



CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA RELATING TO THE INCLUSION OF ROMA AT LOCAL AND REGIONAL LEVEL NATIONAL FACILITATORS' COORDINATOR

2018/AO/06

Object of the procurement procedure ►	Provision of consultancy services <u>in Bulgaria</u> relating to the inclusion of Roma at local and regional level (<u>National Facilitators' Coordinator</u>)
Project ►	Joint EU/CoE Programme ROMACT
Organisation and buying entity ►	Council of Europe Directorate General of Democracy Roma and Travellers Team
Type of contract ►	Framework Contract
Duration ►	Until 31 March 2021 Renewable until 31 October 2021
Expected starting date ►	15 March 2018
Tender Notice Issuance date ►	06 February 2018
Deadline for tendering ►	27 February 2018

TABLE OF CONTENTS

This Tender File contains:

- **The TERMS OF REFERENCE** 3
The TERMS OF REFERENCE describe what will be expected from the selected Providers.
- **The TENDER RULES** 8
The TENDER RULES explain the procedure through which the tenders will be submitted by the tenderers and assessed by the Council of Europe.
- **The ACT OF ENGAGEMENT (See Document attached)** is the document formalising the consent of the Parties to be bound by the LEGAL CONDITIONS, which are the legal provisions which will be applicable between the Council of Europe and the selected Providers. It also contains the TABLE OF FEES, which indicates the applicable fees, throughout the duration of the contract.

HOW DOES A FRAMEWORK CONTRACT WORK?

STAGE 1:

SELECTION of qualified Providers through a call for tenders and signature of a framework contract with all the pre-selected Providers.

STAGE 2:

ORDER(S) are addressed, on an as needed basis, throughout the duration of the contract, to the designated Provider(s).

EXECUTION as from the date of signature of each Order, unless the Order concerned provides otherwise.

HOW TO SUBMIT A TENDER?

STEP 1: Read the **TENDER FILE**

STEP 2: Complete the **ACT OF ENGAGEMENT** and collect the required **SUPPORTING DOCUMENTS**, as listed in section F of the terms of reference (below).

STEP 3: Send your **TENDER**, in accordance with the Tender Rules.

PART I –TERMS OF REFERENCE

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA RELATING TO THE INCLUSION OF ROMA AT LOCAL AND REGIONAL LEVEL NATIONAL FACILITATORS

COORDINATOR

2018/AO/06

A. BACKGROUND

The Joint European Commission (EC) and Council of Europe (CoE) Programme “ROMACT – Building up political will and understanding of Roma inclusion at local and regional level” (ROMACT) (hereafter referred to as “the Programme”) is pursuing the ROMACT Programme to build the capacity of local authorities to develop and implement plans and projects for Roma inclusion and aim to promote the integration of Roma at local level.

The Programme pursues the following objectives: improving local democracy, accountability, inclusiveness and responsiveness towards Roma citizens and thereby improved delivery of services.

The Programme will end on 31 March 2021.

The Programme is comprised of several elements of support to regional and local authorities and Roma communities focusing on:

- capacity building;
- establishment and enforcement of mechanisms and processes promoting and ensuring good governance standards and ownership by local authorities of effective integrated development efforts covering education, employment, healthcare, housing, urban development and culture;
- equipping local authorities with tools, knowledge and skills to overcome the challenges and barriers in regard to the needs of the Roma;
- improving the efficiency, effectiveness and sustainability of local policies, measures and delivery of services; and
- supporting cooperation between municipalities willing to design and implement jointly concrete integration measures and projects.

The Programme’s activities will take place in **2 (two) countries: Bulgaria and Romania in a number of municipalities in each country.**

In each country, a National Support Team will be formed, consisting of one or more National Project Officer(s), National Facilitators’ Coordinator and a number of Facilitators.

The Council of Europe is organising **a call for tenders** with a view to awarding a Framework Contract (hereafter referred to as the “Contract”) for consultancy services within the framework of the Projects in **Bulgaria**. This call relates specifically to consultancy services to be provided by a Provider who will act as **National Facilitators’ Coordinator**.

The Council of Europe is looking for a maximum of 2 (two) Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on inclusion of Roma at local and regional level.

This Contract is currently estimated to cover up to 300 activities, to be held by 31 March 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 amount of the object of present tender should in principle not exceed 200 000 Euros 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.

B. SCOPE OF THE FRAMEWORK CONTRACT

The Provider, acting within the role of National Facilitators' Coordinator, will undertake an **organisational and coordination function** in relation to the implementation of the project activities at **local level** in Bulgaria. In particular, he/she will act as a conduit between facilitators on one hand, and the National Project Officer on the other hand, and will work to ensure effective implementation of activities in number of municipalities by facilitators.

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

- **Drafting and preparing work plan proposals**, including draft work plans prepared by and/or with facilitators for the implementation of the Project activities in relevant municipalities in Bulgaria, and helping finalise these documents, drafting national work plans together with National Project Officer;
- **Drafting trimestral municipal reports and reviewing and approving activity reports** drafted by facilitators regarding the activities carried out during the relevant reporting period, ensuring facilitators' reporting obligations, quality of their reports, reviewing and validating facilitators' reports in the online system within 7 days upon their initial submission, ensuring that feedback from the Secretariat is addressed within 7 days;
- **Planning and organisation of meetings**, in close cooperation with the National Project Officer, with a particular focus on local level meetings, including establishing and developing contacts with stakeholders, identifying opportunities for meetings to develop effective cooperation and dialogue between them in regards to project implementation, and helping with the planning and organisation of those meetings;
- **Planning and organisation of other events and activities**, with a particular focus on local level activities, including identifying relevant opportunities and topics for events, identifying participants, and helping with the planning and organisation of those events;
- **Training/coaching**, including identifying needs for capacity development and technical assistance to stakeholders at the regional and local level, with a particular focus on local level training and coaching, planning and organising training, workshops and roundtables, securing the participation of local partners/speakers and ensuring the quality and relevance of these activities, proposing improvements where necessary;
- **Attending and representing the Project at events**, in close cooperation with National Project Officer, including those mentioned in paragraphs 2.1–2.3 above and any other events, such as conferences, workshops, trainings, meetings organised by local NGOs, international organisations or donor organisations, which are relevant to the subject matter of the Project;
- **Research and collection of information**, including updating municipality pages of the Programmes, conducting surveys and assessments, providing information on relevant developments in the field of social inclusion and work with vulnerable groups in the country and other relevant developments;
- **Assisting with publication and document reviews**, including reviewing documents and proposed publications, and providing comments and recommendations for improvement (in English).

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 (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 unit fees, by completing the table of fees, as attached in Section A of 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 daily 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 carried out on the basis of Order Forms submitted by the Council to the selected Service Provider(s), by post or electronically, on **an as needed basis** (there is therefore no obligation to order on the part of the Council).

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.

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.

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 Service 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 quote¹ (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);

¹ It must strictly respect the fees indicated in Section A of the Act of Engagement as recorded by the Council of Europe. In case of non-compliance with the fees as indicated in the Act of Engagement, the Council of Europe reserves the right to terminate the Contract with the Service Provider, in all or in part.

- 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 Service 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 (by signing the Act of Engagement, you declare on your honour not being in any of the below situations)²

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.

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):

- Completed secondary education;
- Professional experience of at least five years at the international and/or national level in the field of Roma inclusion, Roma communities, policies, public administration, access to funding, social inclusion;
- Excellent oral and written Bulgarian (at least level C1 of the CEFR³) and a good knowledge of English (at least level B2 of the CEFR)

Only bids submitted in English shall be deemed eligible.

Award criteria

- Quality of the offer (80%), including:
 - Thematic knowledge and related experience in Roma inclusion field: Communities, Policies, Public administration, Access to funding, Social inclusion;
 - Experience in and knowledge of the region and local communities and municipalities;
 - Demonstrated understanding of the delivery of international technical assistance projects;
 - Demonstrated ability to work in a team, strong organisational, reporting, interpersonal, communication and coordination skills.
- Financial offer (20%).

² 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 requirements listed above under "exclusion criteria" are met;
- A certificate issued by the competent authority of the country of incorporation indicating that the fourth requirement is met.

³ http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf

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

Multiple tendering is not authorised.

F. DOCUMENTS TO BE PROVIDED

- **Two** completed and signed copies of the Act of Engagement.⁴
- A detailed CV, not more than 5 pages long, demonstrating clearly that the tenderer fulfils the eligibility criteria;
- A motivation letter in English, demonstrating experience and expertise required;
- A sample of a project managed/coordinated by the consultant, relevant for the theme of the Call – max. two page summary of the project description
- Three relevant referees, from current or previous employers or clients (name, surname, title, 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 Council reserves the right to reject the tender. Submitted documents that were not requested in the tender will not be considered as part of the evaluation process.

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.

* * *

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.

PART II – TENDER RULES

CALL FOR TENDERS

FOR THE PROVISION OF CONSULTANCY SERVICES IN BULGARIA RELATING TO THE INCLUSION OF ROMA AT LOCAL AND REGIONAL LEVEL - NATIONAL FACILITATORS' COORDINATOR 2018/AO/06

ARTICLE 1 – IDENTIFICATION OF THE CONTRACTING AUTHORITY

1.1 Name and address

COUNCIL OF EUROPE

Directorate General of Democracy

Directorate of Democratic Governance and Anti-discrimination

Roma and Travellers Team

1.2 Background

The activities of the Organisation are governed by its Statute. These activities concern the promotion of human rights, democracy and the rule of law. The Organisation has its seat in Strasbourg and has set up external offices in about 20 member and non-member states (in Ankara, Baku, Belgrade, Brussels, Bucharest, Chisinau, Erevan, Geneva, Kyiv, Lisbon, Moscow, Paris, Podgorica, Pristina, Rabat, Sarajevo, Skopje, Tbilisi, Tirana, Tunis, Warsaw, Venice and Vienna).

Council of Europe procurements are 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.

The Organisation enjoys privileges and immunities provided for in the General Agreement on Privileges and Immunities of the Council of Europe, and its Protocols, and the Special Agreement relating to the Seat of the Council of Europe.⁵

Further details on the project are provided in the Terms of Reference.

ARTICLE 2 – VALIDITY OF THE TENDERS

Tenders are valid for 120 calendar days as from the closing date for their submission.

ARTICLE 3 – DURATION OF THE CONTRACT

The duration of the framework contract is set out in Article 2 of the Legal Conditions in the Act of Engagement.

ARTICLE 4 – CHANGE, ALTERATION AND MODIFICATION OF THE TENDER FILE

Any change in the format, or any alteration or modification of the original tender will cause the immediate rejection of the tender concerned.

ARTICLE 5 – CONTENT OF THE TENDER FILE

The tender file is composed of:

- Technical specifications/Terms of reference;
- Tender rules;
- An Act of Engagement, including the Legal Conditions of the contract.

ARTICLE 6 – LEGAL FORM OF TENDERERS

The tenderer must be either a natural person, or a legal person except consortia.

ARTICLE 7 – SUPPLEMENTARY INFORMATION

General information can be found on the website of the Council of Europe: <http://www.coe.int>

Other questions regarding this specific tendering procedure shall be sent at the latest by **one week before the deadline for submissions of tenders**, in English, and shall be exclusively sent to the following address: romact@coe.int.

ARTICLE 8 – MODALITIES OF THE TENDERING

Tenders must be sent to the Council of Europe **both electronically and in paper hardcopy**.

Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

Paper hardcopies shall be sent in A4 format (21x29.7 cm) by post, as specified below:

- Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

COUNCIL OF EUROPE
For the attention of the Tenders Board
CALL FOR PROVISION OF CONSULTANCY SERVICES IN BULGARIA RELATING TO THE INCLUSION OF ROMA AT LOCAL AND REGIONAL LEVEL - NATIONAL FACILITATORS' COORDINATOR
2018/AO/06
B.P. 7
F – 67075 STRASBOURG Cedex
FRANCE

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

ARTICLE 9 – DEADLINE FOR SUBMISSION OF TENDERS

The deadline for the submission of tenders is 27 February 2018 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.

ARTICLE 10 – ASSESSMENT OF TENDERS

Tenders shall be assessed in accordance with Rule 1333 of 29 June 2011 on the procurement procedures of the Council of Europe. Assessment shall be based upon the criteria as detailed in the Terms of Reference.

⁵ Available on the website of the Council of Europe Treaty Office: www.conventions.coe.int

FINAL CHECK LIST

1) BEFORE SENDING YOUR TENDER, CHECK THAT IT INCLUDES:

- **Two** completed and signed copies of the Act of Engagement.
 - A detailed CV, not more than 5 pages long, demonstrating clearly that the tenderer fulfils the eligibility criteria;
 - A motivation letter in English, demonstrating experience and expertise required;
 - A sample of a project managed/coordinated by the consultant, relevant for the theme of the Call – max. two page summary of the project description
 - Three relevant referees, from current or previous employers or clients (name, surname, title, phone number or e-mail).
-

2) HOW TO SEND TENDERS?

Tenders must be sent to the Council of Europe **both electronically and in paper hardcopy.**

Electronic copies shall be sent only to cdm@coe.int. Tenders submitted to another e-mail account will be excluded from the procedure;

Paper hardcopies shall be sent in A4 format (21x29.7 cm) by post, as specified below:

- Tenders shall be submitted in a sealed envelope. The first sealed envelope shall be placed inside a second envelope addressed to the Tenders Board, showing the file reference number and object, as follows:

<p>COUNCIL OF EUROPE For the attention of the Tenders Board CALL FOR PROVISION OF CONSULTANCY SERVICES IN BULGARIA RELATING TO THE INCLUSION OF ROMA AT LOCAL AND REGIONAL LEVEL - <u>NATIONAL FACILITATORS'</u> <u>COORDINATOR</u> 2018/AO/06 B.P. 7 F – 67075 STRASBOURG Cedex FRANCE</p>
--

- Tenderers are requested to indicate their names and address on the outside envelope for identification purposes.

The deadline for the submission of tenders is 27 February 2018 as evidenced by the postmark, or by the receipt of delivery provided by the dispatching company.