

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"

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". The project will run until 31 December 2023. 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 €5,000 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 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, 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: Local consultancy services on Education 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: Local Consultancy on Education in Georgia.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2023
Deadline for submission of tenders/offers ▶	04 October 2022
Email for submission of tenders/offers ▶	Education.georgia@coe.int
Email for questions ▶	Education.georgia@coe.int
Expected starting date of execution ▶	07 November 2022

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" is implemented by the Council of Europe from March 2022 to December 2023 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 project is based on the Council of Europe approach to civic education: a holistic view on knowledge, skills, values and attitudes, a focus on democratic school development and an integration of young people's civic experiences in the wider community.

Starting with the premise that active participation in the school life and in the life of their communities provides school children with the opportunity to live in a democratic community and helps them develop competences for becoming active members of a democratic society, the project will address the need for greater participation of youth in the social and political life in Georgia.

The project will support the national education authorities of Georgia to implement a series of measures that are needed to create more opportunities for participation for school children and motivate them to take part in the decision-making processes in schools and communities. More specifically, the project will help develop methodological guidance for schools on the democratic school governance, will support school directors as key actors in this process and enable them to provide strategic leadership, will support school projects implemented in partnership with civil society organisations and other community actors, and will support school children in developing and implementing projects in their schools and communities.

Expected results/outcomes:

- Educational institutions and educational staff develop school children's competences for democratic culture.
- Schoolgirls and schoolboys exercise their democratic rights and responsibilities by participating in the decision-making processes in their schools and communities.

The Council of Europe is looking for a maximum of **28 Providers** (provided enough tenders meet the criteria indicated below) in order to support the implementation of the Project with a particular expertise on education for democratic citizenship and democratic school governance.

The selected consultants will provide the services ordered in close cooperation with the Project Team, the Division of Cooperation and Capacity Building of the Education Department of the Council of Europe, project partners and other consultants. The consultants will be expected to travel within Georgia, to make evaluations and analysis, to draft reports and recommendations, to design activities and deliver trainings.

For information purposes only, the total budget of the project amounts to 700,000 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.

Lots

The present tendering procedure aims to select Provider(s) to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Facilitation Services on democratic school governance	12
Lot 2: Professional Development Services for school administration	8
Lot 3: Coordination services for knowledge exchange and non-formal education activities	8

Lot 1 concerns facilitation services in designing and implementing democratic school governance processes at schools.

Lot 2 concerns delivery of professional development activities, including on-line and/or in person training, coaching and mentoring, for school administration in democratic school governance.

Lot 3 concerns coordination services in supporting knowledge and best practices exchange and non-formal citizenship education activities for schools and schoolchildren.

The Council will select the abovementioned number of Providers 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).

Scope of the Framework Contract

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

Under Lot 1:

In coordination with other national and international consultants

- Co-design pilot program in democratic school governance for schools.
- Facilitate pilot program activities such as: workshops, coaching sessions, school visits, etc.
- Co-lead the organisation and the conduct of workshops, coaching sessions, school visits, and other pilot program related activities.
- Develop pilot program resources such as session plans, presentations, handouts, questionnaires, school visit forms, reports, etc.
- Assess the results of pilot program activities.
- Develop reports with key findings, lessons learned and recommendations of the pilot program.
- Provision of other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2:

In coordination with other national and international consultants

- Design school administration professional development program curriculum in democratic school governance based on best practices and existing professional development programs.
- Support in identifying schools for professional development program implementation.
- Develop session plans and respective resources for the program.
- Lead the organisation and the implementation of professional development program.
- Develop reports on the progress and results of the professional development program.
- Assess the results of the program.
- Support the preparation of the program for formal accreditation.
- Provision of other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 3:

In coordination with other national and international consultants

- Assess the needs in knowledge exchange and informal education activities in democratic school governance and democratic citizenship education.
- Help design the concept of the democratic school network using the model of CoE Democratic Schools Network.
- Help establish the Georgian Network of Democratic Schools.
- Support the network to initiate meetings and support knowledge and best practices exchange in democratic school governance.
- Support in organizing the study visit for knowledge and experience exchange.
- Support school children in developing project ideas to use competencies of democratic culture within schools and in the communities.
- Support school children to implement the projects and present on the national conference.
- Contribute to the design of summer academies concept and curriculum.
- Assist in organizing and conducting the summer academies.

- Support in collecting data and reporting on the results of the activities.
- 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 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).

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 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 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 for 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 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 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);

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.

- 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, 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.

Lot 1

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 3 years of professional experience at national level (in Georgia) in the areas as described within the specific Lots above;
- 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 school governance;
 - Experience in designing, facilitating and delivering capacity building activities: e.g workshops, coaching sessions, etc. for various stakeholders in the field of education;
 - Experience in developing session plans, presentations and other materials for capacity building activities;
 - Knowledge and understanding of interactive facilitation techniques.

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.

- Criterion 2: Financial offer (20%).

Lot 2

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 4 years of professional experience at national level (in Georgia) in the areas related to the fields of expertise as described within the specific Lots above;
- 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 school governance;
 - Experience in designing and delivering professional development programs for school principles, administration and other school community members;
 - Knowledge and understanding of adult learning approaches and modern techniques in leading and facilitating professional development and capacity building activities.
- Criterion 2: Financial offer (20%).

Lot 3

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;
- Professional experience at national level (in Georgia) in the activities as described within the specific Lots above;
- 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 school governance;
 - Experience in designing and delivering non-formal education activities for youth and/or schoolchildren;
 - Experience in organizing events e.g conferences, knowledge exchange forums, summer academies, school projects, study visits, etc.;
 - Knowledge and understanding of interactive techniques in leading and facilitating educational activities and events.

Criterion 2: Financial offer (20%).

The Council reserves the right to hold interviews with 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 Engagement⁴** (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- 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.

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 4 October 2022.

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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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.