

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)



Purchase of Local Consultancy Services in frame of the project "Democracy starts in schools – Engaging school children in decision making processes in schools and communities in Georgia II". VC3591 – 21/02/2024

The Council of Europe is currently implementing the Project "Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia II". The project will run until 31 December 2027. In this context, the Project is looking for Providers for the provision of local consultancy services 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 €6,000 for intellectual services) and €55,000 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 180 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, a legal person or consortia of legal and/or natural 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: Facilitation services in Democratic School Governance in Georgia.** 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 (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: Questions and clarifications: Facilitation services in Democratic School Governance in Georgia.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2027
Deadline for submission of tenders/offers ▶	18 March 2024 18:00 Tbilisi Time (GMT+4)
Email for submission of tenders/offers ▶	Education.georgia@coe.int
Email for questions ▶	Education.georgia@coe.int
Expected starting date of execution ▶	03 April 2024

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

The Project "Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia" Phase II is implemented by the Council of Europe from January 2024 to December 2027 in cooperation with the Ministry of Education and Science and with the financial support of the Swiss Agency for Development and Cooperation (SDC).

The objective of the Project is to strengthen democracy in Georgia through increased participation of young people in the decision-making processes at the local level through democratic citizenship education and practices in schools.

The phase I of the project has addressed the need for greater participation of youth in the social and political life in Georgia. It has supported the participation of secondary school children in the decision-making processes in schools and communities as a key element of the competence based democratic citizenship education.

The Phase II project will build on the results, the lessons learned and the capacities built within the Phase I project. The Project will support the dissemination and implementation at the national level of the outputs developed within the Phase I project, such as the methodological guidance for schools and the professional development programme for school directors, as well as their further development to respond to emerging needs. At the same time, the project will include measures to ensure a more participatory school governance model and a democratic school culture, will propose a series of capacity building measures for education professionals to build their competences in the area of competences for democratic culture, democratic school governance and whole school approach, will assist with developing resources for supporting democratic school governance and participation, fund civil society organisations to support school and community projects and non-formal education opportunities for school children, will support networking, peer exchange and peer learning opportunities for schools, and will facilitate school children's participation in school decision making processes through digital means.

The Phase II project will be implemented in close cooperation with the Ministry of Education and Science of Georgia and the National Centre for Teacher Professional Development, as well as with other relevant national and international stakeholders. The project will continue to support key education reforms in Georgia, such as the implementation of the new standards for schools and the on-going school authorisation process.

Expected results/outcomes:

- Educational decision makers, school community members and professionals (school principals, teachers, etc.) support the participatory school governance model and a democratic culture in schools.
- School community members and civil society organizations facilitate school children's participation in decision-making processes in their schools and communities.

The Council of Europe is looking for **22 Provider(s)** (provided enough tenders meet the criteria indicated below) in order to provide **facilitation services** to support the implementation of the project with experience in general education, education for democratic citizenship, democratic school governance and youth work.

This project activity encompasses targeted support provided to 60 schools to implement the democratic school governance model with a focus on the "student support" school standard. The activity will consist of school assessment visits, workshops on democratic school governance and student participation, coaching, mentoring, meetings with the school community. Each school will be supported to develop and implement a Road Map/Action Plan to improve democratic governance of the school and increase student participation. All these activities will be carried out by a group of facilitators, under the guidance of the Council of Europe project team and with the support of international experts, as needed.

This tentative description of proposed methodology and activity is for information purposes only and may be subject to further adjustments.

This Contract is currently estimated to cover up 11 activities, to be held by 31 December 2027. 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 1 500 000 Euros and the total amount of the object of present tender **shall not exceed 55,000 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:

In coordination with other national and/or international consultants, as needed

- Facilitate the implementation of the democratic school governance model with a focus on the "student support" school standard in selected schools.
- Support schools to develop and implement School Road Map/ Action Plans to improve the democratic governance of the schools, inclusion of school community members in decision making, and increase of student participation.
- Facilitate and conduct activities such as workshops, coaching and mentorship sessions, school visits, etc. physically and online.
- Co-lead the preparation, organisation and the delivery of workshops, coaching sessions, school visits, and other program related activities.
- Develop materials and resources such as session plans, presentations, handouts, questionnaires, school visit forms, reports, etc.
- In coordination with local M&E consultant, co-lead the process of school assessments, including the administration of quantitative or qualitative assessments, entry and maintenance of data in respective databases.
- Develop reports with key findings, lessons learned, success stories, recommendations, etc.
- Facilitate and co-lead the process of creating and maintaining school portfolios including data on the results of implemented projects.
- Participate in trainings or workshops organized by Council of Europe.
- Support the international consultants with background information, documents etc. on the Georgian context of specific topics as/if needed.
- Provision of other deliverables as related to the above and as requested by the Council of Europe.

The above list is not considered exhaustive. The Council of Europe 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 of Europe – whenever this is the case – are followed.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement.

In addition to the orders requested on an as needed basis, the Provider shall keep regular communication with the Council of Europe to ensure continuing exchange of information relevant to the project implementation. This involves, among others, to inform the Council of Europe 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 of Europe, written documents produced by the Provider shall be in Georgian or English as needed (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.

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

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 of Europe 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 of Europe).

Pooling

For each Order, the Council of Europe 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 of Europe within 3 (three) 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 of Europe 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 of Europe, 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, 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;

² It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, 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 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.

- 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;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure.

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):

- University degree in Education, Policy Studies, Political Science, International Relations or other humanities and social sciences field;
- At least 2 years of professional experience at national level (in Georgia) in the areas as described within the specific scope of this framework contract;
- Mother tongue level of the Georgian language and good command of the English language (at least level B2 of the Common European Framework of Reference for Languages (CEFR)).

Award criteria

- Criterion 1: Quality of the offer (80%), including:
 - Knowledge and understanding of Georgian general education system and/or democratic citizenship education and/or school governance and/or youth work;
 - Experience in designing, facilitating and delivering capacity building activities: e.g workshops, coaching sessions, etc. for various stakeholders preferably in the education field.
 - Experience in developing session plans, presentations and other materials for capacity building activities;
 - Knowledge and understanding of interactive facilitation techniques.
- Criterion 2: Financial offer (20%).

The Council of Europe reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

F. NEGOTIATIONS

The Council of Europe 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 Engagement⁴** (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria. Legal persons should include the CVs of the persons making up its team for this call for tenders;
- Registration documents, for legal persons only;
- Motivation letter describing how the tenderer meets the award criteria and the requirements of the expected service, including the description of examples of relevant previous work, max.2 pages.

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.

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.

Applications must be submitted by e-mail to Education.Georgia@coe.int by the deadline of 18 March 2024, 18:00 Tbilisi Time.

The Council of Europe 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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