

# TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)

## Purchase of local consultancy services in frame of the project Quality Education for All – North Macedonia



The Council of Europe is currently implementing a project "Quality Education for All – North Macedonia". The project will run until 30 November 2025. In that context, it is looking for Provider(s) for the provision of local consultancy services to be requested by the Council 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 Europe<sup>1</sup>, 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: Tender – local consultancy services on Education in North Macedonia.** 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 – local consultancy services**

Type of contract ▶	Framework contract
Duration ▶	Until 30 November 2025
Deadline for submission of tenders/offers ▶	<b>14 March 2023</b>
Email for submission of tenders/offers ▶	<b>education.skopje@coe.int</b>
Email for questions ▶	<b>education.skopje@coe.int</b>
Expected starting date of execution ▶	28 March 2023

<sup>1</sup> 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 "Quality Education for All – North Macedonia" is implemented by the Council of Europe and funded by Germany. It runs from December 2022 to November 2025.

The project aims to promote democracy and human rights in and through education and equip young people with the competences to live in a multicultural society.

### Expected results/outcomes:

- The implementation of provisions related to inclusive and multicultural education of the National Education Strategy by education policy makers, institutions and professionals is strengthened;
- 25 pilot schools engage with local communities and civil society organisations to ensure an inclusive and enabling learning environment for all learners;
- Teachers develop new professional competences, practices and attitudes that better contribute to the development of competences for democratic culture in learners.

### Activities/Outputs:

- *A Mapping Report and policy recommendation* on the implementation of the national Education Strategy with a focus on the strategic goal on democratic culture, human rights and inclusive and multicultural education;
- *Capacity building*: training, mentoring and peer exchanges for teachers on democratic citizenship education, competences for democratic culture and the whole school approach;
- *The creation of a national Democratic and Inclusive School Network* for sharing and promoting best practices;
- *School projects*: schools will partner with civil society organisations and other community stakeholders to implement the democratic school governance model;
- *A regional study visit and student peer exchanges*: best practices in creating democratic and inclusive school governance and environments will be shared through a study visit for school teams and two summer academies for schoolgirls and schoolboys;
- *Awareness-raising*: conferences, roundtables and awareness-raising events to present project results and raise awareness on inclusive and democratic education will be held.

The Council of Europe is looking for **25 Provider(s)** (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on a particular expertise on education for democratic citizenship and human rights education, intercultural education and democratic school governance.

This Contract is currently estimated to cover up to 30 activities, to be held by 30 November 2025. 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 800 000 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: Research and policy development	10
Lot 2: Capacity-building activities	15

Lot 1 concerns delivery of research and policy development activities.

Lot 2 concerns delivery of capacity-building activities, including on-line and/or in person training, coaching and mentoring for teachers and other education professionals as well as supporting sharing of knowledge and best practices exchange.

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).

### Scope of the Framework Contract

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

Under Lot 1:

- Draft, including in co-operation with international consultants, policy documents (policy implementation evaluations, policy recommendations, etc.), expert opinions, best practice compendiums, etc. on relevant aspects related to the theme of the lot;
- Support international consultants with relevant documents and background information on national specific aspects related to the theme of the lot;
- Participate and contribute to the organisation and to the conduct of conferences, round-tables, seminars, working group meetings, workshops, consultation meetings and other relevant events with national stakeholders, including moderating/facilitating discussions and delivering presentations;
- Provide editing, proofreading and/or language check to ensure the correct use of education terminology in translations into Macedonian and/or English languages of research documents and other developed resources;
- Provision of other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2:

- Conduct training needs assessment/mapping and development of reports/recommendations;
- Development of methodology, detailed programmes, courses and training materials of the training seminars, workshops, conferences etc. for teacher trainers, teachers, school children and other beneficiaries;
- Support in organising study visits for knowledge and experience exchange including in co-operation with international consultants;
- Contribute to design of summer academies concept and contribute to implementing summer academies for students;
- Deliver trainings, peer learnings, workshops etc. for teachers trainers, teachers and other education stakeholders including in co-operation with international consultants.
- Provide support to pilot schools;
- Support international consultants with background information, documents, etc. on Macedonian context of specific topics;
- Feed the results of training activities into the elaboration of policy and methodological guidelines/tools/recommendations;
- 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 for the lot concerned.

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.

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).

### 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 quote<sup>2</sup> (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.

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<sup>2</sup> 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.

## 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)<sup>3</sup>

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;

### *Eligibility criteria*

- University degree in one of the following fields: education, social sciences and humanities, political sciences or any related field;
- At least 5 years of professional experience at national level (in North Macedonia) in the areas related to the fields of expertise as described within the specific Lots above;
- Excellent command of Macedonian language and good command of the English language (at least level B2 of the Common European Framework of Reference for Languages (CEFR).

### *Award criteria*

- Quality of the offer (80%), including:
  - Thematic expertise in the field of education for democratic citizenship and human rights education and whole school approach, and in-depth knowledge of Macedonian education policy and practice and of the main Council of Europe tools and approaches in these areas (40%);
  - Relevance of the experience of the tenderer in the areas covered by this call, including previous similar assignments with international organisations (30%);
  - Previous experience of working with national education stakeholders and contributing to improved policies and capacities in these areas (10%).
- 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 Engagement<sup>4</sup> (See attached);

<sup>3</sup> 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.

<sup>4</sup> 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.

- 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.**

**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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