**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / Framework Contract)**

**Purchase of** **consultancy services to be provided by national consultants on four main results and closing conference within the framework of the EU/CoE Joint Project “Strengthening Democratic Culture in Basic Education”.**

The Council of Europe is currently implementing, in Turkey, a Project on “Strengthening Democratic Culture in Basic Education” (SCoD). The project will continue until November 2022. In that context, it is looking for Providers for the provision of consultancy services on four main results and closing conference to be requested by the Council on an as needed basis.

1. 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 Europe[[1]](#footnote-1), 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 self-employed sole trader, or a duly registered limited or unlimited liability company with a single employee/director.

Tenders shall be submitted **by email to the email address indicated in the table below, with the following reference in subject: National consultants on four main results and closing conference within the framework of the SCOD Project.** 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 2 (two) 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 - National consultants on four main results and closing conference within the framework of the SCOD Project.**

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| **Type of contract ►** | Framework contract |
| **Duration ►** | Until 02 November 2022 |
| **Deadline for submission of tenders/offers ►** | **04 February 2022** |
| **Email for submission of tenders/offers ►** | [**ankara.office@coe.int**](mailto:ankara.office@coe.int) |
| **Email for questions ►** | [**ankara.office@coe.int**](mailto:ankara.office@coe.int) |
| **Expected starting date of execution ►** | 14 February 2022 |

1. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement**.

**Background of the Project**

The Council of Europe (CoE) is currently implementing, in Turkey, the Project on “Strengthening Democratic Culture in Basic Education” (SCoD) that will continue until August 2021, whose specific objectives are:

- Strengthening democratic values and practices in schools and school communities,

- Strengthening the capacity of stakeholders including policy makers, education administrators both in the ministry and at provincial level, inspectors, school principals, teachers, parents, and local civil society organisations (CSO) on democratic school culture,

- Raising awareness on democratic school culture in and beyond schools.

The Project expects to achieve the following main results:

R.1. Policy recommendations for a strategic action plan for the integration of competences for democratic culture with awareness of human rights and democracy into the basic education system and school practices are developed.

R.2. Education materials based on human rights, democracy and universal core values are developed for basic education institutions.

R.3. Basic education school teachers and education practitioners are equipped with competences for democratic culture.

R.4. Basic education institutions as well as school community and general public have an increased awareness and better understanding of democratic school culture.

Please visit project website for further details: [www.gelecek.bizim.org](http://www.gelecek.bizim.org)

The Council of Europe is looking for 10 (ten) Providers (provided enough tenders meet the criteria indicated below) in order to support the capacity building (teacher trainings) and policy development components of the project.

In that context, it requires a maximum of 6 Providers for the provision of consultancy services on four main results and closing conference to be requested by the Council on an as needed basis, in compliance with the ordering procedure defined in the Framework Contract.

For information purposes only, the total budget of the project amounts to 4,000,000 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:

* Participation in focus group meetings under the component of developing policy recommendation and prepare meeting reports
* Conducting desk study to develop policy recommendations
* Attending field visits for the assessment of pilot implementation
* Preparing assessment reports based on the observations during field visits
* Conceptualization and facilitation of various events (workshops, conferences, study visits…) for the students, moderation of discussions in various events organized in the Project and conducting presentations in the events for students
* Preparation event reports for various activities for students
* Attending the review meetings of education materials and training modules and materials
* Preparation reports after the review meetings
* Desk study for the finalisation of the education materials and training modules and materials
* Conceptualization and facilitation of the Closing Conference, moderation of discussions and/or conducting presentations in the Closing Conference
* Preparation of conference proceedings and provide support for the compilation of the Closing Conference Report

**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 (this shall include a final proof-reading of the document submitted in line with the available reference documents (TDK for Turkish and CoE Style Guide for English);
* Any specific instructions given by the Council – 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 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).

1. 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.

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.

1. 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 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.

**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.

1. 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)**[[2]](#footnote-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;
* 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;
* 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](http://www.sanctionsmap.eu)).

*Eligibility criteria*

* A Master’s degree or equivalent work experience in Education and Social Sciences, Humanities, Political Science, or International Relations, or any relevant field;
* Minimum 3 years of proven work experience in one or more of the following areas in the field of education: children rights and child involvement, *policy and strategy development,* *development of education materials*, teacher training and/or capacity building of education professionals preferably in human rights and democratic school culture;
* Have a good command of written and spoken English (at least C1 of the Common European Framework of Reference for Languages).

*Award criteria*

**Criterion 1: Technical criteria (80%), including:**

* Proven work experience in one or more of the following areas in the field of education: children rights and child involvement, *policy and strategy development,* *development of education materials*, teacher training and/or capacity building of education professionals preferably in human rights and democratic school culture;
* Proven work experience in the development of assessment tools, methodology and reporting will be an asset;
* Proven experience in working with national education authorities.
* Knowledge on and experience in projects/works on human rights and democracy education will be an asset;
* Have a good command of written and spoken English (at least C1 of the Common European Framework of Reference for Languages);
* Mother tongue-level knowledge of Turkish.
* Financial offer (20%).

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

Multiple tendering is not authorised.

1. NEGOTIATIONS

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

1. DOCUMENTS TO BE PROVIDED

* A completed and signed copy of the **Act of Engagement[[3]](#footnote-3)** (See attached);
* A detailed **CV in English,** 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;
* A list of CVs of key personnel for legal persons only;
* **A** **motivation letter** **in English** (1 page max.) demonstrating Potential Provider’s interest in the Project;
* **Samples of previous work (either in English or Turkish)** e.g. policy/literature reviews, policy papers/recommendations/opinions, strategy papers, curriculum, scholarly articles, learning and teaching materials, training programmes/materials for teachers etc.

**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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1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-1)
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 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. [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)