

# TENDER FILE / TERMS OF REFERENCE

## (Competitive bidding procedure / Framework Contract)

### Purchase of international consultancy services in the area of youth policy, youth work, social cohesion and inclusion in the field of youth

9135/2023/6

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

In the framework of the Council of Europe Action Plan for Ukraine 2023-2026, the Council of Europe is currently implementing the Project(s) on youth policy and youth work in Ukraine. In that context, it is looking for Providers (see below) for the provision of international consultancy services in the area of youth policy, youth work, social cohesion, and inclusion in the field of youth to be requested by the Council on an as-needed basis (hereinafter – the Project(s)).

#### 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 €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, 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 - 9135/2023/6**. 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 - 9135/2023/6**.

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2026
Deadline for submission of tenders/offers ▶	<b>24 March 2023</b>
Email for submission of tenders/offers ▶	<b>youthfordemocracy_ukraine@coe.int</b>
Email for questions ▶	<b>youthfordemocracy_ukraine@coe.int</b>
Expected starting date of execution ▶	17 April 2023

<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 Project(s) stresses the importance of the Council of Europe youth sector strategy 2030 and reflects the Plan of Measures for Postwar Reconstruction and Development of Ukraine in the field of youth, which have been presented during the Ukraine Recovery Conference in Lugano on 4-5 July 2022.

The Project(s) comprises the capacity-building activities and support measures for the youth policy and youth work fields in Ukraine in the war and in a post-war context based on existing policy standards and tools at the Council of Europe youth sector. The Project(s) covers work with the representatives of the local, regional, and national authorities and youth work providers (management of youth organisations and youth centres, youth workers, youth leaders, and youth activists). The Project(s) will engage youth policy stakeholders and youth work providers in Ukraine in the implementation and dissemination of Recommendations of the Committee of Ministers to member states: on Access of young people from disadvantaged neighbourhoods to social rights (CM (2015) 3), on Access to rights for young people (CM(2016)7) and on youth work (CM(2017)4). Representatives of all regions of Ukraine will be invited to participate in the activities of the Project(s) following the security situation.

The Council of Europe is looking for a maximum of 10 Providers (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on youth policy, youth work, social cohesion and inclusion in the field of youth.

This Contract is currently estimated to cover up to 15 activities, to be held by 31/12/2026. 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(s) amounts to 1 030 000 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.

### Lots

The present tendering procedure aims to select Providers to support the implementation of the project and is divided into the following lots:

Lots	Maximum number of Providers to be selected
Lot 1: Planning and delivery of capacity-building and training activities, including mentoring and expert advice to Project(s) development and implementation	5
Lot 2: Developing and carrying out research/questionnaires/surveys on youth-related issues, drafting documents, policy briefs, evaluation and analysis in the area of youth policy, youth work, social cohesion, and inclusion in the field of youth	5

Lot 1 concerns a provision of local consultancy services in the area of youth policy, youth work, social cohesion, and inclusion in the field of youth for a series of activities including but not limited to:

- Training seminar on the Council of Europe standards on implementing participatory youth policy, youth participation, and civic participation in the decision-making process (using 50/50 model of training)
- Training seminar on the Council of Europe standards on implementing participatory youth policy, youth participation and civic participation in the decision-making process (using 50/50 model of training)
- Training seminar on the Council of Europe standards on implementing participatory youth policy, youth participation, and civic participation in decision- making process
- Training seminar on the Council of Europe standards on implementing participatory youth policy, youth participation, and civic participation in decision- making process

- Training seminar on social cohesion and inclusion, civic participation and democratic citizenship, non-discrimination and equality
- Training seminar on social cohesion and inclusion, civic participation, and democratic citizenship (pool of local consultants of the Project(s))
- Training seminar on provision of quality financial and Project(s) management and ensuring of youth participation both in the decision – making process and implementation of activities (in the European Youth Centre)
- Training seminar on the provision of quality and accessible youth work to respond to the needs of young people affected by the war, and facilitate their access to rights based on standards and approaches of the Council of Europe
- Training seminars on practice and approaches of youth centres awarded with the Council of Europe Quality Label for Youth Centres, notably in the field of social cohesion and inclusion, civic participation and democratic citizenship, non-discrimination and equality
- Training seminar and workshops on grant opportunities of the European Youth Foundation
- Ongoing operational expert, technical and mentoring support to youth centres/youth organisations/youth councils/local authorities representatives on request in rethinking and updating local youth programs/activities involving young people in the war and post-war period
- Expert support for youth organisations/youth centres taking into account the needs and realities of young people in the war and post-war period
- Exploration of opportunities for international cooperation with youth centres across Europe to deliver services for young people, particularly from those vulnerable groups such as IDPs, returnees, and war-affected people in line with the Council of Europe standards and approaches
- Development of an educational manual on standards, tools, and resources for strengthening youth policy and youth work at local and regional levels in removing barriers to youth participation
- Development of youth-friendly educational resources on with standards, tools, and resources on strengthening youth participation at the local, regional, and national levels, social cohesion and inclusion, democratic citizenship, non-discrimination and equality, etc.

Lot 2 concerns a provision of local consultancy services in the area of youth policy, youth work, social cohesion, and inclusion in the field of youth for a series of activities including but not limited to:

- Research of the needs of youth workers and the state of activity of youth work, in particular taking into account the needs and realities of young people in the war and post-war period
- Research of the needs and the state of activity of youth NGOs, in particular taking into account the needs and realities of young people in the war and post-war period
- Research of the needs and the state of activity of local and regional youth councils, in particular taking into account the needs and realities of young people in the war and post-war period
- Research of the needs and the state of activity of local and regional youth centres, in particular taking into account the needs and realities of young people in the war and post-war period
- Research of the needs and the state of activity of local and regional local authorities in the field of youth policy, in particular taking into account the needs and realities of young people in the war and post-war period
- Exploration of opportunities for international cooperation with youth centres across Europe to deliver services for young people, particularly from those vulnerable groups such as IDPs, returnees, and war-affected people in line with the Council of Europe standards and approaches
- Dissemination of a collection of experience and good practices from the work of the youth centres, youth NGOs, and youth councils, including in the field of social cohesion and inclusion, civic participation and democratic citizenship, non-discrimination, and equality in the war and post-war period
- Development of an educational manual on standards, tools, and resources for strengthening youth policy and youth work at local and regional levels in removing barriers to youth participation
- Development of a system for validation of the competencies of youth workers (professional /educational standards) to be educated and trained notably in line with the Council of Europe standards in the field of youth work
- Development of youth-friendly educational resources with standards, tools, and resources on strengthening youth participation at the local, regional, and national levels, social cohesion and inclusion, democratic citizenship, non-discrimination, and equality

The Council will select the abovementioned number of Providers 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

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

Under Lot 1:

1. Participating in different types of events (meetings, trainings, workshops, forums, etc.) in online, offline, and hybrid formats;
2. Acting as educational advisors during capacity-building activities;
3. Participating in teams of trainers in charge of planning, implementing, and evaluating capacity-building activities, meetings, and other support events in an online, offline, or hybrid nature based on the standards, values, and approaches of the Council of Europe youth sector;
4. Contributing to planning, implementing, and evaluating e-learning activities;
5. Providing the participants with mentoring support for the practice phase and follow-up actions;
6. Drafting reports and documentation of activities;
7. Contributing to educational publications and manuals;
8. Delivering specific sessions or workshops as lecturers and resource persons;
9. Providing expert advice, support, and recommendations to the Project(s) team, key stakeholders, and partners;
10. Other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2:

1. Develop and pilot research methodology;
2. Carry out evaluation/research/questionnaires/surveys (which may include analysis, interviews etc.);
3. Participate at the events (meetings, trainings, workshops, forums, etc.) in an online, offline or hybrid nature held within the Project(s);
4. Draft reports, recommendations, and other relevant documents based on the Council of Europe youth sector standards and in line with the core values of the Organisation;
5. Present the results/main findings of the reports to the Project(s) team and partners;
6. Pro-actively propose methodology adjustment, as needed, outreach to relevant stakeholders, and dissemination of the research results;
7. Provide expert support to the Project(s) team;
8. 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 for the lot concerned.

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.

If contracted by the Council of Europe, the deliverables shall be provided personally by the persons identified in the offer of the Provider whose CVs have been presented to the Council of Europe (See section E. below), in accordance with the terms as provided in the present Tender File and Act of Engagement.

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 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 Providers, 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 for the relevant lot 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. 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)<sup>3</sup>

Tenderers shall be excluded from participating in the tender procedure if they:

<sup>2</sup> It must strictly respect the fees indicated in the Financial Offer attached to the original Provider's tender as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the original Provider's tender, the Council of Europe reserves the right to terminate the Contract with the Provider, in all or in part.

<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.

- 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.

### **LOT 1: PLANNING AND DELIVERY OF CAPACITY-BUILDING AND TRAINING ACTIVITIES, INCLUDING MENTORING AND EXPERT ADVICE TO PROJECT(S) DEVELOPMENT AND IMPLEMENTATION**

#### *Eligibility criteria*

- Experience, at least three years, as a trainer in international and intercultural youth work activities based on non-formal education on some of the following topics (tenderers must demonstrate experience in at least two of the areas listed):
  - Human rights education and education for democratic citizenship;
  - Youth participation and democratic citizenship;
  - Youth work and youth policy development;
  - Promoting responses to racism, intolerance and discrimination;
  - Youth work for peacebuilding, conflict prevention and transformation;
  - Promoting young people's access to social rights;
  - Non-formal education/learning as a means of facilitating the social inclusion of young people.
- University degree (preferable in education or social areas);
- Knowledge about the Council of Europe core values, approaches and principles of the work in youth field;
- Experience in working with the international human rights organisation/s for international training activities in the youth policy / youth work field based on non-formal education, including facilitation of intercultural learning processes;
- Experience in working with youth policy and youth work standards in Europe;
- Excellent knowledge of English both oral and written (B2 level for English of the Common European Framework of Reference for Languages).

#### *Award criteria*

- Quality of the offer (90%), including:
  - Experience in preparing, coordinating and facilitating international intercultural youth work training activities based on the Council of Europe standards in youth field (50%);
  - Experience in application main standard setting documents, tools and educational resources in the youth policy field of the Council of Europe to different type of activities (40%);
- Financial offer (10%).

### **LOT 2: Developing and carrying out research/questionnaires/surveys on youth-related issues, drafting documents, policy briefs, evaluation and analysis in the area of youth policy, youth work, social cohesion, and inclusion in the field of youth**

#### *Eligibility criteria*

Tenderers shall demonstrate that they fulfil the following criteria (to be assessed on the basis of all supporting documents listed in Section F):

- A Master's degree in social science, political science, education or other related policy fields;
- At least 5 years of relevant professional experience in the field of youth policy and youth research in the international context;
- Experience in working with international projects with a strong citizenship and human rights education dimension;
- Knowledge of the Council of Europe values and approaches in the field of youth;
- Experience in working with youth policy and youth work standards in Europe;
- Excellent writing and editing skills in English (B2 level for English of the Common European Framework of Reference for Languages).

#### *Award criteria*

Quality of the offer (90%), including:

- Experience and expertise in research area on issues related to youth policy and youth work in the international context (40%);
- Proven capacity to develop and apply research methodology based on the Council of Europe standards and approaches in the youth field, and collaborate with different stakeholders, taking on board their contributions (30%);
- Competences of writing in English analytical contents related to the youth field and drawing clear conclusions from surveys and data (20%);

Financial offer (10%).

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

### **LOT 1: PLANNING AND DELIVERY OF CAPACITY-BUILDING AND TRAINING ACTIVITIES, INCLUDING MENTORING AND EXPERT ADVICE TO PROJECT(S) DEVELOPMENT AND IMPLEMENTATION**

- **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;
- A cover letter;
- A list of training courses, which were attended by the Tenderer as a participant;
- A list of international and intercultural youth work activities based on non-formal education on the mentioned key topics, which were planned and delivered by the Tenderer (with hyperlinks to the additional information about activities, if any);
- A list of 3 (three) referees' contact details;
- Registration documents, for legal persons only.

### **LOT 2: Developing and carrying out research/questionnaires/surveys on youth-related issues, drafting documents, policy briefs, evaluation and analysis in the area of youth policy, youth work, social cohesion, and inclusion in the field of youth**

1. **A completed and signed copy of the Act of Engagement<sup>5</sup>** (See attached);
2. A detailed CV, preferably in Europass Format, demonstrating clearly that the Tenderer fulfils the eligibility criteria;
3. A cover letter;

<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.

<sup>5</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.

4. A list of analytical reports, research, reports, publications in the field of youth with research in the international context a comparative dimension done in the past, which were developed and carried out by the Tenderer in the English language (with hyperlinks to the published materials, if any).
5. 3-5 (three-five) samples of previous work (analytical reports, research, reports, and publications in the field of youth) in the English language. Provided samples should have an indication of name and surname of a Tenderer who applies;
6. A list of 3 (three) referees' contact details;
7. Registration documents, for legal persons only.

**All documents shall be submitted in English, failure to do so will result in the exclusion of the tender.**

Please, use the following structure to name the files: **1\_Name/Surname\_YFDUA2023**,  
where:

- **1** the is number of documents (the list of documents is above)
- **Name/Surname** is the Name of a legal entity or the Surname of a person, who applies
- **YFDUA2023** is abbreviation of the Project(s)

**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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