**TENDER FILE / TERMS OF REFERENCE**

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

**Purchase of Consultancy Services**

The Council of Europe is currently implementing a Project on “Strengthening Democratic Culture in Basic Education” (SCoD). In that context, it is looking for Providers for the provision of national consultancy services 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 only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: National Consultancy Services for capacity building component 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: Questions- National Consultancy Services for capacity building component of the SCOD Project**

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| --- | --- |
| **Type of contract ►** | Framework contract  |
| **Duration ►** | Until 2 November 2022 |
| **Deadline for submission of tenders/offers ►** | 26 February 2021 |
| **Email for submission of tenders/offers ►** | ankara.office@coe.int  |
| **Email for questions ►** | ankara.office@coe.int  |
| **Expected starting date of execution ►** | 08 March 2021 |

1. EXPECTED DELIVERABLES

**Background of the Project**

The European Union – Council of Europe Joint Project on “Strengthening Democratic Culture in Basic Education” aims at integrating a democratic school culture that corresponds with universal core values as well as fundamental rights and freedoms into the Turkish education system, through strengthening democratic values and practices in school and school communities; 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, and raising awareness on democratic school culture in and beyond schools.

The project aims to achieve four results:

ER1. 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.

ER2. Education materials based on human rights, democracy and universal core values are developed for basic education institutions.

ER3. Basic education school teachers and education practitioners are equipped with competences for democratic culture.

ER4. Basic education institutions as well as school community and general public have an increased awareness and better understanding of democratic school culture.

The project will take the Council of Europe (CoE) [Reference Framework of Competences for Democratic Culture](http://www.coe.int/t/dg4/education/Source/competences/CDC_en.pdf) which was adopted on 11-12 April 2016, at the 25th Session of the CoE Standing Conference of Ministers of Education of the 50 member States of the [European Cultural Convention](https://www.coe.int/en/web/conventions/full-list/-/conventions/rms/090000168006457e), as the main reference document for its components. The Framework includes the conceptual model of competences to participate effectively in a culture of democracy, its descriptors and a set of supporting documents targeting education policy-makers and practitioners. It will mainly be used to develop policy recommendations and education materials, as well as to develop a training programme for teachers.

The Project will provide two main groups of instruments aiming at strengthening competences for democratic culture (CDC) among the school community, and equipping teachers of pre-school and primary education with the skills and methods to act as role models and to support students in developing their competences. In addition, education materials targeting pre-school and primary school students will also be developed.

Besides, a ‘whole school model’ developed based on the whole school approach, which predicates on the idea that competences for a democratic culture should be developed on a systemic level, and thus intervention must be directed at the entire school context, including all stakeholders (school management, teachers, students, parents, local administrations, related CSOs) rather than just through individual courses, which tend to be confined to classroom environments. This model will be supported by policy recommendations for the integration of competences for democratic culture in the education system on a national level.

Finally, a teacher training programme, with its accompanying teacher training materials, developed to make the teachers of the pilot schools familiar with these new materials and the whole school model and to equip them with necessary competences.

The whole school model, teacher trainings and education materials will be tested in selected schools in pilot provinces and finalized based on the results of the testing and feedback received from the field.

The Council of Europe is looking for maximum of 4 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on delivering providing training seminars and trainings of trainers (ToTs) both face-to-face and online, and developing training programmes, modules and materials.

This Contract is currently estimated to cover up to 30 activities, to be held by *2 November 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 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:

* Deliver the training of trainers (ToTs) (online and/or face-to-face) as a trainer with other consultants through facilitation of trainings and applying the defined training methodology,
* Support face-to-face cascade trainings by facilitating their delivery as co-trainers and providing direct guidance to the trainers (if trainings are held face-to-face), Deliver online cascade trainings to teachers as a trainer with other consultants (if trainings are held online)
* Prepare assessment forms to standardize the monitoring and evaluation of ToTs and cascade trainings,
* Assess the cascade trainings through visits, meetings, observations, surveys, etc. and prepare evaluation/assessment report on cascade trainings and ToTs,
* Revise the training materials after the trainings as needed for wider dissemination of materials,
* Participate in planning and coordination meetings/workshops with other consultants, COE and MoNE staff; moderation of discussions in various events organized in the Project and conducting presentations under capacity building component.

**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 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 4 (four) 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.

The present tendering procedure aims to select maximum of 4 Providers for the consultancy services for capacity building component.

**Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote[[2]](#footnote-2) (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, 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)**[[3]](#footnote-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;
* 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, International Relations, or any relevant field;
* Minimum 5 years of proven work experience, with a minimum of 3 years of experience in 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;
* Knowledge on and experience in adult training, programme and material development will be an asset;
* 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).

*Award criteria*

* Quality of the offer (80%),
* Financial offer (20%).

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

**Multiple tendering is not authorised. Tenderers who have previously been selected and placed in a pool as part of the other tender procedures announced by the project may not apply.**

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[[4]](#footnote-4)** (See attached);
* A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
* A scanned copy of a valid photographic proof of identity (e.g. passport), for natural persons only (including from owners and executive officers of legal persons);
* A list of all owners and executive officers, for legal persons only;
* Motivation letter

**All documents shall be submitted in English, failure to do so will result in the exclusion of the tender.**

**Tenderers should ask for a receipt of delivery while sending their tenders through e-mail to keep as proof of their application. To prevent loss of their right in case their application email will not be received properly due to any digital failure.**

**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. 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. [↑](#footnote-ref-2)
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 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-3)
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. [↑](#footnote-ref-4)