassol, Nicosia, and Paphos – have been established and include local authorities and officials, NGOs, public organisations and agencies (welfare, employment, education, culture, sport, safety, urbanism etc.), migrant groups and organisations, professionals and private organisations.

These networks will play a key role in implementing the project's activities, which are:

- Conducting an overview and assessment of integration policies and community cohesion/social integration in each region
- Developing an Intercultural Strategy outlining the vision, goals, and actions of each of the regional networks for the central authorities
- Developing a methodological tool for monitoring regional integration activities and a prototype tool for monitoring cohesion/social integration in regional and national communities
- Designing a multi-level coordination mechanism on integration policies for the Republic of Cyprus

The regional coordinator for the Limassol District will be responsible for:

- Co-ordinating and organising meetings and consultations of the regional network and the participation of representatives of the regional network in project-wide events and activities (information provision, coordination);
- Preparing reports of the meetings of the regional networks (in English)
- Liaising with the national coordinator and the Council of Europe team for the preparation of the agendas and meeting documents;
- Preparation of a regional integration strategy and its adoption by the regional network;
- Advocating for political support for, and the involvement of all relevant stakeholders in the regional network;
- Support for the promotion and visibility of the project and the network;
- Identifying local venues for holding meetings of the regional network;
- Supporting the experts working on a tool to measure social cohesion with contacts in their region.

The Council of Europe is looking for one Provider (provided at least one tender meets the criteria indicated below) in order to support the implementation of the project with a particular expertise on intercultural integration and networking.

For information purposes only, the total budget of the project amounts to 444 000 Euros.

B. EXPECTED SERVICES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

In terms of **quality requirements**, the selected Providers must ensure, *inter alia*, that:

- The deliverables are provided to the highest professional/academic standard;
- Any specific instructions given by the Council – whenever this is the case – are followed.

C. FEES

Tenderers are invited to indicate their 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.

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote¹ (Pro Forma invoice) 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 .

Should the Provider be willing to further break down its financial offer, it is invited to do so on a separate sheet, attached to the other supporting documents.

Tenders proposing fees above the exclusion level indicated in the Table of fees will be **entirely and automatically** excluded from the tender procedure.

D. HOW WILL THIS ONE-OFF CONTRACT WORK?

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out in compliance with the description of deliverables as provided in the Act of Engagement. The Provider will be responsible for providing any deliverable before the deadline(s) fixed in the Act of Engagement.

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 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;

¹ 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.

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).

- 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):

- University bachelor's degree;
- Resident in the Republic of Cyprus;
- Good spoken and written English and Greek (CERF level B2).

Award criteria

- Criterion 1: Quality of the offer (80%), including:
 - Experience of working with local authorities in the Republic of Cyprus;
 - Experience in coordination of networks or projects and organisation of activities/events
 - Knowledge of intercultural and integration policies/activities;
 - Experience in relation to national and/or local policies, strategies, and practice in policy areas such as welfare, social services, education, culture and urban planning.
 - Knowledge of Cyprus policies for migrants and refugees;
 - Knowledge of the Limassol District.
- Criterion 2: Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- One completed and signed copy of the Act of Engagement;³
- for natural persons only:
 - the letter of motivation;
 - curriculum vitae;
 - copy of university bachelor's degree certificate;
 - 2 contact details for professional references;
 - a recent example of a report written in English, and one in Greek 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 bachelor degree certificates of persons allocated to the execution of the contract;
 - 2 contact details for professional references;
 - A recent example of a report written in English, and one in Greek, 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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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.

PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF FOR THE PROVISION OF CONSULTANCY AND REGIONAL INTERCULTURAL CO-ORDINATION SERVICES 2022/AO/73

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of Democracy and Human Dignity, Anti-Discrimination Dept, Intercultural Cities Programme.

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.⁴

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. **2022AO73** 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 5 December 2022 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.

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⁴ 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;
 - A list of owners and executive officers, for legal persons only;
 - A letter of motivation;
 - A curriculum vitae(s);
 - Copy of university bachelor's degree certificate;
 - Recent examples of a report written in English, and one in Greek, on a topic of relevance to this call;
 - 2 contact details for professional references.
-

2) HOW TO SEND TENDERS?

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

Electronic copies shall be sent only to cdm@coe.int with reference no. **2022A073** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 5 December 2022 by 23:59 CET.