



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES UNDER THE PROJECT ON REINFORCING MULTI-LEVEL POLICY CO-ORDINATION FOR MIGRANTS INTEGRATION IN ITALY

2022/AO/70

Object of the procurement procedure ▶	Local consultancy services to reinforce multi-level governance of migrants integration in Italy
Project ▶	Reinforcing multi-level policy co-ordination for migrants integration in Italy
Organisation and buying entity ▶	Council of Europe Anti-discrimination Department, Inclusion and Anti discrimination programmes, No Hate Speech and Co-operation Unit
Type of contract ▶	Framework Contract
Duration ▶	Until 18 September 2024
Expected starting date ▶	15 December 2022
Tender Notice Issuance date ▶	03 November 2022
Deadline for tendering ▶	30 November 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 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 G 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 LOCAL CONSULTANCY SERVICES TO REINFORCE MULTI-LEVEL GOVERNANCE OF MIGRANTS INTEGRATION IN ITALY 2022/AO/70

A. BACKGROUND

The Council of Europe is currently implementing a project on reinforcing multi-level policy co-ordination for the integration of Third Country Nationals (TCN) in Italy. The project is funded under the EC DG Reform/CoE agreement, has a duration of two-years and the main beneficiary is the Italian Ministry of Labour.

In this context, the Council of Europe is looking for a maximum of 30 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on issues related to the integration of TCN and multi-level governance.

This Contract is currently estimated to cover up to 10 activities to be held by 18 September 2022. 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 555,556 Euros, and the total amount of the object of present tender should in principle not exceed 78,000 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. LOTS

The project on reinforcing multi-level policy co-ordination for the integration of TCN in Italy aims at increasing the efficiency of policies for migrants' integration, through an enhanced multi-level and multi-stakeholders' co-ordination mechanism to foster the governance, the design and the implementation of integration measures at all levels.

Project objectives are:

- To establish an improved and more efficient multi-level and multi-stakeholder coordination mechanism on integration policies, and
- To strengthen the capacities of key stakeholders to work in synergy and to address migrants' integration needs in a more effective and efficient way.

The project plans to achieve the objectives above through:

- Research, consultations with relevant stakeholders, analysis of the existing mechanisms for multilevel governance and relevant European practice, policy and legal recommendations for designing and implementing an improved coordination mechanism for the integration of TCNs;
- Support to the activation of the new co-ordination mechanism;
- Thematic policy briefs and activities for exchanges and capacity building on priority topics in the field of migrants' integration, including in relation to the areas of labour exploitation, employment, non-discrimination, education, training, social and labour inclusion of migrant women and participation and anti-discrimination through sport and cultural activities;
- Thematic workshops for exchanges and peer-learning on main sectoral integration policy area;
- Research on existing good practices on the use of one-stop-shop (OSS) models for the integration of migrants
- Workshops/study visits on existing OSS models for integrated provision of services and relevant examples in EU Member and piloting of the approach.

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Legal and policy analysis and advice	20
Lot 2: Research and group facilitation	10

Lot 1 concerns the provision of **legal and policy analysis and advice** in the fields of **migrants' integration and multi-level governance**.

Lot 2 concerns the conduct of **research and group facilitation** in the fields of **migrants' integration, policy formulation and human rights**.

The Council will select the abovementioned number of Provider(s) per lot, provided enough tenders meet the criteria indicated below. Tenderers are invited to indicate which lot(s) they are tendering for (see Section A of the Act of Engagement).

C. SCOPE OF THE FRAMEWORK CONTRACT

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to:

Under Lot 1:

- Drafting of research, concept, planning and strategy papers, policy and legal briefs; action plans, analysis, assessments, reports and recommendations;
- Providing advice and contributing to the content, planning and facilitation of workshops, round tables and other activities with stakeholders;
- Presenting the results of research, analysis, recommendations and plans produced under the project;
- Analysing, assessing and revising legal, regulatory and policy documents;
- Planning, conducting and presenting comparative research on topics of relevance to the project;
- Providing advice and methodological guidance to other consultants engaged under the project.

Under Lot 2:

- Planning, organizing and conducting workshops, round tables and events with project stakeholders;
- Facilitating meetings, workshops and round tables, including through the preparation of agendas, handouts, presentations, summaries, and other documents as well as by establishing and maintaining communication with participants and stakeholders;
- Advising on approaches and methodologies for stakeholders' engagement, peer learning and adult education.
- Performing desk and field research, including through questionnaires, focus groups, surveys, and stakeholders' consultations as contributions to the research, concept, planning and strategy papers, policy and legal briefs; action plans, analysis, assessments, and recommendations to be produced under the project.

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).

D. 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.

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

The Council will indicate on each Order Form (see Section E below) the global fee corresponding to each deliverable, calculated on the basis of the daily fees, as agreed by this Contract]

E. 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 of the relevant lot 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 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.

F. 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;
- 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 G):

For Lot 1 (Legal and policy analysis and advice):

1. Master's level university degree in law, political sciences, social sciences, or related fields, with focus on immigration issues and/or multi-level governance, or equivalent research experience;
2. At least 7 years of experience in one or more of the following areas: research, analysis, legal and/or policy review, provision of legal and/or policy advice and recommendations, policy making, migrants' integration, inclusion, diversity management and/or anti-discrimination.

For Lot 2 (Research and group facilitation):

1. University degree in law, political sciences, social sciences, or related fields, with focus on immigration issues and/or multi-level governance and/or human rights, or equivalent research experience;
2. At least 3 years of experience working in projects with focus in one or more of the following areas: migrants' integration, inclusion, diversity management, immigration law, rights of minors and citizenship, fundamental rights and anti-discrimination;

Award criteria

For Lot 1 (Legal and policy analysis and advice):

1. Criterion 1: Quality of the offer (90%), including:

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).

- a. Specific knowledge of and expertise in: Italian constitutional law and its sources, law and public administration with a focus on mechanisms of coordination/consultation, immigration law, rights of minors and citizenship, welfare systems, protection of fundamental rights, the use of big data in the public sector (50%);
 - b. Previous professional experience in performing tasks similar to those required under this call (see list under "Scope of the framework contract under section C above), as well as in providing legal advice and support on areas related to this project. Experience in leading teams of consultants and/or researchers within the context of migration, integration policies, research and policy review will constitute an advantage (30%);
 - c. Proved experience in drafting documents in Italian (CEFR level C2) and ability to communicate in English (CEFR level C1) (10%).
2. Criterion 2: Financial offer (10%).

For Lot 2 (Research and group facilitation):

1. Criterion 1: Quality of the offer (90%), including:
 - a. Previous professional experience in organizing events and supporting research studies by performing tasks similar to those required under this call (see list under "Scope of the framework contract under section C above) (80%);
 - b. Proved experience in drafting documents in Italian (CEFR level C2) and ability to communicate in English (CEFR level C1) (10%).
2. Criterion 2: Financial offer (10%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

FOR NATURAL PERSONS ONLY:

1. **One** completed and signed copy of the Act of Engagement;³
2. **Curriculum Vitae**, clearly demonstrating the tenderer's experience of relevance to this call including contact details of **3 (three) references** and, as applicable, **list of publications** (in word or pdf format);
3. **Motivation letter** (maximum 1 page long - in word or pdf format)
4. **Self-assessment document or table** (maximum 2 pages long – to be drafted by the tenderer - in word or pdf format) showing how the tenderer meets each of the eligibility and award criteria for the relevant lot(s) as listed under Section F (Assessment) above.
5. **Sample of a document** recently drafted by the tenderer (in Italian and/or in English) on a topic of relevance to this call, such as immigration or governance issues;

FOR LEGAL PERSONS ONLY:

1. **One** completed and signed copy of the Act of Engagement;⁴
2. **Curriculum Vitae**, clearly demonstrating the tenderer's experience of relevance to this call including contact details of **3 (three) references** and, as applicable, **list of publications** (in word or pdf format) of person(s) allocated to the execution of the contract;
3. **Motivation letter** (maximum 1 page long - in word or pdf format)
4. **Self-assessment document or table** (maximum 2 pages long – to be drafted by the tenderer - in word or pdf format) showing how the tenderer meets each of the eligibility and award criteria for the relevant lot(s) as listed under Section F (Assessment) above.

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.

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.

5. **Sample of a document** recently drafted by the tenderer (in Italian and/or in English) on a topic of relevance to this call, such as immigration or governance issues;
6. A list of all owners and executive officers, for legal persons only.

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 ON REINFORCING MULTI-LEVEL POLICY CO-ORDINATION FOR MIGRANTS INTEGRATION 2022/AO/70

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address COUNCIL OF EUROPE

Directorate General of Democracy, No Hate Speech and Co-operation 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.⁵

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: dgreg.italy@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. **2022AO70** 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 30 November 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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⁵ 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:

1. **One** completed and signed copy of the **Act of Engagement**;
 2. **Curriculum Vitae**, clearly demonstrating the tenderer's experience of relevance to this call including contact details of **3 (three) references** and, as applicable, **list of publications** (in word or pdf format);
 3. **Motivation letter** (maximum 1 page long - in word or pdf format)
 4. **Self-assessment document or table** (maximum 2 pages long – to be drafted by the tenderer - in word or pdf format) showing how the tenderer meets each of the **eligibility** and **award criteria** for the relevant lot(s) as listed under Section F (Assessment) above.
 5. **Sample of a document** recently drafted by the tenderer (in Italian and/or in English) on a topic of relevance to this call, such as immigration or governance issues;
 6. **A list of all owners and executive officers**, for legal persons only.
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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. **20YYA070** 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 30 November 2022, by 23:59 CET**.