



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

Purchase of consultancy services for the Intercultural Cities Programme (ICC): Coordination of the ICC national networks in Italy, Poland, Portugal, Sweden and Ukraine.

Contract N° DAD-ADD/ICC(2020)02

The Council of Europe is currently implementing the Intercultural Cities Programme (ICC). In that context, it is looking for Provider(s) for the provision of consultancy services in the areas of inclusive integration and diversity management, to coordinate the ICC national networks in Italy, Poland, Portugal, Sweden and Ukraine (one Provider per network), 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 €5,000 for intellectual services) and €150,000 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 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: ICC call for tenders: ICC national coordinators.** 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 for ICC call for tenders: ICC national coordinators**

Type of contract ▶	Framework contract
Duration ▶	Until 01 April 2022
Deadline for submission of tenders/offers ▶	06 March 2020
Email for submission of tenders/offers ▶	Leonor.Tejado@coe.int
Email for questions ▶	Leonor.Tejado@coe.int
Expected starting date of execution ▶	01 April 2020

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 1393 of 20 June 2019 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

The Intercultural Cities (ICC) is a capacity-building and policy development programme developed by the Council of Europe to support local authorities to design inclusive integration policies and strategies based on the application of a diversity management model called Intercultural Integration.

The Council of Europe is looking for a maximum number of 15 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the programme with a particular expertise in the areas of: inclusive integration, strategic planning, events organisation, relationship-building, communication and visibility, research in the field of integration, local development and associated policies.

This Contract is currently estimated to cover up to 40 activities to be held by 01 April 2025. 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 100 000 Euros and the total amount of the object of present tender **shall not exceed 150,000 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:

Strategic development

- Work towards the setting up of an Intercultural Cities national network where relevant, including the creation of a legal framework (e.g. the creation of an association/legal entity or a partnership agreement with an existing one) for the full implementation of the programme of work.
- Facilitate the development, implementation and evaluation of a strategic plan of actions for the network, to address common challenges based on joint policy solutions and actions.
- Organise at least two meetings a year, including one coordination meeting and one thematic meeting/study visit, to ensure knowledge sharing, networking opportunities, and development of sense of belonging among member cities. The Council of Europe will provide financial support within the limits of its financial rules and provided sufficient resources are available.

ICC Support

- Offer methodological support to the national network in carrying out ICC activities, in line with the ICC programme.
- Participate in the ICC Experts' visits to cities having replied to the Index questionnaire.
- Collect and edit compilation of good practices from member cities once a year in the fields of work related to the ICC priorities and submit them to Council of Europe for dissemination.
- Participate in relevant international meetings of the Intercultural cities programme such as the annual ICC coordinators' meeting (travel and subsistence expenses will be reimbursed separately).

Communication

- Facilitate and encourage continuous multilateral exchanges between member cities throughout the year, via electronic means (e.g. google group, Facebook group, WhatsApp group, or else), with a view to share knowledge and good practices and to implement a common strategic approach.
- Ensure continuous transfer of information and interaction between the ICC international network directly managed by the Council of Europe and the national network, with the goal of building relationships, connecting members, forwarding relevant documents and encouraging members of the national network to attend international events.

- Ensure sharing and visibility of the national network's activities, by a common branding identity (the ICC programme will provide a branding pack to be customised), regularly preparing news and updates for the Council of Europe Intercultural Cities website and social media, encouraging communication on social media by cities, and keeping the national network's website, Twitter and other social media accounts regularly up to date.
- Liaise with national authorities/NGOs/programme stakeholders to promote ICC's context and achievements.

New Cities

- Encourage and promote the joining of new cities to the national or international Intercultural Cities networks.

Reporting

- Ensure above activities are in-keeping with the Intercultural cities programme's vision and priorities and with the reporting and financial requirements of the Council of Europe.
- Produce brief reports (max 1 page) every four months to the Council of Europe to update on progress, namely on policy developments and relevant initiatives in the network. These reports should contain substantial information and be drafted in a "news" style so to be publishable on the ICC website and newsletter.
- Prepare the network' annual report (max 10 pages), summarising all activities carried out as a national network, and informing on member cities' innovative or outstanding initiatives/asures/policies.

Where applicable

- Fundraising aimed at ensuring the network's financial sustainability.
- Facilitate a permanent and constructive dialogue between national and local authorities in the context of the development, implementation and evaluation of integration policies, and to inform on member cities' innovative or outstanding initiatives/asures/policies.

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(s) 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. 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 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 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;

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.

³ 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.

- 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

- Supplier or company staff to be allocated to the call's assignments to have a minimum 2 years' experience conducting similar tasks to those listed in the lots;
- Excellent level of English;
- Proven experience implementing projects in the field of this call within the relevant country (one Provider per national network).

Award criteria

- Quality of the offer (90%), including:
 - Thematic expertise (50%), including:
 - sound and proven professional experience in the field of urban policy research and/or practice development, with a focus on inclusive integration and equality, and in providing policy advice to public authorities;
 - excellent knowledge of the political, legal and administrative context of the country for which the candidate applies, or relevant professional experience within that country;
 - proven knowledge of Council of Europe standards and other relevant international standards in the field of inclusive integration, equality and human rights will be an asset.
 - Professional expertise (40%), including:
 - excellent organisational, analytical, communication and interpersonal skills, a good portfolio of contacts in the national context.
- Financial offer (10%).

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

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 Engagement**⁴ (See attached).
- Registration documents, for legal persons only.
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility criteria.
- A motivation letter detailing reasons for application.
- CVs of company staff to be allocated to the call's assignments, when applicable.
- An institutional summary, when applicable.
- A strategic plan produced for previous or forthcoming assignments.
- A sample policy document produced in fields similar to that of this call for tender.
- An overview of a previous project successfully delivered in the field of this call for tender.

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.

- Client portfolio.
- 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.

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