



## CALL FOR TENDERS

**FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA, THE CZECH REPUBLIC, HUNGARY, PORTUGAL, ROMANIA AND THE SLOVAK REPUBLIC IN THE FRAMEWORK OF THE EU/COE JOINT PROJECT "INCLUSIVE SCHOOLS: MAKING A DIFFERENCE FOR ROMA CHILDREN (INSCHOOL)"**

**2021/AO/80**

<b>Object of the procurement procedure ▶</b>	Provision of consultancy services in Bulgaria, the Czech Republic, Hungary, Portugal, Romania and the Slovak Republic in the framework of the EU/CoE Joint Project "INSCHOOL"
<b>Project ▶</b>	EU/CoE Joint Project "INCLUSIVE SCHOOLS: MAKING A DIFFERENCE FOR ROMA CHILDREN (INSCHOOL)"
<b>Organisation and buying entity ▶</b>	Council of Europe Directorate General of Democracy Directorate of Anti-Discrimination Roma and Travellers Team
<b>Type of contract ▶</b>	<b>Framework Contract</b>
<b>Duration ▶</b>	Until 1 December 2023, renewable until 1 December 2025
<b>Expected starting date ▶</b>	31 March 2022
<b>Tender Notice Issuance date ▶</b>	10 December 2021
<b>Deadline for tendering ▶</b>	15 February 2022

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The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES**..... 11  
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 F 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 CONSULTANCY SERVICES IN BULGARIA, THE CZECH REPUBLIC, HUNGARY, PORTUGAL, ROMANIA AND THE SLOVAK REPUBLIC IN THE FRAMEWORK OF THE EU/COE JOINT PROJECT "INSCHOOL" 2021/AO/80**

##### **A. BACKGROUND**

The European Commission (EC) and Council of Europe (CoE) Joint Project "Inclusive Schools: Making a Difference for Roma Children (INSCHOOL)" aims at supporting the design and implementation of national inclusive education policies in the Czech Republic, Romania and the Slovak Republic and to promote the inclusive education policy solutions in Bulgaria, Hungary and Portugal, in line with European standards and principles for quality inclusive education, thus enabling improvements in the access, participation and performance of Roma and children at risk of marginalisation and exclusion in pre-school and compulsory education.

The Project aims at achieving its expected results through advising how national education policies, coordination structures and operational programmes can be put in line with European standards and practices on Quality Inclusive Education (QIE); designing and proposing national level evidence-based solutions for inclusive education policies and practices, including for reducing and preventing further segregation of children in educational settings; providing capacity building to national education institutions, EU funds managing authorities and civil society on inclusive education; raising awareness of the general public about the meaning and benefits of inclusive education which will enhance social cohesion as a whole.

The target groups of the Project are public administration institutions (elected and appointed officials), educational institutions, national coordinative entities, education professionals, teachers, school administration, EU funds managing authorities and civil society organisations.

The final beneficiaries of the Project are students, including Roma students, parents, the community of learners, education professionals, education institutions as well as the state authorities in charge of educational policies.

The Council of Europe is looking for a maximum of *144 Providers* (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on inclusive education practices and policies with a focus on Roma children.

This Contract is currently estimated to cover up to 150 activities, to be held by 1 December 2023. 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. The Contract is renewable, subject to continued funding of the Project. In this case, the contract will be renewed tacitly annually maximum until 1 December 2025 (i.e. total 4 years of duration).

For information purposes only, at the moment the total budget of the project amounts to 1,000,000 EUR and the total amount of the object of present tender should in principle not exceed 500,000 EUR 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.

**For tenderers' attention: please note that the agreement between the Council of Europe and the European Union, setting the start of the new cycle of the INSCHOOL Project, has not been signed yet. The signature of the contract is expected to take place shortly, and the estimated start date of the Project is 1 Decemer 2021. The Framework Contracts signature with succesfull tenderers will therefore be concluded once the agreement between the Council of Europe and the European Union is signed. The Council of Europe**

**shall not be held liable for any material or immaterial loss sustained by the tenderers in connection with this call for tenders.**

## **B. LOTS**

The Project is a continuation of the INSCHOOL Pilot Phase Project and INSCHOOL 2, implemented from May 2017 to June 2021. The new Project is expected to be implemented in 2021-2023, with a possibility of extension. The implementation of the Project and this framework contract as well as its possible extension are subject to the availability and confirmation of project funding.

The Project will be implemented in six countries: Bulgaria, the Czech Republic, Hungary, Portugal, Romania and the Slovak Republic. Based on needs, other European countries can be involved to share good practices in the field of quality inclusive education and for the purpose of peer-learning.

The main educational methodology under the INSCHOOL Joint Project is based on the "Index for Inclusion: a guide to school development led by inclusive values" by Tony Booth and Mel Ainscow (4th edition). The interventions of the project will continue to promote the "Index for Inclusion" among relevant authorities and education institutions, as a proven methodology and inspiration for action based on inclusive values.

While building upon the achievements and lessons learnt at school level in the framework of the INSCHOOL Pilot Phase Project and INSCHOOL2, this Project cycle will focus mainly on supporting the design and implementation of national inclusive education policies in the beneficiary countries, promoting the inclusive education policy solutions and desegregation in education, in line with European standards and principles for quality inclusive education, thus enabling improvement in the access, participation and performance of Roma children and children at risk of marginalisation and exclusion in pre-school and compulsory education.

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Educational Advisors - Bulgaria	5
Lot 2: Educational Advisors - Czech Republic	5
Lot 3: Educational Advisors - Hungary	5
Lot 4: Educational Advisors - Portugal	5
Lot 5: Educational Advisors - Romania	5
Lot 6: Educational Advisors - Slovak Republic	5
Lot 7: Trainers - Bulgaria	8
Lot 8: Trainers - Czech Republic	8
Lot 9: Trainers - Hungary	8
Lot 10: Trainers - Portugal	8
Lot 11: Trainers - Romania	8
Lot 12: Trainers - Slovak Republic	8
Lot 13: Education Policy Experts – Bulgaria	6
Lot 14: Education Policy Experts – Czech Republic	6
Lot 15: Education Policy Experts – Hungary	6

Lot 16: Education Policy Experts – Portugal	6
Lot 17: Education Policy Experts – Romania	6
Lot 18: Education Policy Experts – Slovak Republic	6
Lot 19: Thematic Experts on Quality Inclusive Education and Roma Inclusion	15
Lot 20: Research and Data Collection Experts	15

Lots 1 - 6 concern the profile of **Educational Advisors**. The Educational Advisors will be expected to provide an overall guidance and coordination of the Project implementation in a given country by:

- Pursuing INSCHOOL project's outcomes by facilitating national level dialogue and cooperation among relevant authorities, education institutions, civil society and other relevant education and Roma inclusion stakeholders;
- Assisting in establishing (where applicable), organising and supporting the work of the INSCHOOL National Working Group (NWG) or other country-level policy coordination mechanism, gathering relevant governmental, non-governmental and civil society representatives, working on gaps and issues identified at policy level concerning inclusive education for Roma children;
- Providing guidance and assistance to policy makers, educational professionals, experts and trainers on strategic and methodological issues throughout the implementation of the project;
- Providing policy and practice-level advice to national Project beneficiaries, in line with CoE standards and guidance;
- Transmitting evidence and experiences from the practice of the project to policy level;
- Participating in meetings at national and international level; providing contributions and expertise to the Council of Europe implementation team; providing written needs-based materials upon request from the Council of Europe;
- Providing guidance and assistance to Trainers and Educational Advisors from other countries of implementation, based on the needs and upon request from the Council of Europe.

Lot 7-12 concern the profile of **Trainers**. The Trainers will be expected to support the delivery of project outcomes related to the capacity building components with a focus on strengthening the human, institutional and organisational capacities of participating stakeholders in a given country by:

- Developing training handbooks, guidelines, and other educational and policy tools;
- Analysing training and teaching curricula, textbooks and teaching standards in view of their compliance with European standards on quality inclusive education, protection of national minorities and Roma and Travellers;
- Design, organisation and delivery of online and in person training sessions for civil servants, education professionals, teachers, civil society representatives and other relevant stakeholders;
- Delivering training sessions on the "Index for Inclusion: a guide to school development led by inclusive values" methodology in local languages;
- Providing needs analysis of existing educational and institutional frameworks and administrative procedures of relevance to quality inclusive education and Roma inclusion;
- Providing training needs assessments, developing and revising training materials and other educational resources;
- Providing support and facilitation to the organisation of educational and policy related study and/or thematic visits on quality inclusive education practices and policy approaches;
- Design and delivery of training events and sessions of relevant Council of Europe standards of relevance for inclusive education, equality, participation, human rights and non-discrimination.

Lot 13-18 concern the profile of **Education Policy Experts**. The Policy Experts will provide technical support and advise the relevant education and social inclusion public authorities in the process of review, adaptation, implementation and monitoring of national inclusive education, Roma inclusion and mainstream social inclusion policies and programmes in a given country by:

- Providing assessment of existing institutional frameworks;

- Providing advice and support on institutional reform, setting up relevant policy coordination mechanisms in the area of inclusive education, social and Roma inclusion;
- Review of existing national policies in view of ensuring their compliance with European standards;
- Reviewing of national policies, strategies and education practices;
- Advising relevant public authorities and education professionals on public policy processes and education strategies;
- Reviewing existing practices of educational segregation and developing solutions for desegregation and equity in education, with a particular focus on Roma and Traveller children;
- Providing support and expertise in developing educational and policy tools and guidelines;
- Supporting and facilitating the process of establishing multinational policy peer platform.

Lot 19 concerns the profile of the **Thematic Experts**, who will support the project implementation through providing expertise on the topics relevant to the project, such as quality inclusive education standards, education methodologies and good practices, intercultural education, anti-discrimination, human rights, gender equality, managing educational projects, etc. The Thematic Experts will be expected to:

- Draft reports, studies, policy briefs and other written contributions related to their topic of expertise;
- Participate and contribute to the organisation of project events (conferences, seminars, meetings, etc.) at international level;
- Provide contributions and expertise/advice to the Council of Europe implementation team and relevant institutional partners from beneficiary countries;
- Provide written materials, based on needs and upon request from the Council of Europe.

Lot 20 concerns the profile of **Research and Data Collection Experts** who will support the project implementation through providing expertise on research, data collection and analysis for the purpose of evidence based policy making. The Researchers and Data Collection Experts will be expected to:

- Undertake desk review, interviews, surveys and other methods in gathering data and information relevant to the scope of the Project;
- Developing research methodologies and instruments;
- Identifying relevant data information sources and stakeholders that are of relevance to the Project scope (quality inclusive education, education practices, teaching methodologies, policy reform, segregation, gender equality, Roma inclusion and other);
- Developing or assisting in the development of reports, studies, written contributions relevant to the scope of the Project;
- Participate at meetings and project related events, based on needs and upon request from the Council of Europe.

The above list is not considered exhaustive.

The Council will select the abovementioned number of Providers per lot, provided enough tenders meet the criteria indicated below. Tenderers may tender for one or more lots, in one or several countries, and are invited to indicate which lot(s) they are tendering for in Section A of the Act of Engagement.

Only those Providers whose score, following the assessment of the Award Criteria (see Section E below), is equivalent to or higher than 3,9 (out of 5) will be selected under each Lot.

### **C. SCOPE OF THE FRAMEWORK CONTRACT**

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

- Draft analytical reports/publications (assessments, gap analysis, policy reviews, policy recommendations);
- Participate in the events (workshops, conferences, working meetings, high level meetings);

- Preparing training modules and training materials;
- Conducting training sessions/workshops and other project related events;
- Conducting research, analysis, and data collection.

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 continuous 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 written 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.

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 **Error! Reference source not found.** 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).

#### **Pooling**

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

#### **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 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*

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

- University (higher education) degree in fields such as: education, public policy, political/social sciences, law and other fields relevant to the scope of the Project;
- Professional experience of 4 or more years in inclusive education, teaching, training, public policy, research, human rights, anti-discrimination, Roma inclusion and other thematic areas, including for the duties described under the lots for wishing the candidates to apply;

<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;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
- For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).



- Proven professional experience of at least 2 years relevant for the tasks described under the Lot(s) for which the candidate is applying;
- Excelent drafting, analytical, research and reporting skills;
- The ability to work in a team with members of different cultural and linguistic backgrounds;
- Excellent knowledge of English (at least level C1 of the CEFR) as well as excellent oral and written knowledge (level C2 of the CEFR) of the local language relevant for the lot/s the tenderer is tendering for:
  - o Lot 1: Bulgarian
  - o Lot 2: Czech
  - o Lot 3: Hungarian
  - o Lot 4: Portuguese
  - o Lot 5: Romanian
  - o Lot 6: Slovak
  - o Lot 7: Bulgarian
  - o Lot 8: Czech
  - o Lot 9: Hungarian
  - o Lot 10: Portuguese
  - o Lot 11: Romanian
  - o Lot 12: Slovak
  - o Lot 13: Bulgarian
  - o Lot 14: Czech
  - o Lot 15: Hungarian
  - o Lot 16: Portuguese
  - o Lot 17: Romanian
  - o Lot 18: Slovak

#### *Award criteria*

- *Criterion 1: Thematic expertise and professional experience (45%)*
- *Criterion 2: Research, analysis, drafting and/or training skills (45%)*
- *Criterion 3: Financial offer (10%).*

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

**Multiple tendering is not authorised.**

#### **G. DOCUMENTS TO BE PROVIDED**

- A completed and signed copy of the Act of Engagement;<sup>3</sup>
- A list of all owners and executive officers, for legal persons only;
- Curriculum vitae (CV) demonstrating that the tenderer meets the eligibility criteria;
- Motivation letter highlighting skills and experience in all the above-mentioned evaluation criteria;
- A list of at least 3 referees (names, positions and contact details);
- A sample of 2 articles (preferably in English), professional papers, publications, training programme outline/repot, or other project outputs written/developed by the tenderer would be considered an asset.

**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.

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## PART II – TENDER RULES

### CALL FOR TENDERS

#### FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA, THE CZECH REPUBLIC, HUNGARY, PORTUGAL, ROMANIA AND THE SLOVAK REPUBLIC IN THE FRAMEWORK OF THE EU/COE JOINT PROJECT "INSCHOOL" 2021/AO/80

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

##### 1.1 Name and address

##### COUNCIL OF EUROPE

Directorate General of Democracy,

Roma and Travelers Team

Avenue de l'Europe, F – 67075 Strasbourg Cedex, France

##### 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, Moscow, 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 120 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 or French], and shall be exclusively sent to the following address: [cdm@coe.int](mailto:cdm@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). 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 15 February 2022 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

#### 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:

- A completed and signed copy of the Act of Engagement;<sup>5</sup>
  - A list of all owners and executive officers, for legal persons only;
  - Curriculum vitae (CV);
  - Motivation letter highlighting skills and experience in all the above-mentioned evaluation criteria;
  - A list of at least 3 reference persons (names, positions and contact details)
  - A sample of 2 articles (preferably in English), professional papers, publications, training programmes, or other project outputs written/developed by the tenderer would be considered an asset.
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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). Tenders submitted to another e-mail account will be excluded from the procedure.

The deadline for the submission of tenders is 15 February 2022 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

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<sup>5</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.