



## CALL FOR TENDERS

### FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES IN THE FIELD OF EDUCATION FOR DEMOCRATIC CITIZENSHIP AND DEMOCRATIC SCHOOL GOVERNANCE

2024/AO/53

<b>Object of the procurement procedure</b> ▶	Local Consultancy Services
<b>Project</b> ▶	Democracy Starts in Schools - Engaging School Children in Decision Making Processes in Schools and Communities II
<b>Organisation and buying entity</b> ▶	Council of Europe Education Department
<b>Type of contract</b> ▶	<b>Framework Contract</b>
<b>Duration</b> ▶	Until 31 December 2027
<b>Expected starting date</b> ▶	October 2024
<b>Tender Notice Issuance date</b> ▶	9 July 2024
<b>Deadline for tendering</b> ▶	31 July 2024 23h59 CEST

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The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

## HOW DOES A FRAMEWORK CONTRACT WORK?

**STAGE 1:**

**SELECTION** of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

**STAGE 2:**

**ORDER(S)** are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

**EXECUTION** as from the date of signature of each Order, unless the Order concerned provides otherwise.

## HOW TO SUBMIT A TENDER?

**STEP 1:** Read the **TENDER FILE**

**STEP 2:** Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section G of the terms of reference (below).

**STEP 3:** Send your **TENDER**, in accordance with the Tender Rules

## **PART I –TERMS OF REFERENCE**

### **CALL FOR TENDERS**

#### **FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES IN THE FIELD OF EDUCATION FOR DEMOCRATIC CITIZENSHIP AND DEMOCRATIC SCHOOL GOVERNANCE 2024/AO/53**

#### **A. BACKGROUND**

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. 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 **80 Provider(s)** (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with experience in general education, education for democratic citizenship, democratic school governance and youth work.

This Contract is currently estimated to cover up to 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 should in principle not exceed 170 000 Euros 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.

## B. 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	35
Lot 2: Capacity Building and Training Services	25
Lot 3: Project Coordination Services	20

Lot 1 concerns facilitation services to support the implementation of the project with experience in general education, education for democratic citizenship, democratic school governance and youth work. Tenderers applying for this Lot should ensure that they can dedicate the necessary time to the completion of tasks, which will also involve visits to schools, including outside of Tbilisi.

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

## C. SCOPE OF THE FRAMEWORK CONTRACT

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

Under Lot 1:

**Description of Activity:** This project activity encompasses targeted support provided to 60 schools across Georgia to implement the democratic school governance model with a focus on the "student support" school standard. The activity will consist of school assessment visits, which should include travelling to respective schools, in-person or online workshops on democratic school governance and student participation, online coaching, mentoring, meetings with the school community. Each school will be supported, mostly through online coaching, 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 activity is intended to be implemented within three school semesters.

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

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.
- Contribute to the development of 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 organised 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.

#### Under Lot 2:

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

- Develop methodology, detailed capacity building programmes, courses, materials and session plans of the training seminars, conferences etc. for school principals, teachers, teacher trainers, school children and other beneficiaries.
- Develop materials, guidebooks, workbooks, etc. both digital or/and non-digital format, to complement the skills building and capacity development, for continuous learning and practice of democratic school governance, democratic citizenship, and others.
- Use behavioural science approaches and modern training methods such as Adult Learning, Actionable Learning, etc. in developing training and capacity building programs.
- Identify the capacity building needs of education professionals such as teachers, school administration, etc in improving democratic school governance, using behavioural insights.
- Deliver trainings, coaching and mentoring sessions for school principals, teachers, teacher trainers, school children and other beneficiaries using modern and interactive techniques of training delivery.
- Develop and conduct training needs assessment, training pre and post assessment tools, collect and analyse information and assess the effectiveness of the capacity building programs and trainings.
- Support the international consultants with background information, documents etc. on the Georgian context of specific topics.
- Provide editing, proofreading and/or language check to ensure the correct use of education terminology in translations into the Georgian and/or English languages of documents and other developed resources.

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/or international consultants, as needed:

- Assess the needs in knowledge exchange and informal education activities in democratic school governance and democratic citizenship education.
- Support the project "Education for Democracy" school network to improve its functioning and expand the Network by establishing ties and sharing experience with other schools.

- Support and coordinate the work of the democratic school network, namely initiate meetings, organise conferences and knowledge and best practices exchange in democratic school governance.
- Support in organising study visits, conferences and other events for knowledge and experience exchange in non-formal education.
- Coordinate the collection of best practices from the network schools to feed into the compendium for best practices in democratic school governance and student participation.
- Support and co-lead school community members, in particular schoolchildren, in developing project ideas, designing and implementing small projects to use the competences for democratic culture in practice at schools and in the communities.
- 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).

#### **D. FEES**

Tenderers are invited to indicate their unit fees, by completing the table of fees, as attached in Section A of the Act of Engagement. These fees are final and not subject to review.

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

#### **E. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)**

Once this consultation and the subsequent selection are completed, you will be informed accordingly. Deliverables will then be carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

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.

#### **Pooling**

For each Order, the Council will choose from the pool of pre-selected tenderers the Provider for the relevant lot 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.

### **Providers subject to VAT**

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote<sup>1</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 Service 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.

### **F. ASSESSMENT**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)<sup>2</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;
- 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;
- have been involved in Project phase I as pilot school representatives.

## LOT 1 – Facilitation Services

### *Eligibility criteria*

<sup>1</sup> It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part.

<sup>2</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 requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met.

Tenderers shall demonstrate that they fulfil the following criteria **(to be assessed on the basis of the content presented in all supporting documents listed in Section G)**:

- University degree in Education, Policy Studies, Political Science, International Relations or other humanities and social sciences field; relevant working experience of at least 3 years will be given due consideration in lieu of University Degree.
- At least 2 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 preferably in the education field.
  - Experience in developing session plans, presentations and other materials for capacity building activities.
- Criterion 2: Financial offer (20%).

LOT 2 - Capacity Building and Training Services

*Eligibility criteria*

Tenderers shall demonstrate that they fulfil the following criteria **(to be assessed on the basis of the content presented in all supporting documents listed in Section G)**:

- University degree in Education, Policy Studies, Political Science, International Relations or other humanities and social sciences field; relevant working experience of at least 3 years will be given due consideration in lieu of University Degree.
- At least 3 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 citizenship education and school governance.
  - Experience in developing and delivering capacity building programmes and/or trainings in the field of formal and non-formal civic education, and/or education for democratic citizenship and human rights education, and/or democratic school governance, and knowledge of the Georgian education policy and practice;
  - Relevance of the experience of the tenderer in the areas covered by this call, including previous similar assignments with national education stakeholders and/or in international and other organisations.

Criterion 2: Financial offer (20%).

LOT 3 – Project Coordination Services

*Eligibility criteria*

Tenderers shall demonstrate that they fulfil the following criteria **(to be assessed on the basis of the content presented in all supporting documents listed in Section G)**:



- University degree in Education, Policy Studies, Political Science, International Relations, Project Management, or other humanities and social sciences field; relevant working experience of at least 3 years will be given due consideration in lieu of University Degree.
- At least one year of 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 including developing and implementing small projects for youth and/or schoolchildren;
  - Experience in organizing events e.g conferences, knowledge exchange forums, school projects, study visits, etc.

Criterion 2: Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

**G. DOCUMENTS TO BE PROVIDED**

- **One completed and signed copy of the Act of Engagement.**<sup>3</sup>
- 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.

**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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<sup>3</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.

# PART II – TENDER RULES

## CALL FOR TENDERS FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES

**2024/AO/05**

### **ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY**

#### **1.1 Name and address**

#### **COUNCIL OF EUROPE**

Directorate General of democracy, Education Department  
1 avenue de l'Europe  
67075 STRASBOURG Cedex

#### **1.2 Background**

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.<sup>4</sup>

Further details on the project are provided in the Terms of Reference.

### **ARTICLE 2 – VALIDITY OF THE TENDERS**

Tenders are valid for 180 calendar days as from the closing date for their submission.

### **ARTICLE 3 – DURATION OF THE CONTRACT**

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

### **ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE**

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

### **ARTICLE 5 – CONTENT OF THE TENDER FILE**

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

### **ARTICLE 6 – LEGAL FORM OF TENDERERS**

The tenderer must be either a natural person, a legal person or consortia of legal and/or natural persons.

### **ARTICLE 7 – SUPPLEMENTARY INFORMATION**

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: [education.georgia@coe.int](mailto:education.georgia@coe.int)

This address is to be used for questions only; for modalities of tendering, please refer to the below Article.

### **ARTICLE 8 – MODALITIES OF THE TENDERING**

Tenders must be sent to the Council of Europe **electronically**.

**Electronic copies** shall be sent only to [cdm@coe.int](mailto:cdm@coe.int) with reference no. **2024AO53** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

### **ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS**

The deadline for the submission of tenders is 31 July 2024 by 23:59 CET.

### **ARTICLE 10 – ASSESSMENT OF TENDERS**

Tenders shall be assessed in accordance with Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

### **ARTICLE 11 – NEGOTIATIONS**

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

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<sup>4</sup> Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int)

# FINAL CHECK LIST

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## 1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **One completed and signed copies of the Act of Engagement.**
  - 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.
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## 2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **electronically**.

Electronic copies shall be sent only to [cdm@coe.int](mailto:cdm@coe.int) with reference no. **2024A053** in the subject field. Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 31 July 2024 by 23:59 CEST.