**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure/ One-off contract)**

**Purchase of the provision of trainings using the manual “Bookmarks” and “We CAN”.**

***Contract N° 8547/19052020***

The Council of Europe is currently implementing the cooperation project “Fight against discrimination, hate crimes and hate speech in Georgia”. The project aims to contribute to ensuring that the legal framework is in place and institutions and key stakeholders implement policies tackling discrimination, racism, and hate speech in Georgia, and increase public awareness and appreciation for the laws’ contribution towards democracy, human rights, peace and prosperity in Georgian society. In that context, the Council of Europe and State Ministry for Reconciliation and Civic Equality will implement an awareness-raising project “We together, We can” which will consists of a training phase and a small-scale projects implementation phase. For this purpose, the Council of Europe is looking for a Provider for the provision of trainings using the manuals “Bookmarks” and “We CAN”, and monitoring the implementation of small-scale projects (See Section A of the Act of Engagement).

1. 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 Europe[[1]](#footnote-1), 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 **one-off 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 a legal person except consortia.

Tenders shall be submitted **by email only** (with attachments) **to the email address indicated in the table below, with the following reference in subject: Application We Together, We Can** 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** **Application We Together, We Can**

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| **Type of contract ►** | One-off contract  |
| **Duration ►** | Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| **Deadline for submission of tenders/offers ►** |  19 June 2020 |
| **Email for submission of tenders/offers ►** | tenders.antidiscrimination@coe.int |
| **Email for questions ►** | Nino.Kheladze@coe.int |
| **Expected starting date of execution ►** | 1 July 2020 |

1. EXPECTED DELIVERABLES

The aim of the project “We together, We can” is to bring together youth from different regions of Georgia, including youth from minority backgrounds, to teach them about human rights, in particular equality and diversity, and help them implement interesting and creative small-scale projects in their municipalities/communities. It is a joint project of the Council of Europe and State Ministry for Reconciliation and Civic Equality and consists of a training phase and a small-scale projects implementation phase.

During the first phase two trainings should be carried out.

* The first training is planned for 30 participants aged 20-30 who will be selected through a call by the selected provider responsible for the trainings in consultation with the Council of Europe and State Ministry for Reconciliation and Civic Equality. The training should focus on key human rights concepts, in particular, equality, fighting discrimination and hate speech in line with, but not limited to, the Council of Europe manuals Compass, Bookmarks and We CAN[[2]](#footnote-2). The participants should learn about drafting and disseminating compelling narratives that promote diversity and human rights to counter misconceptions and hate speech via various awareness raising tools. At the end of this first phase, the selected provider, which will act as a mentor organization, will help the participants draft proposals for small scale projects and will also help participants to implement them. The proposal for small scale projects should be submitted by the provider.

* The second training with the same focus as outlined above will be organised for up to 30 staff members of local municipalities. Participants will be selected by the municipalities in consultation with the Council of Europe and State Ministry for Reconciliation and Civil Equality.

The participants of the both trainings are from the regions: Kvemo Kartli, Samtkshe-javakheti, Ajara, Pankisi.

The two trainings might take place outside Tbilisi and travel will be required. The costs for the accommodation, transportation, venue for the organization of the trainings will be covered by the Council of Europe.

Due to the COVID-19 outbreak, the Provider should take into account that it might be necessary that trainings move online depending on the epidemic situation and in line with the Government of Georgia regulations.

During the second phase, participants, under the supervision of Provider, will implement the approved small-scale projects promoting equality and diversity in their communities/regions.

Beneficiaries of small-scale projects: members of municipalities/communities in the selected regions, priority will be given to youth and activities that involve general public and/or members of minorities.

Regions: Kvemo Kartli, Samtkshe-javakheti, Ajara, Pankisi

The project is run as part of the Council of Europe’s [I Choose Equality Campaign.](https://www.facebook.com/IChooseEquality/) Visibility actions covering the training and small-scale community projects will seek to promote the aims of the campaign: raise awareness about the risks discrimination and hate crimes pose to Georgian society, promoting diversity and tolerance.

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

**Timelime:**

June – The Council of Europe selects an organisation which will deliver the training courses and assist the participants with implementation of the small scale projects. The funding of the second phase technically will be managed via a a separate contract. The Provider selected to conduct the training courses will be given the separate contract in case the proposal for small-project ideas is approved by the Council of Europe and has to manage the implementation of the small-scale projects together with the participants.

The Provider will be asked to submit a detailed description of the projects planned to be implemented for the approval

July - Call for participants of the trainings is published.

July - training courses for youth and staff of local municipalities

August - small-scale project proposal is submitted by the selected provider to the Council of Europe. Small-scale projects are implemented in case approved

September – November - small scale projects’ implementation (projects will be implemented by the participants under the close supervision of the Provider).

November - closing event, organised by the Council of Europe, which will conclude the project and share information with the public about results of implemented small scale projects.

1. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead 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.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,**[[3]](#footnote-3)** you declare on your honour not being in any of the below situations)

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;
* 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.

*Eligibility criteria*

* Be a registered organization in Georgia with 2 years of experience in the field of human rights education and/or education on equality and anti-discrimination including, but not limited to, trainings using the manuals “Compass” and/or “Bookmarks” and/or “We CAN”;
* 2 years of experience in managing small-scale projects and/or funds received from international organisations;

*Award criteria*

* Quality of the offer (70%), including:
	+ Capacity to meet the deadlines indicated in the Terms of reference;
	+ Capacity to manage small-scale projects;
	+ Capacity to conduct similar trainings;
	+ Methodology proposed;
* Experience of working in the regions;
* Experience of the team members of conducting trainings on similar topics
* Financial offer (30%).

Multiple tendering is not authorised.

1. NEGOTIATIONS

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

1. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

* **A completed and signed copy of the Act of Engagement[[4]](#footnote-4) (See attached)**
* For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
* Registration documents
* A motivation letter highlighting the relevant experience of the organisation including and not limited to management of similar projects as well as description of the team responsible for this particular task
* A document describing the methodology proposed for the training courses (first phase) including outline of the training programmes and expected results;
* A document describing the methodology proposed on how to manage the follow-up to the training including the management of the small-scale projects and mentoring of participants during their implementation of the small-scale projects in the communities.

**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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1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-1)
2. Find the manuals at: https://www.coe.int/en/web/youth/manuals-and-handbooks [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)