**CALL FOR TENDERS**

for the provision of international CONSULTANCY SERVICES

**2023/AO/19**

|  |  |
| --- | --- |
| **Object of the procurement procedure ►** | Research and training consultancy services to be provided by international consultants |
| **Project ►** | Education for Democracy in the Republic of Moldova II |
| **Organisation and buying entity ►** | Council of Europe  Education Department |
| **Type of contract ►** | **Framework Contract** |
| **Duration ►** | Until 31 December 2026 |
| **Expected starting date ►** | 01 April 2023 |
| **Tender Notice Issuance date ►** | 01 March 2023 |
| **Deadline for tendering ►** | 23 March 2023 |

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

* [**The TENDER RULES** 6](#_Toc445392376)

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** andcollect therequired **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 international consultancy services**

**2023/AO/19**

1. **Background**

The Council of Europe is currently implementing the Project “Education for Democracy in the Republic of Moldova, Phase II”. The Project is implemented by the Council of Europe from January 2023 to December 2026 in cooperation with the Ministry of Education and Research of the Republic of Moldova in line with the priorities of the Council of Europe Action Plan for the Republic of Moldova 2021-2024. The Project aims to contribute to an inclusive, peaceful, and democratic Moldovan society with engaged citizens.

Building on the results, the lessons learned, and the capacities built by the Project “Education for Democracy in the Republic of Moldova, Phase I” (2019-2022) implemented by the Council of Europe, the Project will continue to strengthen the capacity of the Moldovan education system to develop competences for life in democratic and inclusive societies through formal education. The Project will:

• further support the integration of Council of Europe’s flagship Reference Framework of Competences for Democratic Culture in the primary and secondary cycles, including the upper secondary technical education and vocational education and training (VET),

• further strengthen national teacher education capacities and the professional competences of teachers,

• support the implementation in schools of the methodology on the democratic school governance.

Project’s **specific objectives** are:

• National policy and methodological frameworks to prepare young people for democratic citizenship and support their participation in decision-making processes at the local and national levels are further strengthened.

• Professionals and institutions in the education sector prepare young people for life in democratic societies and support the participation of young people in public life.

• Girls and boys practice competences for democratic culture and actively participate in decision-making processes in formal and non-formal settings.

Project’s **expected results** are:

• The national policy framework for developing competences for democratic culture through formal education is further aligned to Council of Europe standards.

• Teachers strengthen their professional capacities to apply new methodology and approaches in teaching competences for democratic culture in a supportive institutional environment.

• An increased number of boys and girls have access to various tools / platforms / opportunities in formal and non-formal settings to develop and practice competences for democratic culture, to participate in decision-making processes and in community development initiatives.

The Council of Europe is looking for up to 10 Providers per Lot 1 and for up to 10 Providers per Lot 2 (provided enough tenders meet the criteria indicated below) with a particular expertise in education for democratic citizenship and human rights education and democratic school governance in order to support the implementation of the project.

This Contract is currently estimated to cover up to 100 activities, to be held by 31 December 2026. 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 1,100,000 EUR Euros and the total amount of the object of present tender should in principle not exceed 57,600 EUR 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.

1. **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: Training consultancy services | 10 |
| Lot 2: Research consultancy services | 10 |

Lot 1 concerns provision of training consultancy services in the field of education for democratic citizenship and human rights education and democratic school governance.

Lot 2 concerns provision of research consultancy services in the field of education for democratic citizenship and human rights education 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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section F below), is equivalent to or higher than 3.50 will be selected under each Lot.

1. **SCOPE OF THE FRAMEWORK CONTRACT**

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

Under Lot 1:

• Develop methodology, detailed programmes, and hand-outs (training materials) of the training seminars, workshops, etc. for teacher trainers, teachers, school directors, school children and other beneficiaries.

• Deliver trainings and mentoring sessions for teacher trainers, teachers, school directors and other beneficiaries, incl. in co-operation with local consultants.

• Participate in conferences, round tables, working groups, consultation meetings and other relevant events with national stakeholders, including moderating/facilitating discussions and delivering presentations.

• Provision of other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2:

• Draft, including in co-operation with local consultants, education policy documents (methodological guides for teachers, assessment methodologies, etc.), expert opinions, recommendations, etc. on relevant aspects related to the theme of the lot.

• Provide input and expertise concerning the integration of the Reference Framework of Competences for Democratic Culture in education policy and practice in the Republic of Moldova.

• Provide technical expertise to national decision and policy makers, education experts and practitioners on relevant aspects related to the theme of the lot.

• Attend and facilitate events organised within the Project, prepare reports and/or act as a rapporteur.

• 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/research 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).

1. **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.

1. **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[[1]](#footnote-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.

1. **ASSESSMENT**

*Exclusion criteria* (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)[[2]](#footnote-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;
* are retired Council of Europe staff members or are staff members having benefitted from an early departure scheme.

*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):

* University degree in Education and Social Sciences, Humanities, Political Science, International Relations or Media and Communication;
* At least 5 years of professional experience in providing policy/research and/or capacity building/training support at international level in the areas related to the fields of expertise as described within the specific Lots under the scope of the contract above;
* Advanced knowledge of relevant European standards and in-depth knowledge of the Council of Europe standards in the field of education for democratic citizenship and human rights education and competences for democratic culture ;
* Demonstrated analytical, research and reporting skills;
* Excellent oral and written English language proficiency equivalent to at least the C1 level of the Common European Framework of Reference for Languages.

*Award criteria*

* Criterion 1: Quality of the offer (80%), including:
  + Relevant experience at international level of the tenderer in the thematic areas covered by this call (60%);
  + Knowledge and understanding of the Moldovan educational context and/or previous cooperation experience with international organisations, government bodies, civil society organisations, secondary schools, and other relevant education institutions and professionals in other Council of Europe member States (20%).
* Criterion 2: Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

**Multiple tendering is not authorised.**

1. **DOCUMENTS TO BE PROVIDED**

* **One** **completed and signed copy of the Act of Engagement**.[[3]](#footnote-3)
* Registration documents, for legal persons only;
* A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
* 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 (with the exception of the registration documents for legal persons), 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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# PART II – TENDER RULES

**CALL FOR TENDERS**

**for the provision of international consultancy services**

**2023/AO/19**

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

* 1. **Name and address**

**COUNCIL OF EUROPE**

Directorate General of Democracy and Human Dignity, Education Department

* 1. **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.[[4]](#footnote-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, and shall be exclusively sent to the following address: [educationmoldova@coe.int](mailto:educationmoldova@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. **2023AO19** 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 **23 March 2023** 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.

\* \* \*

**FINAL CHECK LIST**

1. **BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:**

* **One** **completed and signed copies of the Act of Engagement**.
* Registration documents, for legal persons only;
* A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
* 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.

1. **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. **2023AO19** 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 23 March 2023 by 23:59 CET.

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. [↑](#footnote-ref-1)
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.

   [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
4. Available on the website of the Council of Europe Treaty Office: [www.conventions.coe.int](http://www.conventions.coe.int) [↑](#footnote-ref-4)