

TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / One-off contract)

Purchase of local intellectual consultancy services in the area of combating child sexual abuse and violence against children in Slovenia



The Council of Europe is currently implementing a Project on Supporting the establishment of Barnahus in Slovenia, phase II (13 December 2019-31 March 2022). In the framework of the project a comprehensive communication strategy has been developed to raise awareness on the services Barnahus provides and on child sexual abuse in Slovenia (see attached). In that context, the project is currently looking for a Provider to implement some of the activities described in the strategy to be requested by the Council of Europe on an as needed basis (See Section A of the Act of Engagement).

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 €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 a legal person or consortia of legal 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: Implementation of Communication Strategy – Barnahus, Slovenia.** 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 at least 5 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: Questions: Implementation of Communication Strategy – Barnahus, Slovenia**

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 ►	12 October 2021
Email for submission of tenders/offers ►	children@coe.int
Email for questions ►	children@coe.int
Expected starting date of execution ►	01 November 2021

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

Barnahus (Children's House) is the leading European model for a child-friendly, interagency and interdisciplinary response to child sexual abuse. Its core purpose is to coordinate parallel criminal and child welfare investigations and provide support services for child victims and witnesses of violence in a child-friendly and safe environment. Its unique interagency approach brings together under one roof all relevant services involved in child sexual abuse cases, including social workers, law enforcement officers, prosecutors, judges, defence attorneys, and medical professionals. The objective is to avoid re-victimisation of the child and provide every child with a coordinated and effective response that has a legal standing.

The joint EU Structural Reform Support Services (SRSS) and Council of Europe project aims at supporting Slovenia in establishing and operating their first Barnahus in line with international standards and promising European practices. This will be achieved through a series of activities aimed at reforming existing institutional set up, reviewing relevant laws and policies, developing interagency strategies, tools and procedures, strengthening case management protocols, training professionals working with and for children and raising public awareness of child sexual abuse in Slovenia, including through child participation. The project is implemented in close partnership with the Ministry of Justice of the Republic of Slovenia during the period of 13 December 2019-31 March 2022. It is a second phase to the joint EU SRSS-CoE project "Feasibility Study for setting up Barnahus" (2018-2019) and builds on its results.

The project aims to increase the visibility of the Barnahus and its services in Slovenia, as well as to raise awareness on child sexual abuse in the country, through different media and communication channels and platforms, including social media. To this extent, the project has facilitated the development of the **Communication Strategy for Barnahus (see attached)**, which is an integral part to this tender, and is to be followed by the selected Service Provider.

The Council of Europe is looking for maximum 1 Provider in order to support the implementation of the communication strategy by developing, designing and implementing communication and awareness-raising activities relating to child sexual abuse in Slovenia.

For information purposes only, the total budget of the project amounts to 560,000 Euros and the total amount of the object of the present tender **shall not exceed 32,000 Euros tax exclusive** for the whole duration of the Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

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

C. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**, with a **total not exceeding 32 000 EUR**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead including:

- The title "proforma invoice"
- Delivery to Council of Europe, Avenue de l'Europe, F. 67075, Strasbourg Cedex. France
- The Service Provider's name and address;
- Tts VAT number;
- The full list of services in ENGLISH and FRENCH;
- The total amount excluding VAT (indicating "VAT=0" or "VAT excluded")
- The paragraph: Sale/Service to an exempted organization : Articles 143 and 151 of Council Directive 2006/112/EC. According to Article 2 b) of Directive 2001/115/EC: "Intra-Community service/sale to an exempted organisation: Articles 143 and 151 of Directive 2006/112/EC."
- Date and place of signature

D. 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)

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 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;

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 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

For legal persons:

- A university/higher education degree in communications, marketing, media studies, public relations, or a related field ;
- At least 5 years of professional experience at national level (in the Republic of Slovenia) in the areas related to the fields of expertise as described under the scope of this contract;
- Native Slovenian speaker and very good command of the English language both verbally and in writing;
- At least 3 years of experience on the implementation of activities in the area of awareness-raising on social issues/human rights and designing the online and offline presence of an organisation/association/service provider.
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Award criteria

For legal persons:

- Quality of the offer (50%), including:
 - Professional experience in the fields of expertise covered by this tender, including length of experience and proven track record of practical achievements in the given field;
 - If provided, relevance and quality of examples and sample deliverables (e.g. draft materials recently produced, training outlines or training methodologies employed).
- Financial offer (50%).

Multiple tendering is not authorised.

E. NEGOTIATIONS

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

F. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

- **A completed and signed copy of the Act of Engagement³ (See attached)**
- **CV**, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A list of all owners and executive officers, for legal persons only;

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.

- CVs of persons allocated to the execution of the contract;
- **Motivation letter** demonstrating the tenderer's understanding of the Council of Europe needs and clearly indicating relevant professional experience and expertise for fields of expertise as described under the scope of this contract;
- Additional as relevant: links and/or samples of previous work if available.

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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