

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

Purchase of international consultants services for the Project "Youth for Democracy in Ukraine" Contract N° 8712/2020/04



The Council of Europe is currently implementing and until December 2021 the Project "Youth for Democracy in Ukraine". In that context, it is looking for Provider(s) for the provision of international consultants services 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 €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 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: 8712/2020/04.** 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: 8712/2020/04**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2021
Deadline for submission of tenders/offers ▶	23 November 2020
Email for submission of tenders/offers ▶	youth_tenders@coe.int
Email for questions ▶	youth_tenders@coe.int
Expected starting date of execution ▶	07 December 2020

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 Project is carried out in the framework of the Council of Europe Action Plan for Ukraine 2018-2021 and built on previous bilateral co-operation between the Council of Europe and the Ministry in charge of youth policy in Ukraine within the bilateral Framework Programme for Co-operation between the Council of Europe and the Ministry of Youth and Sports of Ukraine for 2016-2020.

The Project covers work with the representatives of the local authorities and youth organisations in order to contribute jointly in strengthening youth participation and civic engagement of young people in both rural and urban settings by developing the capacities of youth policy stakeholders and improving the quality of youth policy and youth work based on the Council of Europe standards.

The Project is implementing within the following components with the respective activities:

- Supporting building of the rights-based youth policy promoting youth participation and civic engagement at local level in Ukraine, according the Council of Europe youth sector standards and approaches;
- Promoting quality youth work based on youth participatory approach and non-formal education through the work of local youth centres and youth organisations for and with young people;
- Promoting intercultural dialogue through youth policy and youth work programmes and to empower minority groups for participation in local and regional life.

The Council of Europe is looking for a maximum of **20** Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise.

This Contract is currently estimated to cover up to 10 activities, to be held by 31 December 2021. 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 500 000 Euros and the total amount of the object of present tender **shall not exceed 150,000 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 Provider(s) 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, implementing and evaluating of capacity building activities, support actions and other events	15
Lot 2: Developing guidelines and carrying out researches / questionnaires / surveys on youth related issues, drafting further recommendations in the area of youth policy and youth work	5

Lot 1 concerns a series of activities including but not limited to:

- Training of trainers and experts for the first component "Young People, Full Citizens";
- Two training seminars for teams of participants from the municipalities and amalgamated communities selected for the participation in the "Young People, Full Citizens";
- Advisory missions and mentoring support of participants of the component "Young People, Full citizens" in implementation of their local projects on youth participation and civic engagement;
- Consolidation meeting of participants of the component "Young People, Full Citizens";
- Training of trainers and experts for the second component of the project related to youth work centres functioning and youth work;
- Training seminar for youth centres/houses staff;
- Advisory missions and support workshops for targeted youth centres staff in on-line and off-line format;

- Support measures for an informal network of youth trainers, human rights practitioners and experts working with young people on specific needs for trainers of non-formal education in Ukraine;
- Training seminar on intercultural dialogue and confidence building measures for young people affected by conflicts;
- Training seminar on preventing discrimination and hate speech in Ukraine;
- National Forum "Youth for Democracy in Ukraine".

Lot 2 concerns a series of activities including but not limited to:

- Development and piloting research methodology, conducting research and mapping the needs for local youth policy field in a number of selected municipalities and amalgamated communities of Ukraine which are invited to participate in the component "Young People, Full Citizens";
- Development of proposals and recommendations for the educational programme of the component "Young people, Full citizens";
- Reporting the outcomes of the component "Young People, Full Citizens";
- Development and piloting research methodology, running a survey on needs in the work of youth centres/houses in Ukraine;
- Development of proposals for national standards and recommendations for the work of youth centres/houses in Ukraine;
- Reporting the outcomes of the component of the project on quality youth work based on youth participatory approach and non-formal education through the work of local youth centres;
- Development and piloting the methodology of evaluation of the project "Youth for Democracy in Ukraine" with possible recommendations for the Project partners and further youth projects within the Council of Europe Action Plan in Ukraine.

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

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

Under Lot 1. Planning, implementing and evaluating of capacity building activities, support actions and other events:

- Participating at different types of events (meetings, trainings, workshops, forums etc.) in online, offline and hybrid formats;
- Acting as educational advisors during capacity building activities;
- 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;
- Contributing in planning, implementing and evaluating e-learning activities;
- Providing the participants with the mentoring support for practice phase and follow-up actions;
- Drafting reports and documentation of activities;
- Contributing to educational publications and manuals;
- Delivering specific sessions or workshops as lecturers and resource persons;
- Providing expert advice, support and recommendations to the Project team, key stakeholders and partners;
- Other deliverables as related to the above and as requested by the Council of Europe.

Under Lot 2. Developing guidelines and carrying out researches / questionnaires / surveys on youth related issues, drafting further recommendations in the area of youth policy and youth work:

- Develop and pilot research methodology;
- Carry out researches / questionnaires / surveys (which may include analysis, interviews etc.);
- Participate at the events (meetings, trainings, workshops, forums etc.) in online and offline nature held within the Project;
- 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;
- Present the results/main findings of the research report at the Project team and partners;
- Pro-actively propose methodology adjustment, as needed, outreach to relevant stakeholders and dissemination of the research results;
- Provide requested support to the Project team;

- 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 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;
- 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.

LOT 1. Planning, implementing and evaluating of capacity building activities, support actions and other events.

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:
 - 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.

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.

- Professional education backgrounds, whether on a formal or non-formal basis, such as:
 - academic education in line with the methodologies and/or topics relevant to the Project;
 - extra-curricular training or vocational training courses for trainers in non-formal education or youth worker;
 - youth worker / leader of a project / programme on similar topics.
- 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.

Award criteria

- Quality of the offer (80%), including:
 - Experience in preparing, coordinating and facilitating the intercultural training activities based on the Council of Europe standards in youth field (40%);
 - 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 (20%).

LOT 2. Developing guidelines and carrying out researches / questionnaires / surveys on youth related issues, drafting further recommendations in the area of youth policy and youth work.

Eligibility criteria

- A Master's degree in social science, political science, human rights, education or other related 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 the international human rights organization/s;
- 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.

Award criteria

- Quality of the offer (80%), 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 (20%);
 - Competences of writing in English analytical contents related to the youth field and drawing clear conclusions from surveys and data (20%);
- Financial offer (20%).

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, implementing and evaluating of capacity building activities, support actions and other events.

- A completed and signed copy of the **Act of Engagement**⁴ (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Registration documents, for legal persons only;
- At least 3 (three) samples of information confirming the expertise in preparation, running and evaluating of non-formal education activities, such as recommendation letters, certificates of participation in training for trainers, programmes etc.;
- Confirmation / certificate about the participation in a training for trainers;
- 3 (three) referees' contact details.

LOT 2. Developing guidelines and carrying out researches / questionnaires / surveys on youth related issues, drafting further recommendations in the area of youth policy and youth work

- A completed and signed copy of the **Act of Engagement**⁵ (See attached);
- A detailed CV, preferably in Europass Format, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- Registration documents, for legal persons only;
- At least 1 (one) samples of an analytical report with a comparative dimension done in the past, at least 3 (three) samples of previously developed research methodology, reports, publications in the field of youth;
- 3 (three) referees' contact details.

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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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.

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.