

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



### Purchase of consultancy services and editorial work on Coyote youth work magazine produced within the Partnership between the European Commission and the Council of Europe in the field of youth.

The Council of Europe, in the framework of its partnership with the European Commission in the field of youth, publishes Coyote youth work magazine since 1999. In that context, it is looking for Provider(s) for the provision of consultancy services and editorial work on Coyote youth work magazine 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 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 consortium of natural and/or legal person.

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 – Coyote.** 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 – Coyote.**

<b>Type of contract ▶</b>	Framework contract
<b>Duration ▶</b>	Until 31 December 2022
<b>Deadline for submission of tenders/offers ▶</b>	<b>02 March 2022</b>
<b>Email for submission of tenders/offers ▶</b>	<b>youth-partnership@partnership-eu.coe.int</b>
<b>Email for questions ▶</b>	marietta.balazs@partnership-eu.coe.int
<b>Expected starting date of execution ▶</b>	10 March 2022

<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 Council of Europe, within the partnership with the European Commission in the field of youth (hereafter Youth Partnership), publishes [Coyote youth work magazine](#) since 1999. The magazine, which is online only since 2017, is addressed to youth workers, trainers, researchers, policy makers and broader public interested in the youth field. Coyote intends to provide a forum to share and give insights into some of the issues, new trends, emerging topics relevant to the youth work community of practice, including perspectives of youth policy, youth research and young people. The most recent issues focused on topics such as [rural youth](#), [well-being of young people](#) and the [3<sup>rd</sup> European Youth Work Convention and the Bonn Process](#).

In 2022-2023, Coyote will continue to reflect on relevant topics for the youth sector, new youth policy developments and trends in youth work and it will continue to present them in a user-friendly format primarily for the youth work community of practice. Each year, one issue will be related to European youth policies and the other will address a specific theme, in line with the [EU Youth Strategy 2019-2027](#) and [Council of Europe Youth Sector Strategy 2030](#).

Planned issues for 2022:

- Issue #33 focused on sustainability
- Issue #34 focused on the [European Year of Youth 2022](#), the 50<sup>th</sup> anniversary of the Council of Europe's [Youth Sector](#) and its campaign on revitalising democracy

Each issue will involve up to two Providers from Lot 1 and minimum two Providers from Lot 2. They will constitute the editorial team of the issue. Each issue is planned to have up to 15 articles. Authors are the members of the editorial team and other separately contracted experts. A standard article is up to four pages long (A4).

The editorial team provides feedback on the articles and the final texts go through the proofreading services of the Council of Europe. Proofread texts are finalised and laid out by the editorial team.

Articles are published on the [Coyote webpage](#) and disseminated by various means, including publishing them on the [Coyote magazine Facebook page](#) and on the various social media channels of the Youth Partnership. It can take up to 6 months to produce an issue of Coyote youth work magazine.

The Council of Europe is looking for 20 Provider(s) (provided enough tenders meet the criteria indicated below) in order to support the implementation of the project with a particular expertise on youth work, non-formal education, editorial work, communicating in English (fluency and excellent writing skills in English are required), facilitation, among others.

This Contract is currently estimated to cover up to two issues of Coyote magazine mentioned above, to be held by 31 December 2022. 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 Youth Partnership work programme for 2022 amounts to 1.2 million 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 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: Magazine coordinator	5
Lot 2: Editor	15

Lot 1 concerns the work related to the coordination of the production of Coyote youth work magazine.

Lot 2 concerns editorial work in Coyote youth work magazine.

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, selected Providers may be asked to provide the following services:

### Under Lot 1:

Under the supervision and following the guidelines of the Youth Partnership secretariat, the magazine coordinator is expected to:

- Supervise the whole production process of an issue of Coyote youth work magazine (alone or together with another Provider from Lot 1):
  - coordinate the work of the editorial team, including the selection of authors, specific contents and structure of the issue in line with the guidelines defined by the Youth Partnership secretariat;
  - organise editorial team meetings, propose an agenda, coordinate the facilitation and the follow-up of the meeting;
  - give feedback to the draft and revised versions of all the articles;
  - send all articles and texts for proofreading to the Youth Partnership secretariat and follow-up the proofreading process;
  - give advice for illustrations, including the cover of each issue;
  - prepare and lay out the articles for online publication and send them to the Youth Partnership secretariat;
  - ensure that all deadlines and milestones agreed by the editorial team and the Youth Partnership secretariat are met, including having the whole issue ready one week before the agreed publication date of the issue.
- Write an introduction (Editorial) for the issue.
- Prepare a dialogue for the Spiffy Wisdom comic strip with the support of the editorial team and cooperate with an illustrator to prepare the comic.
- Support the social media activities of Coyote youth work magazine, including preparing posts for the Coyote Facebook page.
- Contribute to the strategic planning of Coyote together with the Youth Partnership secretariat.
- Inform the Youth Partnership secretariat, on a regular basis, about the work in progress.

### Under Lot 2:

Under the supervision and following the guidelines of the Youth Partnership secretariat and of the editorial team of Coyote youth work magazine, the editor is expected to:

- Follow one or more articles during the whole production process for an issue of Coyote youth work magazine, including contacting the potential author, request their author form to be completed, receive and provide feedback on the article, collect feedback from other editorial team members, prepare a list of illustration ideas with the author and/or collect illustrations from the authors following instructions from the Youth Partnership secretariat.

- Write an article related to the theme of the current issue, send it for peer review, rework the text based on feedback, fill out the author form, prepare a list of ideas for illustrations and/or provide illustrations following instructions from the Youth Partnership secretariat.
- Peer review and provide feedback on articles which are followed by another editorial team member.
- Participate actively in editorial team meetings, including preparation, note taking and facilitation.
- Contribute to the dissemination of the magazine and its articles, including social media activities, podcasts, presenting it at events, as agreed by the editorial team and the Youth Partnership secretariat.

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 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 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:

- 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 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 two years of experience in the youth field
- Fluency and excellent writing skills in English (equivalent to level C1 in the Common European Framework of Reference for Languages (CEFR)), assessed by the CV for both Lots, writing sample for Lot 1 and by the motivation letter for Lot 2

<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;
- 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).

*Award criteria**Lot 1*

- Quality of the offer (90%), including:
  - knowledge of the youth field and practical experience in youth work (30%);
  - experience in contributing to publication(s) targeting young people or youth work practitioners (30%);
  - experience in editorial work, communication, and creative writing (30%).
- Financial offer (10%).

*Lot 2*

- Quality of the offer (90%), including:
  - knowledge of the youth field and practical experience in youth work (50%);
  - experience in contributing to publication(s) targeting young people or youth work practitioners (20%);
  - experience in communication and creative writing (20%).
- Financial offer (10%).

The Council reserves the right to hold interviews with eligible 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

- 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 list of all owners and executive officers, for legal persons only;
- Motivation letter (max. two page, A4) describing how the tenderer meets the requirement of the expected service (see Section B above) including indication of the specific and/or preferred fields of expertise;
- For Lot 1 only: writing sample in English (min. 400 words); it can be an article, report, book chapter, etc.).

**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.