

TENDER FILE / TERMS OF REFERENCE

(Restricted consultation procedure / Framework Contract)

Purchase of local training and research consultancy services BH 8628/2019/6

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

The Council of Europe (the Council) is currently implementing the project "Education for Democracy in the Republic of Moldova", funded by the Swiss Agency for Development and Cooperation (SDC). The project aims to contribute to an inclusive, peaceful and democratic society with engaged citizens in the Republic of Moldova. The project helps strengthening the capacity of the Moldovan education system to fulfil its role in developing the knowledge and competences necessary for someone to become an engaged citizen. In that context, it is looking for Provider(s) for the provision of local training and research consultancy services to be requested by the Council on an as needed basis.

A. TENDER RULES

This tender procedure is a restricted consultation procedure. **In accordance with Rule 1333 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 €2,000 (or €5,000 for intellectual services) 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, or a duly registered company under sole proprietorship of a natural person, or equivalent, provided that the signatory of the Act of Engagement is individually liable for all obligations undertaken by the entity, and is the owner of the moral rights in any creations of the entity. If contracted by the Council of Europe, the signatory of the Act of Engagement shall provide the deliverables personally, in accordance with the terms as provided in the current Tender File, Act of Engagement and future Order Forms (see Section D below on ordering procedure).

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Local training and research consultancy services**. 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 Council of Europe 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_ Local training and research consultancy services.**

Type of contract ►	Framework contract
Duration ►	Until 30 June 2023
Deadline for submission of tenders/offers ►	24 April 2019
Email for submission of tenders/offers ►	dumitru.lazur@coe.int
Email for questions ►	dumitru.lazur@coe.int
Expected starting date of execution ►	03 May 2019

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 1333 of 29 June 2011 on the procurement procedures of the Council of Europe](#).

B. EXPECTED DELIVERABLES

Background of the Project

The project "Education for Democracy in the Republic of Moldova" is funded by the Swiss Agency for Development and Cooperation (SDC) and it is part of the Council of Europe Action Plan for the Republic of Moldova.

The project will support the integration of the Council of Europe (CoE) Reference Framework of Competences for Democratic Culture (CDC Framework) in the education system of the Republic of Moldova. In this context, the Project will help develop the policy framework for the reconceptualised civic education subject "Education for Society", reinforce the capacity of national institutions and education professionals to implement the revised curriculum and the new approaches in practice, develop a methodology for democratic school governance and pilot it in schools, and develop and publish information and methodological materials for education decision makers and practitioners.

The Project will use the CoE's CDC Framework adopted on 11-12 April 2016 at the 25th Session of the CoE Standing Conference of Ministers of Education of the 50 member States of the European Cultural Convention as the main reference document. The Framework represents a conceptual model of competences that are necessary to enable learners to engage as active citizens in democratic and diverse societies, and it also includes competence descriptors and practical guidelines for education policy-makers and practitioners.

The Framework and its 20 competences for a democratic culture have been integrated in the reconceptualized civic education subject in the Republic of Moldova, whose gradual introduction in schools started in September 2018 and will conclude in 2022. The Project will support this process and will contribute to the development of the policy framework for the revised subject and the methodological guidelines for teachers. In parallel, the Project will strengthen the capacity of the national education professionals to apply the new teaching, learning and assessment approaches required by the reconceptualised subject: the competence-based approach to education, student centred approaches to teaching, the project-based learning, the formative assessment or assessment by descriptors, etc.

Complementary to these efforts, the Project will help national policy makers to develop a methodology of democratic school governance, consistent with the revised curriculum and the CoE's CDC Framework, and will support the piloting of the methodology in 50 schools in Moldova. Furthermore, the Project will promote the integration of competences for democratic culture in other school subjects and at other education levels to ensure a systemic and sustained approach to developing the competences through the entire formal education system.

The main project target groups will be national education policy and decision-making bodies (the Ministry of Education, Culture and Research and its district structures, the Institute of Education Sciences, school inspectors, etc.), national teacher trainers and teacher training institutions (pre-service and in-service), teachers, methodologists, school directors, schools and school children.

In the scope of the project (2019-2022) the following outputs are expected to be developed:

- Recommendations for integration of the CDC Framework in the education policy and practice
- Education materials and guidelines for the implementation of the CDC Framework in formal education
- Training needs assessment for CDCs development
- Training of trainers (ToT) programmes
- Cascade training programme for teacher training and development
- Democratic school governance methodology for schools to put CDCs in practice at school level
- Methodology and tools for the assessment of the CDC implementation in education policy and practice

The Council of Europe is looking for up to 15 Providers per Lot 1 and for up to 5 Providers per Lot 2 (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise in one or more of the following themes at national level: education for democratic citizenship and human rights education; democratic school governance; teaching, learning and assessment methods supportive of competences for a democratic culture; democratic reforms in education.

This Contract is currently estimated to cover up to 100 activities, to be held by 30 June 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 1 080 000 Euros and the total amount of the object of present tender should in principle not exceed 55 000 Euros for the pool of up to 20 providers 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.

Lots

The tender is divided into the following 2 Lots. The Providers may submit a tender for **one or two lots** subject to the fulfilment of the criteria listed in the Tender Rules for the Lots concerned.

Lots ▼	Maximum number of Providers to be selected ▼
<p>Lot 1. Education for democratic citizenship and human rights education and democratic school governance (<u>training consultancy services</u>)</p> <ul style="list-style-type: none"> • Conduct of training needs assessment/mapping and development of reports/recommendations. • Elaborate detailed programmes and hand-outs (training materials) of the training seminars, workshops, etc. for teacher trainers, teachers, school directors and other beneficiaries. • Deliver trainings for teacher trainers, teachers, school directors and other beneficiaries, incl. in co-operation with international consultants. • Support the international consultants with background information, documents, etc. on the Moldovan context of specific topics. • Provision of other deliverables as related to the above and as requested by the Council of Europe. 	15
<p>Lot 2. Education for democratic citizenship and human rights education and democratic school governance (<u>research consultancy services</u>)</p> <ul style="list-style-type: none"> • Draft, incl. in co-operation with international consultants, policy documents (methodological guides for teachers, assessment methodologies, etc.), expert opinions, recommendations, etc. on relevant aspects related to the theme of the lot. • Support the international consultants with relevant documents and background information on national specific aspects related to the theme of the lot. • 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. 	5

Throughout the duration of the Framework Contract, pre-selected Providers may be asked to provide deliverables as indicatively described above under each lot.

The above lists are 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 for the lot concerned.

The Providers can be asked to undertake missions to provide the expected deliverables. Travel and other expenses incurred by the Providers in this regard will be reimbursed by the Council in accordance with the applicable Rules (see Article 4.4 of the Legal Conditions for further details).

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).

Scope of the 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. 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 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 this consultation and the subsequent selection are 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 (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 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 quote² (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

(by signing the Act of Engagement, you declare on your honour not being in any of the below situations)³

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;

² 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.

³ The Council of Europe reserves the right to ask tenderers, at a later stage, to supply 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 above listed exclusion criteria are met, and a certificate issued by the competent authority of the country of incorporation indicating that the fourth criterion is met.

- 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 or are likely to be in a situation of conflict of interests.

CRITERIA FOR NATURAL PERSONS

Eligibility criteria

- University degree or equivalent work experience in Education and Social Sciences, Humanities, Political Science, International Relations, Media and Communication;
- At least 5 years of professional experience at national level (in the Republic of Moldova) in the areas related to the fields of expertise as described within the specific Lots under the scope of the contract above;
- Excellent knowledge of the Romanian and Russian languages and preferably good command of English language.

Award criteria

- Quality of the offer (90%), including:
 - Thematic expertise in the relevant area, primarily the in-depth knowledge of the Moldovan legislation and practices as well as the basic international standards and recommendations of the Council of Europe in the areas covered by this call (40%);
 - Relevance of the experience of the tenderer in the areas covered by this call, including previous similar assignments with international organisations (40%);
 - Capacity to adapt to the context in the areas covered by this call (10%)
- Financial offer (10%).

CRITERIA FOR LEGAL PERSONS

Eligibility criteria

- At least 5 years of experience at national level (in the Republic of Moldova) in the areas related to the fields of expertise as described within the specific Lots under the scope of the contract above.

For all natural persons (experts) allocated to the execution of the contract within the Tender submitted by the legal person:

- University degree or equivalent work experience in Education and Social Sciences, Humanities, Political Science, International Relations, Media and Communication;
- At least 5 years of professional experience at national level (in the Republic of Moldova) in the areas related to the fields of expertise as described within the specific Lots under the scope of the contract above;
- Excellent knowledge of the Romanian and Russian languages and preferably good command of English language.

Award criteria

- Quality of the offer (90%), including:
 - Thematic expertise in the relevant area, primarily the in-depth knowledge of the Moldovan legislation and practices as well as the basic international standards and recommendations of the Council of Europe in the areas covered by this call (40%);
 - Relevance of the experience of the tenderer in the areas covered by this call, including previous similar assignments with international organisations (40%);
 - Capacity to adapt to the context in the areas covered by this call (10%)
- Financial offer (10%).

If the bid of a legal person is considered eligible, the award criteria shall then be applied both to the Tenderer/legal person and individually to all natural persons proposed by the legal person and the assessment shall be carried out cumulatively.

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

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- A completed and signed copy of the **Act of Engagement**⁴ (see attached);
- Registration documents, for legal persons only;
- A detailed CV, demonstrating clearly that the tenderer fulfils the eligibility and award criteria (4 pages maximum). For legal persons, the CV of each natural person who shall be allocated to the execution of the contract should be submitted;
- A Motivation letter describing how the tenderer meets the requirements of the expected types of deliverables related to the fields of expertise as described under the scope of the contract above (1 page maximum). For legal persons, this letter should include a list of all natural persons who shall be allocated to the execution of the contract; this list may not be altered in the event that the legal person's bid is successful;
- Contact details of 3 (three) relevant referees, from among previous employers or clients (name, surname, current position, phone number or e-mail).

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 tender will not be considered.

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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⁴ 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.