**TENDER FILE / TERMS OF REFERENCE**

**(Competitive bidding procedure / One-off contract)**

**Purchase of provider’s services for the provision of measuring the effects, monitoring and evaluation of training programmes conducted at local level through piloting Methodology for monitoring and evaluation of training programmes.**

**[*Contract N°* 4708/2021/52]**

The Council of Europe (CoE) is currently implementing a joint European Union (EU)/CoE Programme “Human Resources Management in local self-government” - phase 2 (2018 -2021) **(the “Programme” hereinafter)**, which is based on the achievements and challenges of the Programme “Human Resources Management in local self-government” phase 1 (2016-2017) implemented by the Council of Europe in cooperation with the programme partners Ministry of Public Administration and Local Self-government (MPALSG) and Standing Conference of Towns and Municipalities (SCTM). The Programme is also built on the implementation of the Strategy of Public Administration Reform in the Republic of Serbia Action Plan and in accordance with the European Charter of Local Self-Government’s principles, which provides a solid basis for setting-up strong and stable local authorities in the country. The Programme addresses the most relevant issues of human resources management (HRM) and human resource development (HRD) at local self-government level in the Republic of Serbia, which are prescribed in the Law on Employees in Autonomous Provinces and Local Self-governments, the Law on Salaries in Autonomous Provinces and Local Self-governments and the Law on National Academy for Public Administration (NAPA).

In line with the Law on National Academy, Article 4, NAPA is, inter alia, responsible for *monitoring the effects and development of conducted training programmes.* Furthermore, in line with the Rulebook on criteria for evaluation of training programmes NAPA is responsible for evaluation of accredited training programmes that requires collection of all relevant data on conducted training programme and programme activities as well as the assessment of their relevance and effects within the criteria defined by the Rulebook in numerical and narrative form.

In that context, it is looking for a Provider for the provision of supporting NAPA in **Piloting Methodology and measuring the effects of conducted training programmes in 2020 within the activity 2.1.4 and monitoring and evaluation of training programmes within the Activity 2.2.2, based on the application of relevant methodological tools** (See Section A of the Act of Engagement).

Methodology on monitoring and evaluation of training programmes including accompanying annexes in Serbian language is enclosed to the tender call.

1. 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[[1]](#footnote-1), 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 **one-off 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 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: Monitoring and Evaluation of training programmes conducted at local level.** 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 – Monitoring and evaluation of training programmes conducted at local level.**

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| --- | --- |
| **Type of contract ►** | One-off contract  |
| **Duration ►** | Until complete execution of the obligations of the parties (See Article 2 of the Legal conditions as reproduced in the Act of Engagement) |
| **Deadline for submission of tenders/offers ►** | 28 May 2021 |
| **Email for submission of tenders/offers ►** | Lsg.serbia@coe.int |
| **Email for questions ►** | Lsg.serbia@coe.int |
| **Expected starting date of execution ►** | 1 June 2021 |

1. EXPECTED DELIVERABLES

The expected deliverables are described in **Section A of the Act of Engagement** (See attached).

1. FEES

All tenderers are invited to fill in the **table of fees** as reproduced in **Section A of the Act of Engagement**.

Tenderers **subject to VAT** shall also send **a quote (Pro Forma invoice)** on their letterhead 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.

1. ASSESSMENT

*Exclusion criteria and absence of conflict of interests*

(by signing the Act of Engagement,**[[2]](#footnote-2)** you declare on your honour not being in any of the below situations)

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 or are likely to be in a situation of conflict of interests;
* 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)).
* **are public companies, institutes or universities financed from the national, local, or regional budget**

*Eligibility criteria*

* Proven working experience of minimum 5 years in monitoring project implementation and/or evaluation of conducted trainings;
* Proven working experience in drafting monitoring reports;
* Proven Provider’s capacities to conduct monitoring of training programmes and develop monitoring reports;
* Familiarity with and general understanding of methodologies for monitoring and evaluation of professional development programmes or trainings.

*Award criteria*

* Quality of the offer (90%), including:
* Proven Provider’s capacities to ensure the experienced and trained staff for monitoring and evaluation of trainings, measurement of trainings’ effects, piloting methodology and development of monitoring reports
* Proven Provider’s working experience in development or planning monitoring actions (development of the Action or Monitoring plans)
	+ Provider’s general understanding of implementing methodological tools necessary for monitoring actions
	+ Minimum five years of staff working experience (Monitoring Coordinator and Monitoring Consultants) related to monitoring and development of monitoring reports and implementing methodological tools
	+ Significant Provider’s experience in monitoring projects related to LSG-s will be considered as an advantage;
	+ Previous experience in working with the EU, Council of Europe and other donors and international organizations in the area of monitoring and evaluation will be considered as an advantage.
* Financial offer (10%).

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

Multiple tendering is not authorised.

1. NEGOTIATIONS

The Council reserves the right to hold negotiations with the bidders in accordance with Article 20 of Rule 1395.

1. DOCUMENTS TO BE PROVIDED

Tenderers are invited to submit:

* **A completed and signed copy of the Act of Engagement[[3]](#footnote-3) (See attached)**
* For tenderers subject to VAT only: **a quote, describing their financial offer**, in line with the requirements of section C of the Tender File (see above);
* A list of all owners and executive officers, for legal persons only;
* Portfolio of the Provider precisely referring to the eligibility and award criteria listed above, indicating total number of employees.
* Contact details (name, phone number, e-mail address) of at least three referees/clients indicating successful performance in the last five years in given area.
* CVs for 1 Monitoring Coordinator and 3 Monitoring Consultants who will be responsible for working on this assignment, demonstrating their knowledge and skills in line with the award criteria listed above
* Technical paper (maximum two pages) describing the accomplishment of the assignment in line with defined deliverables and description of required tasks, including roles of each member of the consultant team.

**All documents shall be submitted in English or Serbian, 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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1. The activities of the Council of Europe are governed by its [Statute](https://rm.coe.int/CoERMPublicCommonSearchServices/DisplayDCTMContent?documentId=0900001680306052) 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](https://search.coe.int/intranet/Pages/result_details.aspx?ObjectId=090000168094853e). [↑](#footnote-ref-1)
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 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). [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)