COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

CALL FOR TENDERS

FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES IN THE FIELD OF EDUCATION FOR DEMOCRATIC CITIZENSHIP AND DEMOCRATIC SCHOOL GOVERNANCE 2022/AO/28

Object of the procurement procedure ►	Research and training consultancy services in the field of education for democratic citizenship and democratic school governance to be provided by local consultants
Project ►	Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities
Organisation and buying entity ►	Council of Europe Education Department
Type of contract ►	**Framework Contract**
Duration ►	Until 31 December 2023
Expected starting date ►	27 June 2022
Tender Notice Issuance date ►	23 May 2022
Deadline for tendering ►	15 June 2022

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  The TERMS OF REFERENCE describe what will be expected from the selected Providers.

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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
2022/AO/28

A. BACKGROUND

The Council of Europe is currently implementing the Project "Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia". The Project is implemented by the Council of Europe from March 2022 to December 2023 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 "Democracy Starts in Schools – Engaging School Children in Decision Making Processes in Schools and Communities in Georgia" Project is based on the Council of Europe approach to civic education: a holistic view on knowledge, skills, values and attitudes, a focus on democratic school development and an integration of young people's civic experiences in the wider community.

Starting with the premise that active participation in the school life and in the life of their communities provides school children with the opportunity to live in a democratic community and helps them develop competences for becoming active members of a democratic society, the Project will address the need for greater participation of youth in the social and political life in Georgia.

The Project will support the national education authorities of Georgia to implement a series of measures that are needed to create more opportunities for participation for school children and motivate them to take part in the decision-making processes in schools and communities. More specifically, the Project will help develop methodological guidance for schools on the democratic school governance, will support school directors as key actors in this process and enable them to provide strategic leadership, will support school projects implemented in partnership with civil society organisations and other community actors, and will support school children in developing and implementing projects in their schools and communities.

Expected results/outcomes:

- Educational institutions and educational staff develop school children's competences for democratic culture.
- Schoolgirls and schoolboys exercise their democratic rights and responsibilities by participating in the decision-making processes in their schools and communities.

Activities/Outputs:

- *Policy recommendations* on strengthening the legislative and policy framework for the democratic governance of schools will be developed jointly with the Ministry of Education and Science of Georgia and other stakeholders.
- *Methodological guidelines* on strengthening democratic school governance in schools will be developed and piloted in schools.
- *Capacity building: a* professional development programme (training, mentoring and peer exchange) for school directors and teachers on democratic citizenship education and the democratic school governance will be developed and delivered.
- *School projects:* Schools will partner with civil society organisations and other community stakeholders to develop and implement projects linked to learning outcomes and addressing key problems in the community through a small grants scheme for civil society organisations.
- *School study visit and student peer exchanges:* best practices in democratic school governance will be shared within one study visit by Georgian school teams to Moldova, and two summer academies for a total of 60 school children on democracy and human rights and project management will be organized.

- *A national Democratic and Inclusive School Network* for sharing and promoting best practices in democratic school governance will be set up.
- *Awareness raising:* a national conference to launch the project will be organized and school children will peer exchange and showcase their projects within a national conference dedicated to school children participation in schools and communities.

The Council of Europe is looking for a maximum of 22 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the Project with a particular expertise on education for democratic citizenship and democratic school governance.

For information purposes only, the total budget of the Project amounts to 700,000 Euros and the total amount of the object of present tender should in principle not exceed 90,300 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: Research services	8
Lot 2: Training services	14

Lot 1 concerns research services in the field of education for democratic citizenship and democratic school governance.
Lot 2 concerns training services in the field of education for democratic citizenship and democratic school governance.

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:

- Develop, including in co-operation with international consultants, policy documents (policy evaluations, methodological guidelines for schools/school directors/teacher/students, policy recommendations, etc.), expert opinions, best practice compendiums, evaluation reports, etc. on relevant aspects related to the theme of the lot.
- Conduct research on and analysis of existing strategies, policies, regulatory framework on school standards, and practices related to democratic citizenship and school governance in Georgia.
- Analyse existing professional standards and professional development programmes for school administrators.
- Support the 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, trainings, 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 the Georgian and/or English languages of methodological 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 of training needs assessment/mapping and development of reports/recommendations, and evaluation of effectiveness.
- Development of methodology, detailed programmes, courses and materials; of the training seminars, workshops, summer schools, conferences etc. for school directors, teachers, teacher trainers, school children and other beneficiaries.
- Deliver trainings and mentoring sessions for school directors, teachers, teacher trainers, school children and other beneficiaries, including in co-operation with international consultants.
- Carry out the process of piloting of methodological guidelines in individual schools, including through regular visits to the pilot schools.
- Support the international consultants with background information, documents, etc. on the Georgian 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.

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).

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[1] (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) [2]

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, 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.

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

[1] 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.
[2] The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

- An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three 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.

- University degree in Education, Policy Studies, Political Science, International Relations or other humanities and social sciences field;
- At least 5 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:
  - Thematic expertise in the field of formal and non-formal civic education, education for democratic citizenship and human rights education and democratic school governance, and in-depth knowledge of the Georgian 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%).

- Criterion 2: Financial offer (20%).

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

Multiple tendering is not authorised.

G. DOCUMENTS TO BE PROVIDED

- **<u>One</u>** completed and signed copy of the Act of Engagement.[3]
- Registration documents, for legal persons only;
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria and including the contact details of two relevant professional references;
- 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 <u>are of such a quality that the documents cannot be read once printed.</u>

* * *

[3] The Act of Engagement must be completed, signed and scanned in its entirety (i.e. including all the pages). The scanned Act of Engagement may be sent page by page (attached to a single email) or as a compiled document, although a compiled document would be preferred. For all scanned documents, .pdf files are preferred.

PART II – TENDER RULES

CALL FOR TENDERS
FOR THE PROVISION OF LOCAL CONSULTANCY SERVICES
2022/AO/28

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of democracy, Education Department

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.[4]

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: 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. 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 June 2022.

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.

* * *

[4] Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

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

- **One** completed and signed copy of the Act of Engagement.[5]
- Registration documents, for legal persons only;
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria and including the contact details of two relevant professional references;
- 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.

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. Tenders submitted to another e-mail account will be excluded from the procedure;

The deadline for the submission of tenders is **15 June 2022**.

[5] 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.