

TENDER FILE / TERMS OF REFERENCE
(Restricted consultation procedure / One-off contract)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Purchase of intellectual and project management services

Preparation, coordination and implementation of the participation of children in the Mid-term evaluation conference on the Council of Europe Strategy for the Rights of the Child (2016-2021)

The Council of Europe is currently organising the Mid-term evaluation conference on the Council of Europe Strategy for the Rights of the Child (2016-2021). In this framework and following the implementation of child participation activities in prior events organised by the Children's Rights Division, it is looking for an NGO/consultant(s) for the provision of intellectual and project management services aimed at preparing, coordinating and implementing the participation of children in the above event (See Section A of the Act of Engagement).

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: "Child participation - proposal"**. 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 participation"**.

B. GENERAL INFORMATION

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 ▶	25 July 2019
Email for submission of tenders/offers ▶	children@coe.int
Email for questions ▶	children@coe.int
Expected starting date of execution ▶	01 August 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](#).

C. EXPECTED DELIVERABLES

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

D. 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 .

E. 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 NGO)

- 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, methodologies, and child-safeguarding approaches, as well as a solid network with European institutions and civil society organisations working in these areas;
- 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;
- Ability and experience in working with children of various backgrounds and level of vulnerability, communicating complex legal, political and social matters in a child-friendly manner and in listening to children actively in order to support them in conveying key messages to decision-makers present at the event;
- 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; excellent knowledge of French desirable for communicating with children involved in the exercise in both languages (knowledge of further European languages welcome);
- Availability to provide input to and attend/hold:
 - A preparatory meeting with the Council of Europe Secretariat in August / September 2019 (date to be defined);
 - Regular exchanges (via telephone, Skype etc.) with the Secretariat and with children from different European countries and their representatives;
 - A preparatory workshop with children on Tuesday 12 November in Strasbourg;
 - The Mid-term evaluation conference on 13-14 November 2019 in Strasbourg;
 - A wrap-up meeting with the children involved in the afternoon of 14 November 2019.

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 and consultation activities, ideally in various countries and various settings;
 - Substantive and methodological know-how of use for the project;
 - Ability to communicate both with children in a child-friendly and child-sensitive manner and support them in conveying their contribution to international decision-makers and experts present;
 - 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 telephone or Skype interviews with eligible tenderers.

Multiple tendering is not authorised.

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;**
- Registration documents, for legal persons only
- **CV(s) of the consultant(s)/staff members of NGOs**

All documents shall be submitted in English or French, 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.