

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

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

### **Purchase of international consultancy services in the field of prevention and fight against money laundering and terrorism financing in the framework of the project "Regional and local authorities – enhancing quality of public administration and cooperation, prevention of money laundering and terrorist financing"**

The Council of Europe is currently implementing a Project on "Regional and local authorities – Enhancing quality of public administration and cooperation, prevention of money laundering and terrorist financing" in Austria. In that context, it is looking for Provider(s) for the provision of consultancy services in the field of prevention and fight against money laundering and terrorism financing, to be requested by the Council on a 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 Europe<sup>1</sup>, the Organisation shall invite to tender at least three potential providers for any purchase between €2,000 (or €6,000 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 180 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 – International consultancy services within the AML/CFT AT Project.*** 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 3 [three] 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 for international consultancy services within the AML/CFT AT Project.***

Type of contract ▶	Framework contract
Duration ▶	Until 31 August 2025
Deadline for submission of tenders/offers ▶	<b>01 March 2024 23h59 CET</b>
Email for submission of tenders/offers ▶	<b>contact.econcrime@coe.int</b>
Email for questions ▶	contact.econcrime@coe.int
Expected starting date of execution ▶	15 March 2024

<sup>1</sup> 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 overall objective of the project is to support the Austrian authorities in their efforts to strengthen the risk-based anti-money laundering/combating the financing of terrorism (AML/CFT) supervision in Austrian Länder (states) regarding the sectors exposed to higher money laundering and terrorism financing risks in line with EU and international (FATF) requirements. The project is co-funded by the European Union through the Technical Support Instrument and the Council of Europe and is implemented by the Council of Europe – Economic Crime and Cooperation Division for a duration of 24 months starting from 1 September 2023.

The Council of Europe is looking for up to 8 Provider(s) of services (provided that enough tenders meet the criteria indicated below) in order to support the implementation of the project, with a particular expertise on AML/CFT measures for designated non-financial businesses and professions (DNFBPs, particularly traders in goods, real estate intermediaries, insurance brokers, company service providers), including:

- Policies and strategies on AML/CFT supervision;
- Legislative and regulatory frameworks for AML/CFT supervision;
- AML/CFT risk-based supervision process and supervision on targeted financial sanctions;
- Sectoral risk assessment and risk profiling on supervised entities;
- AML/CFT-related sanctioning policy and effectiveness of application;
- Inter-agency cooperation for AML/CFT supervisory purposes;
- Awareness-raising activities for the reporting entities;
- AML/CFT compliance and internal controls in the private sector.

This Contract is currently estimated to cover up to 30 activities to be held by the end of the project. 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 666.667,00 Euros and the total amount of the object of present tender **shall not exceed 55,000 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 to:

- Draft analytical reports, such as: assessments, institutional reviews, effectiveness reviews, comparative analyses, inclusive of desk work and participation in assessment meetings, where required.
- Participate in and contribute to events (roundtable meetings, workshops, conferences, high-level meetings, consultation meetings, awareness-raising events etc.)
- Conduct trainings, including training of trainers, acting as a mentor to trained trainers and preparing performance reports for the mentees.

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 or German (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 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 (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 quote<sup>2</sup> (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. A copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.

<sup>2</sup> 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.

## 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)<sup>3</sup>

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;
- are currently employed by the Council of Europe or were employed by the Council of Europe on the date of the launch of the procurement procedure;
- are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

### *Eligibility criteria*

- At least 7 years of experience as a natural person, or of the persons assigned to the execution of the contract when the tenderer is a legal person or consortium, in one or more of the following fields related to the prevention of money laundering and terrorism financing: national and sectoral risk assessments; regulation and risk-based supervision of financial and particularly non-financial businesses and professions; risk profiling of supervised entities particularly non-financial businesses and professions; sanctioning; interagency cooperation for supervisory purposes;
- A university degree in the field of law, economics or finance, political or social science or in a related field for natural persons, including for the persons assigned to the execution of the contract when the tenderer is a legal person or consortium;
- Proficiency in English and German (C1-C2 CEFR level).

### *Award criteria*

- Quality of the offer (70%), including:
  - Proven track record of practical achievements in the field of expertise covered by this tender for natural persons, including the persons assigned to the execution of the contract when the tenderer is a legal person or consortium.
- Financial offer (30%).

The Council reserves the right to hold interviews with tenderers.

Multiple tendering is not authorised.

<sup>3</sup> 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;
- For legal persons, an extract from the companies register or other official document proving ownership and control of the Tenderer;
- For natural persons (including owners and executive officers of legal persons), a scanned copy of a valid photographic proof of identity (e.g. passport).

## 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 Engagement<sup>4</sup>** (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria; legal persons and consortia shall submit CVs of all persons allocated to the execution of the contract;
- A list of all owners and executive officers, for legal persons only;
- Motivation letter demonstrating how the tenderer's knowledge and experience matches the Council of Europe needs stated in the call.

**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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<sup>4</sup> 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.