

TENDER FILE / TERMS OF REFERENCE

(Competitive bidding procedure / Framework Contract)



Provision of consultancy services related to the implementation of the European Youth Work Agenda.

The Council of Europe is currently implementing a Project, in the framework of its partnership with the European Commission in the field of youth on establishing, co-ordinating and building the capacity of a pool of experts on youth work development in its workplan for 2022-23.

In that context, the Council of Europe is looking for a maximum of 35 Provider(s) for the provision of consultancy services for the implementation of the European Youth Work Agenda (EYWA) at European, national, and local level to be requested by the Council on an as needed basis, in compliance with the ordering procedure defined in the Framework Contract.

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.

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 - Pool of experts on youth work development.** 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 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 - Pool of experts on youth work development.**

Type of contract ▶	Framework contract
Duration ▶	Until 31 December 2023
Deadline for submission of tenders/offers ▶	16 January 2023
Email for submission of tenders/offers ▶	youth-partnership@partnership-eu.coe.int
Email for questions ▶	laszlo.milutinovits@partnership-eu.coe.int
Expected starting date of execution ▶	01 March 2023

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 creation of the aforementioned pool fits into the follow-up of the 3rd European Youth Work Convention which developed proposals for a European Youth Work Agenda (EYWA) and asked governments to improve a wide range of conditions for youth work development in Europe. It is also fully in line with the role assigned to the EU-Council of Europe Youth Partnership in supporting the implementation of the EYWA, including the design and management of several planned and future research studies, meetings, and activities, and support to Council of Europe and European Commission's initiatives. The pool is foreseen to include relevant profiles across policy, practice, volunteer and paid youth workers, educators and trainers of youth workers, youth NGOs and youth work researchers.

The Council of Europe is looking for a maximum of 35 Providers (provided enough tenders meet the criteria indicated below) to support the implementation of the project with a particular expertise in youth work development.

This Contract is currently estimated to cover up to 20 activities, to be held by 31 December 2023. 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.

The **first meeting** of the Pool is expected to take place in the beginning of **March 2023**.

For information purposes only, the total budget of the Youth Partnership in 2022-2023 amounts to 2.8 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: Educational and professional development of youth workers	10
Lot 2: Research, study, and analysis of youth work	10
Lot 3: Development, implementation and evaluation of policies and programmes on youth work	15

Lot 1 concerns experts in non-formal and formal education of youth workers and trainers. The experts will be expected to work on professional development of youth workers, on activities and interventions on quality development, on enhancing the dialogue within the community of practice as well as to contribute to related publications.

Lot 2 concerns researchers expected to conduct research, reviews, write reports, analyses, or other practical and policy-oriented documents related to youth work development.

Lot 3 concerns experts on designing, implementing and evaluating policies and programmes on youth work development. The experts will be expected to provide consultancy services in these areas, and in particular to support the design of long-term policy and strategic frameworks on youth work and organisational development, including specifically national and local level interventions.

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).

Only those Providers whose score, following the assessment of the Award Criteria (see Section E below), is equivalent to or higher than 3.8 will be selected.

Scope of the Framework Contract

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

In general:

- provide expertise and consultancy services on youth work development and strategies in line with relevant instruments of the European Union and the Council of Europe and the eight main areas defined in the Final Declaration of the 3rd European Youth Work Convention '[Signposts for the future](#)';
- provide inputs such as keynote speeches, lectures and thematic expertise;
- support the development of capacity building activities and materials in the field of youth work and EYWA, such as the EU-Council of Europe Youth Partnership's MOOCs, training and educational materials, guidebooks for implementation of the EYWA and integration of European standards into national and local contexts;
- support with knowledge and expertise communication and dissemination of the outcomes of projects and activities, including audio-visual communication such as videos, podcasts and illustrations;
- participate in and contribute to meetings;
- support initiatives of the partner institutions on youth work.

And in specific:

Under Lot 1: Educational and professional development of youth workers

- supporting the development of curricula and pathways for professional education of youth workers;
- contribute to the design and facilitation of physical, hybrid and online activities targeting the youth work sector, including the EU-Council of Europe Youth Partnership's youth work community practice meeting in 2023, symposia, seminars and Peer Learning Activities and other capacity building projects;
- support the development of online and offline publications with expertise on educational matters.

Under Lot 2: Research, study and analysis of youth work

- support the conceptual and methodological development, coordination and implementation of studies and research outputs related to youth work policy and practice development;
- carry out desk research, analysis and applied research;
- write reports, analyses, or other practical and policy-oriented documents;
- Review policy documents and processes of the partners institutions and peer review drafts submitted by other Providers;
- Prepare presentations, scripts, texts for audiovisual communication on the main findings.

Under Lot 3: Development, implementation and evaluation of policies and programmes on youth work

- support the design of long-term policy and strategic frameworks on youth work and organisational development at European, national and local levels;
- support the evaluation of policy and strategic frameworks on youth work at European, national and local levels;
- contribute to the development of youth work structures (youth centres, associations, etc.) and to the improvement of their services through consultancy;
- support the conceptual development, coordination and implementation of interventions and capacity building activities in these areas.

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);

² 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.

- 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, 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;
- have not fulfilled, in the previous three years, their contractual obligations in the performance of a contract concluded with the Council of Europe leading to a total or partial refusal of payment and/or termination of the contract by the Council of Europe;
- 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).

Eligibility criteria

- At least five years of experience in working in European youth work (demonstrated in the CV);
- Concrete experience in designing, co-ordinating/leading and implementing at least two projects specifically aimed at European/regional/national/local level youth work development. The projects should be preferably related to relevant instruments of the European Union and the Council of Europe, and to the European Youth Work Agenda and the eight main areas defined in the Final Declaration of the 3rd European Youth Work Convention 'Signposts for the future' (demonstrated in the CV).

Award criteria – LOT 1: Educational and professional development of youth workers

- Quality of the offer (90%), including:
 - Competences in training and professional education of youth workers on European/regional/national/local level (50%);

³ 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).

- Relevance of expertise specifically related to at least three (or more) of the eight main areas defined in the Final Declaration of the 3rd European Youth Work Convention '[Signposts for the future](#)', with special regard to contribution to the dialogue within the community of practice (40%).
- Financial offer (10%).

Award criteria – LOT 2: Research, study and analysis of youth work

- Quality of the offer (90%), including:
 - Competences and experience in conducting research aimed at European and regional/national/local level youth work development, including designing, writing, and editing related publications and reports (50%).
 - Relevance of expertise specifically related to at least three (or more) of the eight main areas defined in the Final Declaration of the 3rd European Youth Work Convention '[Signposts for the future](#)' (40%);
- Financial offer (10%).

Award criteria – LOT 3: Development and implementation of policies and programmes on youth work

- Quality of the offer (90%), including:
 - Competences in European and regional/national/local level policy and programme design for youth work development, including strategic interventions for developing youth work structures and services of public institutions and non-governmental (youth) organisations (50%)
 - Relevance of expertise specifically related to at least three (or more) of the eight main areas defined in the Final Declaration of the 3rd European Youth Work Convention '[Signposts for the future](#)' with special regard to policy, strategic frameworks and common directions for the community of practice (40%);
- Financial offer (10%).

For Consultancy ONLY: 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

- **A completed and signed copy of the Act of Engagement⁴** (See attached);
- A **CV**, demonstrating clearly and specifically that the tenderer fulfils the eligibility criteria;
- A list of all owners and executive officers, for legal persons only;
- **Motivation letter** (max one page, A4) describing how the motivation and expertise of the tenderer meets the requirements of the expected service (See Section B above), as well as demonstrating clearly that the tenderer fulfils the two **award criteria** (See Section E above) (submitted as PDF);
- **Two concrete examples and information on own projects** of the tenderer aimed at youth work development (submitted as a PDF or included as links in the Motivation letter);
- 3 (three) **references** and their contact details.

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

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.

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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