



TENDER FILE / TERMS OF REFERENCE (Competitive bidding procedure / Framework Contract)

Purchase of national consultancy services in the framework of the Council of Europe's "Enhanced Results-Based Management in the CoE cooperation projects (EaP region)" project

The Council of Europe is currently implementing a Project aiming to enhance the Results-Based Management in the cooperation projects in the Eastern Partnership region. In that context, it is looking for Provider for the provision of consultancy services to carry out research on result-based management and monitoring of results in co-operation projects to be requested by the Council on an as needed basis.

A. TENDER RULES

This tender procedure is a competitive bidding procedure. **In accordance with Rule 1395 of the Secretary General of the Council of Europe on the procurement procedures of the Council of Europe¹, the Organisation shall invite to tender at least three potential providers for any purchase between €5,000 and €55,000 tax exclusive.**

This specific tender procedure aims at concluding a **framework contract** for the provision of deliverables described in the Act of Engagement (See attached). A tender is considered valid for 120 calendar days as from the closing date for submission. The selection of tenderers will be made in the light of the criteria indicated below. All tenderers will be informed in writing of the outcome of the procedure.

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

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Tender - consultancy services to carry out research on result-based management and monitoring of results in co-operation projects.** Tenders addressed to another email address **will be rejected.**

The general information and contact details for this procedure are indicated on this page. You are invited to use the CoE Contact details indicated below for any question you may have. **All questions shall be submitted at least 5 (five) working days before the deadline for submission of the tenders and shall be exclusively addressed to the email address indicated below with the following reference in subject: Questions: Tender - consultancy services to carry out research on result-based management and monitoring of results in co-operation projects**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2023
Deadline for submission of tenders/offers ▶	20 March 2023
Email for submission of tenders/offers ▶	dpc.tenders@coe.int
Email for questions ▶	dpc.tenders@coe.int
Expected starting date of execution ▶	15 March 2023

¹ The activities of the Council of Europe are governed by its [Statute](#) and its internal Regulations. Procurement is governed by the Financial Regulations of the Organisation and by [Rule 1395 of 20 June 2019 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

The Council of Europe's Project on "Enhanced Results-Based Management in the CoE cooperation projects (EaP region)" will last until 31 December 2023.

In all Council of Europe member states of the EU's Eastern Partnership, co-operation is framed through Action Plans, to address partners' needs and support major reforms, in line with CoE standards and based on monitoring/advisory bodies recommendation. All measures are being taken to address emerging needs in the challenging geopolitical context, which makes monitoring of the progress achieved essential to understand what kind of interventions yield most results and where the expertise is most effective.

Committed to development effectiveness and efficiency, technical co-operation sector uses a tailored project management methodology (PMM²) based on Results-Based Management, with a strong transversal Human Rights Approach. PMM comprises three priorities: an up-to-date management methodology, a benchmark IT Platform and training for staff. PMM's overall goal is to facilitate cooperation sector delivery of reform based on the Council of Europe's Theory of Change.

In this context, the Council of Europe is implementing a small-scale project focused on enhancing the staff capacity to design, monitor and report on projects, where appropriate within the framework of the country Action Plans, to increase the quality of project management and ultimately deliver greater impact in the Eastern Partnership region.

The project aims to enhance the results-based implementation and monitoring of project outcomes in the Eastern partnership region through a) recommendations on Results-Based Management (Eastern Partnership region), b) advancement of the methodology for monitoring results and c) Support to Field Offices in using the refined methodology for result-based management

The Council of Europe is looking for one provider in order to support the implementation of the project with a particular expertise on result-based project management and monitoring.

This Contract is currently estimated to cover up to 15 activities to be held by 31 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.

For information purposes only, the total budget of the project amounts to 50,000 Euros and the total amount of the object of present tender **shall not exceed 10,000 Euros tax exclusive** for the whole duration of the Framework Contract. This information does not constitute any sort of contractual commitment or obligation on the part of the Council of Europe.

Scope of the Framework Contract

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

- Provide expertise on criteria for assessing the results-based management and monitoring of selected projects.
- Carry out a baseline assessment of the projects selected for intervention (7 projects) as well as reference projects (18 projects) in terms of results-based management and monitoring criteria.
- Draft a report based on the baseline assessment.
- On the basis of the baseline assessment, provide recommendations for improving the results-based management and monitoring for co-operation projects.
- Carry out an assessment of the projects selected for intervention as well as reference projects in terms of results-based management and monitoring criteria by the end of the project.
- Draft a report based on baseline and final assessment of the results-based project management and monitoring.

² More information about CoE's Project Management Methodology (PMM) can be found here: <https://www.coe.int/en/web/project-management-methodology>.

The relevant project information and data extractions will be provided 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).

C. FEES

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

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

D. HOW WILL THIS FRAMEWORK CONTRACT WORK? (ORDERING PROCEDURE)

Once the selection procedure is completed, you will be informed accordingly. Deliverables will then be delivered on the basis of Order Forms submitted by the Council to the selected Provider, by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

Providers subject to VAT

The Provider, **if subject to VAT**, shall also send, together with each signed Form, a quote³ (Pro Forma invoice) in line with the indications specified on each Order Form, and including:

- the Service Provider's name and address;
- its VAT number;
- the full list of services;
- the fee per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount per type of deliverables (in the currency indicated on the Act of Engagement, tax exclusive);
- the total amount (in the currency indicated on the Act of Engagement), tax exclusive, the applicable VAT rate, the amount of VAT and the amount VAT inclusive.

Signature of orders

An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

E. ASSESSMENT

Exclusion criteria and absence of conflict of interests

³ It must strictly respect the fees indicated in the Act of Engagement. In case of non-compliance with these fees, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)⁴

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;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe.

Eligibility criteria

- Minimum 10 years of experience in the field of international technical co-operation programmes and project management;
- Minimum 5 years of experience in the project evaluation or assessment in terms of results-based management, specifically:
 - Assessment of results-based management and monitoring practices
 - Development of results-based management and monitoring tools

Award criteria

- Quality of the offer (80%), including:
 - Relevant experience in the field;
 - Proposed methods of undertaking the work
 - Research skills for assessing the projects
- Financial offer (20%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

F. NEGOTIATIONS

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

G. DOCUMENTS TO BE PROVIDED

- **A completed and signed copy of the Act of Engagement⁵** (See attached);

⁴ The Council of Europe reserves the right to ask tenderers, at a later stage, to supply the following supporting documents:

- An extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country of incorporation, indicating that the first three and sixth above listed exclusion criteria are met;

- A certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

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.

- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Registration documents, for legal persons only;
- A motivation letter describing how the tenderer meets the requirements of the expected types of deliverables (1 page maximum);
- A document describing approach to result-based management of the projects and assessment criteria for the projects being implemented.
- Minimum of 3 (three) references;

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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